



香港中文大學雅禮中國語文研習所

YALE-CHINA CHINESE LANGUAGE ACADEMY
THE CHINESE UNIVERSITY OF HONG KONG

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CUHKCLA

對外漢語 常規學歷課程 報名表格

Enrolment Form for Regular Award-bearing Programmes (Chinese as a Foreign/ Second Language/ CFL)

請於填寫報名表格前細閱「申請須知」及科目簡介並以正楷填寫此表格。
Please fill in this form in BLOCK LETTERS and read the "Notes to application"
and course curriculum carefully before filling in the form.

由本所填寫 Office use only		
錄取 Admitted	不錄取 Rejected	後補名單 Waiting List
<input type="checkbox"/> HK\$ _____ 報名費已收 Application Fee Received		<input type="checkbox"/> 以支票/本票支付 Paid by cheque / bankdraft
		<input type="checkbox"/> 以信用卡支付 Paid by credit card
<input type="checkbox"/> HK\$ _____ 學費已收 Tuition Fee Received		<input type="checkbox"/> 以支票/本票支付 Paid by cheque / bankdraft
		<input type="checkbox"/> 以信用卡支付 Paid by credit card

甲部 Part A: 課程詳情 Course details

✓請勾選 check the box #必須填寫 mandatory

# 入學學季 Admission for school term	# 學歷課程 Award-bearing programmes		課程單元/ Modules	課程編號與名稱 Course code and title (no need to fill this part for Level 1 – 3)	學分 No. of credits
年份 Year _____ <input type="checkbox"/> 春季學期 Spring Term <input type="checkbox"/> 夏季學期 Summer Term <input type="checkbox"/> 秋季學期 Fall Term	<input type="checkbox"/> 普通話 Putonghua	<input type="checkbox"/> 廣東話 Cantonese	單元一 Module 1		
入學程度 Level intended <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 高級 Advanced level	<input type="checkbox"/> 證書課程 Certificate Programme	<input type="checkbox"/> 證書課程 Certificate Programme	單元二 Module 2		
	<input type="checkbox"/> 文憑課程 Diploma Programme	<input type="checkbox"/> 文憑課程 Diploma Programme	單元三 Module 3		
	<input type="checkbox"/> 高等文憑課程 Advanced Diploma Programme	<input type="checkbox"/> 高等文憑課程 Advanced Diploma Programme	單元四 Module 4		
	<input type="checkbox"/> 職業中文綜合溝通基礎證書課程 Foundation Certificate Programme in Integrated Chinese Communication for Workplace		單元五 Module 5		
	<input type="checkbox"/> 中文閱讀基礎證書課程 Foundation Certificate Programme in Chinese Reading				
打算修讀多少學季? Semester(s) intended for the study? 年份 Year _____ <input type="checkbox"/> 春季 Spring <input type="checkbox"/> 夏季 Summer <input type="checkbox"/> 秋季 Fall 年份 Year _____ <input type="checkbox"/> 春季 Spring <input type="checkbox"/> 夏季 Summer <input type="checkbox"/> 秋季 Fall 年份 Year _____ <input type="checkbox"/> 春季 Spring <input type="checkbox"/> 夏季 Summer <input type="checkbox"/> 秋季 Fall 年份 Year _____ <input type="checkbox"/> 春季 Spring <input type="checkbox"/> 夏季 Summer <input type="checkbox"/> 秋季 Fall 春季 Spring : January - April 一月至四月 夏季 Summer : June - August 六月至八月 秋季 Fall : September - December 九月至十二月					首季修讀學分 總數: Total credits intended for the 1 st term:
上課地點 Class location: 除非另有註明, 常規學歷課程的上課地點為沙田中大校園。Unless specify, all classes take place in Shatin University campus.					

