

# ENROLMENT APPLICATION

## University and Professional Qualification Programmes

### PERSONAL INFORMATION (PLEASE PRINT IN BLOCK LETTER)

SN#

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_

Company Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Tel:(O) \_\_\_\_\_ (H) \_\_\_\_\_ (Mobile) \_\_\_\_\_ Fax: \_\_\_\_\_

E Mail: \_\_\_\_\_ H.K.I.D.: \_\_\_\_\_ Sponsorship:  Company:  Self:

Have you attended an ABRS course before? Yes  No



### COURSES TO ENROL *Enrolment is subject to our offer and acceptance.*

Code	S	Term	Title	Commencing	Course Fee	Present Payment
			Plus Application / Regstration Fee (if applicable)			
(S: Section A, B ....) Fees are based on our standard schedule published.						Total Amount paid: <input type="text"/>

### EDUCATION *(If applicable)*

School/College/University	From	To	Qualification

Please attach copies of required education qualifications, incomplete documents / false information will invalidate your course / examination / award eligibility.

### EXPERIENCE *(If applicable)*

Company	From	To	Position

**Payment Method:**  Cash (only in person)  Cheque: Bank \_\_\_\_\_ No. \_\_\_\_\_  
 Bank payment  EPS (for initial payment up to \$5,000)

Please return this form (or its photocopy), together with check payable to "ABRS International Information and Consultancy" at: 4/F., Chinachem Johnston Plaza, 178, Johnston Road, Wan Chai, Hong Kong. Tel: 2598 4811 Fax: 2598 4092 Email: info@abrs.net http://www.abrs.com.hk/

**Bank Pay-in:** You may make your payment at any Bank of China Group branch: a/c ABRS International Information & Consultancy @ 064 776 000 99726, please i) fax your pay-in slip together with enrolment form for confirmation and ii) present your original pay-in slip for exchange of an official receipt before your first session.

**Application Deadline:** Normally 7 days before class commencement. Application after deadline is subjected to availability and an \$80 administration fee may be charged. Early enrolment is necessary so that quality training can be delivered.

ABRS expressly declines any verbal agreement or offer of significance unless it is in writing by school or program head. All government fund availability is for reference and subject to final approval, which does not constitute part of enrolment condition.

Please indicate how you first come to know of our course?

Daily Newspaper: \_\_\_\_\_  Company/Personal Mail  Colleagues/Friends  
 Weekly/Monthly Magazine: \_\_\_\_\_  Web: \_\_\_\_\_  Other: (Please specify) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The applicant fully understands course details provided and agrees to observe general terms and conditions for ABRS course enrolment as stated overleaf. ABRS reserves the right to reject an application considered inappropriate to the course, or terminate the course / examination /award eligibility without any refund if any false information is stated or any required pre-requisites are not met during the course of study.

**OFFICE USE ONLY:** Date Received \_\_\_\_\_ Handled by \_\_\_\_\_ Receipt No.  Amount   
 Timetable \_\_\_\_\_ Out Date \_\_\_\_\_  Cert.  HKIC \_\_\_\_\_ Comments \_\_\_\_\_

## General Terms and Conditions

- ◆ For enrolment, please return the completed form together with check payable to "ABRS International Information and Consultancy" to the address below. Enrolment by cash is acceptable at the address below from 10 a.m. - 8 p.m. Monday to Friday, Saturday 10 a.m. - 5 p.m.
- ◆ Mailed in application will be confirmed via mail normally within 7 days upon receipt of initial application.
- ◆ Fee must be paid in advance. Fee paid are refundable only if written notice is given to ABRS within one week after initial payment AND at least 7 days before commencement. Application Fee plus \$100 will be deducted. No refund will be made after that date, or within 7 days before class commencement, whichever is earlier. Participants may transfer to other available ABRS course provided written notice is given 7 days prior to class commencement.
- ◆ ABRS reserves the right to make necessary adjustment to the course details such as time and agenda, or any examination / advancement requirement.
- ◆ Successful applicants for non-degree programs will not be reconfirmed and should attend the class according to the schedule. Applications for degree programs will be confirmed and a formal letter of offer will be issued for the applicant's acceptance and fee payment.
- ◆ Applications after application deadline (normally 7 days prior to course commencement) is subject to availability and an \$80 late application administration fee will be payable.
- ◆ Attendance certificate is issued upon request made within 3 months from course completion to those with attendance of no less than 75%. A fee of \$50 is charged for each certificate. (plus \$10 handling fee if delivered by post)
- ◆ The applicant also agrees to comply with specific terms and conditions for individual program enrolled, which is included in the program brochure/handbook.
- ◆ If a course, seminar or service offered has to be cancelled or terminated due to unforeseen circumstance, ABRS will only limit its liability to a refund on pro-rata basis and has no further liability beyond that.
- ◆ The applicant will not hold ABRS liable for any EXTERNAL examinations, awards, services, products offered by any third party whether referred by ABRS or not.
- ◆ Professional qualification programs offered may only be open to registered members of appropriate professional institutes, societies or associations. You are required to subscribe to membership(s) of appropriate bodies, when requested, as part of the conditions of enrolment.
- ◆ Future availability of any deferred / suspended subjects, whether accepted or not, is subject to risk of availability without guarantee nor refund - The organizer's responsibility is only limited to classes and services for the original academic term / semester.
- ◆ Availability of follow-on modules / subsequent terms of a programme is subject to resources availability and satisfactory enrolment level. Either party will have no further liability due to withdrawal from or suspension of a programme unless agreed otherwise.
- ◆ Please all Government loans, funds and external scholarships / financial assistance etc.. are subject to final approval or cancellation without our liability.

### IMPORTANT PAYMENT NOTICE

All Cash Payment for tuition fee should be made in person at 4/F Counter of Wanchai office ONLY - Cash payment over \$2000 should bear Additional Supervisor / Manager Signature + Authorized Signature Stamp

現金交學費限灣仔辦事處4/F櫃檯親身受理。超過HK\$2000 收據需另加授權蓋章及主管加簽。

# ABRS



**Wanchai Main Office**  
4/F., Chinachem Johnston Plaza,  
178-186, Johnston Rd., Wan Chai, Hong Kong  
(above M McDonald ☼ A3)  
(Mon-Fri 10:00am-8:00pm, Sat 10:00am-5:00pm)



(852) 2598 4811



(852) 2598 4092



Info@abrs.net



http://www.abrs.com.hk



Bank of China Group branch a/c:  
ABRS International Information & Consultancy  
064 776 000 99726

### Authorized Examination / Education Centre:



Demand is high for our courses and seminars. Please enrol early to ensure the acceptance of your application and help us deliver quality training.