

CPD Enrolment Form 報名表格

Name 姓名						(follow your HKID, for Certificate of Attendance purpose) (請與香港身份證相同, 作出席證明書之用)	
HKID No 香港身份證號碼		-			XXX (X)	Company Name 公司名稱	
	(Please provide the first letter and first 3 digits only) 請提供首個英文字母和前3位數字)						
Mobile No. 手提電話號碼					Email 電郵		
Mailing Address 郵寄地址							
Course applied 所申請課程					Course Code 課程編號		

Remarks 備註

- Please send the completed form together with payment to “15/F., Tiffan Tower, 199 Wanchai Road, Wan Chai, Hong Kong”. Only application with payment will be considered. 請將填妥的表格連同付款一併寄至“香港灣仔灣仔道 199 號天輝中心 15 樓”。我們只接受已付款的申請。
- For payment, you can either 付款方式，您也可以選擇
 1. Send in a cheque payable to Vista Academy Co Limited. Please put your name, course number and contact number at the back of the cheque; or 支票付款，抬頭 Vista Academy Co Limited。請在支票背面填寫您的姓名，課程編號和聯繫電話；或
 2. Pay directly into our bank account (Bank of China account no 012-574-2-008559-7). Please send us copy of the bank in slip along your application 直接支付到我們的銀行賬戶（中國銀行賬戶號 012-574-2-008559-7）。請將您的銀行入帳副本發送給我們
- For any application by post, we shall not be responsible for any delay in your application due to mail delivery. 對於任何郵寄申請，我們不會對因郵件遞送而導致的申請延誤承擔任何責任。
- All application for enrolment will be considered in first come first served basis. We shall advise if the application is successful or not by email. For unsuccessful cases, we will not return the application form and the cheque unless you request for but you have to pay an administrative charge. If the enrolment fee is paid through direct bank in, we shall send you the refund cheque at no administrative charge within one month from the date of the training course. 所有報名申請均以先到先得的方式考慮。我們將通過電子郵件通知申請是否成功。對於不成功的申請，在您的要求下，才會退回原來支票，但您必須支付有關行政費用。如果通過銀行直接支付註冊費，我們將在有關培訓課程之日起一個月內向您發送退款支票。
- At special circumstances, we reserve the right to change our lecturer, the date and venue of a course. 在特殊情況下，我們保留更改講師，課程日期和地點的權利。
- All paid course fees are non-refundable except the provision in “Bad Weather Arrangement” (please refer our company website vista-academy.com.hk for details) or the class is cancelled by the Academy. 所有已付的課程費用均不可退還。但因“惡劣天氣安排”中的規定（詳情請參閱我們公司網站 vista-academy.com.hk）或我們取消有關課程除外。
- After enrolment to a course, participants can apply to switch to another course provided with advance notice (2 weeks before the training course), space availability and you have to pay an administrative fee of HK\$100 報名參加課程後，參加者可申請轉入另一課程門，但需要在已報名的課程開始前 2 週申請。有關申請將視乎新選擇的課程報名情況而定，您另需支付 100 港元的行政費。