乙部 Part B: 個人資料 Personal Particulars

英文姓名 _____ 中文姓名 _____ 稱謂: 先生 小姐 太太 女士
Name in English: _____ Name in Chinese: _____ Title: Mr. Miss Mrs. Ms.
姓氏 Surname 名字 First Name (必須與香港身份證或護照相同 Must be the same as shown on HK ID card or passport)

香港入境身份 Hong Kong immigration status:

香港永久性居民身份證號碼 Permanent HK citizen HKID number: _____

香港入境簽證持有人 HK Visa holder

簽證類別 Visa type: 工作 Working visa 家屬 Dependent visa 工作假期 Working holiday visa 其他(請註明)Others: please specify _____

護照號碼 Passport no.: _____ 簽發國家 Issuing country: _____

國籍 Nationality _____ 性別 Sex _____ 出生日期: (日/月/年) Date of Birth: (dd/mm/yy) _____
手電: _____ 住宅電話: _____ 聯絡傳真: _____ 電子郵箱地址 Email Address: _____
Mobile: _____ Home Telephone: _____ Contact Fax: _____

通訊地址: _____
Correspondence Address: _____

緊急聯絡人 姓名 _____ 電話 _____ 關係 _____
Emergency contact: Name _____ Telephone: _____ Relationship: _____

曾修習廣東話 Cantonese Background*					
年份 When	地區/ 機構 名稱 District/ Name of institution	時段 Duration	每 周 上 課 時 數 Hours per week	總 時 數 Total contact hours	所 用 課 本 Textbook used

曾修習普通話 Putonghua Background*					
年份 When	地區/ 機構 名稱 District/ Name of institution	時段 Duration	每 周 上 課 時 數 Hours per week	總 時 數 Total contact hours	所 用 課 本 Textbook used

* 凡報讀非初班之新生，請到 <https://yccla.cuhk.edu.hk/chinese-placement> 下載及填寫語言能力測試表格，並連同申請表一併交回，有需要時申請者或被要求進行電話或網上會話測試。For applicants who intend to enroll in non-beginner course, please fill in the placement test at web site <https://yccla.cuhk.edu.hk/chinese-placement> and return the test together with the application form. Telephone and on-line oral test is sometimes required.

iv) #學習目標 (必須填寫) Learning Objectives (Mandatory)

閣下參加本課程的目的及學習目標：_____

戊部 Part E: 留學安排 Study Abroad Arrangement

學生簽證 Student Visa. 需要本所擔保學生簽證嗎？(註：除非申請者是香港身份證或工作簽證之持有人，否則一律需要辦理學生簽證，根據香港入境條例，單純旅遊免簽證身份未能合法在香港進修。 Need a student visa sponsored by CLC? (Note: all students must apply for a student visa unless applicant is a HKID or working visa holder. According to the HK Immigration Law, tourist visa exemption status alone is not allowed to study in Hong Kong.)

- 需要 (請填妥有關表格，見 <https://yccla.cuhk.edu.hk/apply-chinese-regular>) 不需要 No
Yes (Please fill in and return relevant forms as stated in <https://yccla.cuhk.edu.hk/apply-chinese-regular>)

己部 Part F: 聲明 Declaration

- 本人聲明在此報名表格及隨附文件所載的資料，依本人所知均屬真確。
I declare that all information provided in this enrolment form and the attached documents are, to the best of my knowledge, accurate and complete.
- 本人已詳閱「申請須知」並同意接受及遵守「申請須知」上及研習所最新公佈的規則。
I have already study the “Notes to Application” and consent that I will comply with all the Rules and Regulations stipulated by the Chinese Language Academy.

簽名
Signature: _____

日期
Date: _____

庚部 Part G: 其他 Others

從何得悉研習所課程資料？Where did you get the information about this programme? 請勾選(可作多項選擇) Please check the box. (More than one option is allowed)

- 研習所網頁 CLA homepage
- 搜尋器 (請註明) Search engine (name): _____
- 網頁連結 (請註明) Hyperlink in other website (name): _____
- 朋友 / 同事 / 父母 / 親友 Friends / Colleagues / Parents / Relatives
- 海報 / 小冊子 / 課程指南(派發地點) Poster / brochure / prospectus (location): _____
- 研習所所刊 (印刷或電子版本) “Language Matters” newsletter (email/print)
- 教育介紹所或 留學指南 (請註明) Education agent / Education directory (name): _____
- 報章及雜誌廣告 (請註明) Coverage in Magazine and Newspaper (name): _____
- 其他 (請註明) Others (Please specify): _____

你的僱主有否贊助你修讀本課程？Is your employer giving you financial support towards the programme you have applied for?

