

Guide for Applicants 課程報名須知

Instruction on completing the application form 填寫報名表注意事項

1. Please complete all parts of the online application form. 請填妥網上報名表內所有部份。
2. Please make sure that you have satisfied the entry requirements, if any.
報名者需查閱清楚是否符合所選修課程之入學條件。(如有特別註明)
3. Please complete the application form clearly and accurately. An incomplete form will not be processed.
請清楚填寫報名表內的資料及確保資料正確。資料不全的報名表恕不受理。

Submission of application and verification of supporting documents 遞交報名表及有關文件

4. Please send the softcopies of required certificates and / or job reference letter to ife.cdt@polyu.edu.hk after submitting your online application form. 請填妥網上報名表後，電郵所需證書和/或工作證明副本去 ife.cdt@polyu.edu.hk。
5. Please provide the HKID Card and the original copies for verification at Institute for Entrepreneurship (I/E) counter (QR702, 7/F Shirley Chan Building, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong) on the first day of lesson. 請於第一次上課當日帶齊香港身份証以及文件正本親身前來九龍紅磡香港理工大學 R 座 7 樓 QR702 室企業發展院作驗證。

Payment methods and procedures 繳交學費的方法及程序

6. Please pay via one of the following methods within **3 working days** after receiving a payment notification email:
請於收到付款通知電郵三個工作天內以其中一種方法繳交學費：
 - A. **Credit Card:** Applicant will receive an online payment link after sending the softcopies of required certificates and / or job reference letter. 當收到所需證書和/或工作證明副本後，報名者將會收到信用卡網上付款連結。
 - B. **ATM / Faster Payment System:**
Name of A/C: The Hong Kong Polytechnic University
Bank: Hang Seng Bank
PolyU A/C No. : 280-277476-001
Please send the copy of the payment slip to ife.cdt@polyu.edu.hk.
請電郵付款單的副本去 ife.cdt@polyu.edu.hk。

Notification of application results 確認入學通知

7. Successful applicant will receive a written confirmation two weeks before course commencement together with the course schedule. Please contact the Institute if you do not receive any notification one week before the course commencement.
成功報名者在開課前兩星期，會收到本院發出的確認入學通知及上課細則。若學員在開課前 1 星期仍未收到任何通知，請向本院查詢。
8. Unsuccessful applicant will be notified in writing by the Institute. Course fees paid, if any, will be returned to them by ordinary mail. 報名者若不被接納，報名者將收到本院的通知。學費亦會以平郵退還報名者。

Fee refund policies 學費退還

9. Except unsuccessful applications or course cancellation, course fees are not refundable. Fees paid and places allocated are not transferable. 除報名不被接納或所選讀的課程取消外，所有已繳學費恕不退還，學費及學額亦不可轉讓他人。

Use of information 收集個人資料聲明

10. Please refer to the Hong Kong Polytechnic University's Personal Information Collection Statement
請參閱香港理工大學的個人資料收集聲明 Website 網址: <https://www.polyu.edu.hk/as/PICS.pdf>

Enquiries 查詢

11. Please contact 查詢:
Institute for Entrepreneurship (I/E) 企業發展院
QR702, 7/F, Core R, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong
九龍紅磡香港理工大學 R座 7 樓 QR702 室
Tel 電話: 3400 2773 Fax 傳真: 3006 5433 E-mail 電郵: ife.cdt@polyu.edu.hk Website 網址: www.polyu.edu.hk/ife
Note: The Institute reserves the rights to cancel any courses, and to make any necessary changes to the schedules, contents, and mode of delivery of the courses offered.
本院有權修訂上課時間，地點，授課形式等課程細則，並保留取消課程的權利。

Reception Opening Hours 櫃檯開放時間

Monday to Friday 星期一至五 9:00am – 6:00pm
Closed on Weekends and Public Holidays
星期六、日及公眾假期休息