Application Form

Professional Courses in
Public Health and Plumbing Engineering

1 Personal Particulars
Name (Surname first) 
Name in Chinese 
Sex M / F 
Chinese Character Code 
Date of Birth Day Month Year 
HK ID Card/ Passport No.* If you are a non-local applicant, please enter ‘Y’ 
Nationality 
Correspondence Address 
Tel. No. (Home) Tel. No. (Office) Fax No. 
Mobile Phone E-mail 
*Please delete as appropriate.

2 Course Particulars

<table>
<thead>
<tr>
<th>Please tick</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Tentative Date</th>
<th>Fee</th>
<th>Cheque No.^</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>1. Plumbing Design and Installation</td>
<td>NBJ1</td>
<td>9 June – 18 August 2014</td>
<td>HK$3,200</td>
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</tr>
</tbody>
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^ Please issue separate cheque for each course.

3 Academic Qualifications

<table>
<thead>
<tr>
<th>Awarding Institution</th>
<th>Title of Award</th>
<th>Year of Award</th>
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The courses require certain entry requirements which have been stated in the course leaflet. Please complete this part in full.
4 Professional Qualifications

<table>
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<tr>
<th>Awarding Institution</th>
<th>Title of Award</th>
<th>Year of Award</th>
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5 Working Experience

<table>
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<tr>
<th>From (mm/yy)</th>
<th>To (mm/yy)</th>
<th>Full Time / Part Time</th>
<th>Name of Organisation</th>
<th>Position</th>
<th>Occupation (enter code*)</th>
</tr>
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*Occupation Codes

01 Accounting
02 Administration & Management
03 Advertising
04 Banking & Financial Services
05 Computing & Information Technology
06 Education
07 Engineering
08 Literary & Creative Work
09 Marketing & Sales
10 Public Relations
11 Social Services
12 Surveying
13 Transport
14 Others (please specify:_________)

6 Other Information

Are you a member of The Chartered Institute of Plumbing and Heating Engineering?

☐ Yes
Member No.: _____________

☐ No

7 Declaration

I authorise The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Branch (CIPHE-HKB), the Department of Civil and Environmental Engineering, and the School of Professional Education and Executive Development (SPEED) to use my personal data for the following purposes:

1. processing my application for admission. My personal data will be transferred to the student record system when I am offered a place of study. The data will also be used by relevant offices within The Hong Kong Polytechnic University (PolyU) and the College of Professional and Continuing Education (CPCE), SPEED and CIPHE-HKB, in activities in support of my study at SPEED.

2. statistical and research purposes (no personal identifiers such as name, HKID number, correspondence address and telephone number will be released in the survey results).

3. delivering the announcements of SPEED, CPCE, other faculties/ departments/ offices of PolyU and CIPHE-HKB and other promotional information related to activities, programmes, and benefits & services to me. My data including name, e-mail address, correspondence address, telephone number and fax number may be used for this purpose.

If you do not wish to receive information as stated in item 3, please put a cross ‘X’ in the box on the right.

☐

I declare that all particulars given in this form are true and correct to the best of my knowledge and understand that provision of any false and misleading information will lead to disqualification of my application and registration for the courses with the institutions. Any fees paid will not be refunded.

I have read all the details above and understand the declaration I made (including the arrangement on the use of personal data).

03/2014
Signature
Date

To be completed by the Course Organiser

☐ Admitted ☐ Rejected ☐ Waiting List

Name of Course Organiser:_________________________ Signature:_________________________ Date:_________________________
Instructions on completing the application form
1. Please complete the form in English and print in block letters.
2. Please complete each part in full.
3. Please complete the application form clearly and accurately. Incomplete application forms will not be processed.
4. Please sign the application form before submitting your application.
5. Non-local applicants – Non-local students are defined as persons entering Hong Kong for purpose of education with a student visa or entry permit issued by the Immigration Department of the HKSAR Government. For details, please contact the Immigration Department of the HKSAR Government (Tel: 2824 6111; Website: www.immd.gov.hk/ehtml/hkvisas_study.htm).

Submission of application
6. The closing date for application is 19 May 2014 for Course 1, 22 May 2014 for Course 2 and 7 August 2014 for Course 3.
7. Completed application form should be submitted with copies of academic qualification certifications and crossed cheque(s) or bank draft(s) payable to “The Hong Kong Polytechnic University” for the required fee to The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Branch (CIPHE-HKB) at the following address:

   Unit A, 13/F, Wah Wing Industrial Building,
   14-20 Wing Yip Street,
   Kwai Chung, N.T.,
   Hong Kong

8. Please issue separate cheque for each course and write your name and course code at the back of the cheque or bank draft.

Notification of application results
9. Applicants will be notified the results of their applications by email. Please contact the CIPHE-HKB if you do not receive any notification 1 week before course commencement.
10. Unsuccessful applicants will be notified by the CIPHE-HKB. The cheque or bank draft for the fees will be returned by ordinary mail.

Fee refund policy
11. Fees paid are normally not refundable, except for cases of unsuccessful applications or course cancellation. Fees paid and places allocated are not transferable.

Certification
12. Certificate of Attainment will be issued by SPEED for each course to students who have attended at least 80% of the classes and passed the assessment of that course.
13. Students who have successfully completed all 3 courses (within three successive intakes) are eligible to apply for the “Professional Diploma in Public Health and Plumbing Engineering” issued by CIPHE-HKB.
14. No certificate will be re-issued.

Use of information
15. Personal data provided in this application form will be used solely for the purpose of registration in the courses, and in this connection the data will be handled by CIPHE-HKB, CEE and SPEED or other relevant institutions authorised to receive it.
16. Application documents of unsuccessful candidates will be destroyed after the admission process has been completed.
17. Application documents of successful candidates will become part of the student file and the data will thereafter be handled by SPEED, CPCE, other faculties/ departments/ offices of PolyU and CIPHE-HKB.
18. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to, and the correction of, their personal data. Applicants wishing to access or make corrections to their data should submit written requests to SPEED.

Enquiries
The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Branch
Tel: 2417 0091 (morning time is preferable)
Fax: 2417 9719
Email: info@ciphe.org.hk (please provide contact number)
Website: www.ciphe.org.hk

CIPHE-HKB, CEE and SPEED reserve the rights to cancel any courses, and to make variations to the schedules, contents, and mode of delivery of the courses.