- 有 Yes → 贊助比率 Sponsored Percentage _____ 沒有 No

你是否希望於日後收到本所的課程資料？Do you wish to receive Chinese Language Academy Programme information in the future?

- 有(以電郵方式 by email) 否 No

其他意見 Other Opinions:

對外漢語 常規學歷課程 申請須知

Notes to Application for Chinese as a Foreign/ Second Language REGULAR Award-bearing Programmes

詳細內容請參閱本所課程手冊；最後更新版本請參閱本所網頁。For details, please refer to CLA Prospectus. For the latest updates, please visit web site: <http://www.yccla.cuhk.edu.hk>

1. 入學要求 Admission Requirements

(1) 學歷課程的最低入學要求是香港中學中五或同等程度 (2) 非香港居民須符合入境處要求申請學生簽證方能入學，詳情請參本所網頁 (3) 申請者若報讀非初級一課程或須參加插班測試，請按入本所網頁: 主頁>[分班測試](#) 瀏覽分班指引。 (4) 本所保留一切收生的準則及權利，有權拒絕學員的申請。

(1) Minimum Hong Kong secondary five or equivalent level for award-bearing programmes. (2) Non-Hong Kong resident or non-working visa holder is required by law to apply student visa for all programmes. For details, please refer to CLA web site. (3) For those who apply for non Elementary I classes may be invited to complete a placement test. For placement guidelines please visit website: Home>[Placement](#). (4) The Academy reserves the full right of student admission and requirement, including the right of refusing a student's application.

2. 持續進修基金及其他資助之申請 (只適用於香港居民參加指定課程) Application for Continuing Education Fund (CEF) and Other Subsidy (applicable to HK residents studying prescribed courses)

欲申請持續進修基金之學生應在開課前最少十四天前報名並繳交所有費用，不論是新舊持續進修基金申請者均應詳閱基金官方網頁 <https://www.wfsfaa.gov.hk/cef/>，並掌握好報名、公開試、遞交公開試成績等的行政限期，並維持每個受資助課程最少七成之出席率，本所恕不為學生之疏忽付上任何責任。另一方面，本所暫未能提供代辦申請報考公開試的服務，請學生自行辦理，考試詳情請查詢 CEF 網頁 <https://www.wfsfaa.gov.hk/cef/> 或向本所職員查詢。Those who wish to apply for CEF should apply for CLA courses and settle all payment 14 days before course commencement. Both new and current CEF applicants should study CEF official website in details in order not to miss admin deadlines like application, open examination and open examination result submission etc. At the same time, students have to maintain a minimum attendance rate of 70% on every reimbursable course. CLA will not be responsible for students' negligence in these matters. On the other hand, application for open exam through CLA is not available. Students should be responsible for applying on their own. For exam information, please refer to CEF web site or contact CLA staff.

3. 報名程序 Enrolment Procedures

填妥的報名表格必須連同所有有關資料副本 (如有註明) 及支票 / 銀行本票 (如有)，郵寄 (請於信封面上註明「報名表格」)，或於請辦公時間內交回辦事處，或電郵遞交。申請將於報名表格、所有有關資料副本 (如有註明) 及報名費 (如需要) **完整收妥後才獲處理**。本所將於開課前通知申請人有關錄取結果，並於收到學費後發出收據予學員。如因郵遞失誤而遺失之收據，本所概不負責。若學員於開課前三天沒有收到收據，請致電報名組 3943 6727 或聯絡個別職員查詢。若要求額外的收據，本所將為每張額外發出的收款證明收取費用港幣五十元。Please complete the corresponding enrolment form and send copies of supporting documents (if specified) and cheque / bank draft (if any) to CLA in person, by mail (please mark "Enrolment Form" on the envelope) or by email. **Application will be processed only upon full receipt** of the completed enrolment form, copies of supporting documents (if specified) and payment of application fee (if required). CLA will notify applicants before the course commencement date. Receipt will be sent to applicants upon payment of tuition fee but CLA will not be responsible for any loss of receipt. If you do not receive the above 3 calendar days prior to course commencement, please check with CLA at 3943 6727 or the respective programme staff. There is an administrative charge of HK\$50 on every request for certification of receipt.

