



Please read the notes below for enrolment.

We accept payment by cash, cheque and direct bank transfer. If you wish to pay by cheque or direct bank transfer, please have the cheque or bank-in slip ready before you fill in the form as cheque number or bank-in slip reference number is required.

Payment method:

1. Cheque

Please make your cheque payable to "International Social Service Hong Kong Branch", write your name, contact phone number, programme name and code at the back of the cheque and mail it to us.

2. Bank transfer

Please make deposit to the bank account of "International Social Service Hong Kong Branch" via automatic teller machines (ATM) / bank teller / the internet banking. Please send the bank pay-in slip or a copy of transaction record to us by post or email with your name, contact phone number, programme name and code.

ISS-HK Account: HSBC (Bank code 004) 028-003622-001

3. Cash

Pay by cash in person at 6/F, Southorn Centre, Wanchai, Hong Kong during office hours from Monday to Friday.

Mon: 9am-1pm / 2pm-6pm

Tue-Fri: 9am-1pm / 2pm-5pm

Sat, Sun & Public holiday: Closed

ENROLLMENT

We accept payment by cash, cheque and direct bank transfer. If you wish to pay by cheque or direct bank transfer, please have the cheque or bank-in slip ready before you fill in the form as cheque number or bank-in slip reference number is required.

* Mandatory Fields

COURSE INFORMATION

Course Name*: _____

Course Code*: _____

Fee*: HK\$ _____

Payment Method*

Cheque

Cheque No.: _____ / Name of bank: _____

Bank transfer

Date of payment: _____

Bank-in Slip Reference Number: _____

Cash

APPLICANT'S INFORMATION

Are you a member of ISSFI Circle of Friends (COF)?*

Yes (COF No.: _____)

No

Title*: Mr / Mrs / Ms / Not Applicable

Name (Chinese)*: _____

Name (English)*: First Name _____

Surname:- _____

Employer*: _____

Type of Service*: _____

Post*: _____

Education Level*

- Secondary School
- Post-secondary
- Degree of Bachelor
- Degree of Master or above
- Others (Please Specify: _____)

Corresponding Address*:

Tel*: (Office) _____
(Home) _____
(Mobile) _____

Fax: _____

Email*: _____

Have you attended other ISSFI course before?*

- Yes (Please Specify _____)
- No

Name on Receipt (in English)*

- Name of Organization _____
- Your Name

How did you hear about our programmes?*

- Our Website
- Our Facebook
- Friends
- Media
- Others (Please Specify _____)

- I do not wish to receive ISS-HK e-Newsletters
- I do not wish to receive promotional materials of ISSFI's programmes and activities

Notes:

1. Application will be accepted on first-come-first-served basis.
2. Fees paid are not refundable unless the enrolled programme is full or cancelled.
3. If Storm Warning Signal No.8 or above, or Black Rainstorm Warning Signal is hoisted, the lesson will be cancelled. Details of postponement or other arrangements will be announced afterwards.
4. Receipt of application fee will be issued on the first day of the course.
5. A Certificate of Attendance issued by International Social Service Hong Kong Branch will be given to those who complete at least 80% of the programme with more than 3 classes.
6. Photos or videos may be taken during the programme, and be used for promotion of the Institute's services. If there is disagreement about this, please inform the Institute by writing.
7. The personal data provided on this form is used by the Institute only for enrolment and administration purposes (and for sending promotional materials of the ISS-HK / ISSFI programmes and activities if you have not checked the tick box indicating objection for us to do so). Under the provision of the Personal Data (Privacy) Ordinance, applicants have the right to request access to and make correction of their personal data. Please write to us to make the request. You may refer to our privacy policy (<http://www.isshk.org/en-us/privacy-policy>) for details.

Tel.: 28346863

Fax: 28347627

Email: issfi@isshk.org

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Hong Kong