4. 海外申請者 Overseas applicants

本所可為修讀全日制課程的海外學生安排簽證、住宿及接機服務，請填妥有關表格。根據香港入境處條例，凡報讀本所課程均是香港身份證、工作簽證或學生簽證持有人。本所可為學生擔保學生簽證，惟須符合以下學分要求(全日制學生身份)方獲考慮。CLA helps overseas applicants for full-time programme on visa, accommodation and airport pick up arrangements. Please fill in the relevant section. According to the immigration law in Hong Kong, those who study CUHKCLA course must be either HKID, working visa or student visa holder. CUHKCLA can sponsor student visa for full time students whose minimum credits reached the following:

程度/ 課程/ 本所擔保學生簽證之每季最低學分要求 Level/ Programmes/ Min. credits required for visa sponsorship per semester	普通話 Putonghua	廣東話 Cantonese
第一至三級 Level 1-3	15 學分 credits	15 學分 credits
第四級或以上 Level 4 (adv. level) or above	12 學分 credits	12 學分 credits

5. 普通話及廣東話課程選擇 Putonghua and Cantonese Programme Options

本所不鼓勵學生同時修讀普通話及廣東話，除非其中一個方言比另一種程度高至少三級，否則學生在學習的過程將經歷嚴重的語言混淆。另一方面，第一至三級普通話常規課程只接受完整課程 (十五學分) 的申請，學生若未能修讀此學分數目請考慮本所的兼讀課程。CUHKCLA does not recommend students to study both Putonghua and Cantonese Programme at the same time unless one dialect is at least 3 levels higher than the other. Otherwise, students will experience severe language interference in the learning. Putonghua students intended for level one to three must study the full programme (15 credits) in order to get admitted. Those who cannot afford the study can consider Academy's part time programme.

6. 評核/豁免評核 (通過/合格)選擇 Option on Assessment/ no-assessment (Pass/ Fail)

本所大部份課程皆含學分或屬中大認可之學歷課程。閣下須參加考試並通過評核方能獲得學分及/或 中大發出之認可證書，評核可包括小測 (筆試或口試)、期末考試、導師評估及出席率，並在課堂上進行。本所將在學期結束後發期末成績表予參與評核的學生。另一方面，學生可選擇豁免評核，此決定不能中途更改，也沒有任何收費上之調整，本所將發「聽講證」予豁免評核並出席率達七成的學生。免考核之選擇不適用於本所擔保簽證之學生。 Most CLA courses are either credit-bearing or CUHK awarding-bearing course. Participating and passing the assessment is absolutely required if you want to get credit and/ or receive a recognized award-bearing certificate from CUHK. Assessment may include quiz (written/ oral), final exam, instructor's assessment and attendance, and all will take place during class. A grade report will be issued at the end of the course to those who participated in the assessment. On the other hand, you can opt for not taking part in any assessment. This decision, once made, cannot be changed mid-course, and there will be no adjustment in the fees. The Academy will issue a Certificate of Attendance to those opted no-assessment and whose attendance rate has reached at least 70%. The Pass/ Fail option is not applicable to students whose visa are sponsored by CUHKCLA.

需要學生簽證擔保的學生必須參加課程評核及不能選非學分修課模式，每位學生最多獲簽證擔保9個學期。Students seeking visa sponsorship from CLA cannot opt for not-for-credit study mode and have to attend assessment during the study. The maximum length of sponsorship allowed per student is nine school terms.

7. 班人數後備選擇 Class size alternatives

在偶爾的情況下，閣下所申請的班組未能達到人數之最低標準要求，本所可為學生特製小型班組，但在價格及上課節數上將有調整，申請時請在表格中表示閣下的意願，若有此情況發生閣下將收到通知。 You are asked to express your wish whether a smaller tailor made class is allowed in case standard minimum class size does not reached in some circumstances. There will be some adjustment in cost and/ or number of sessions. You will be informed of such a case if any.

8. 報名費、學費及按金 Application Fee, Tuition Fee and Deposit

報名費、學費及按金已載於網頁及有關課程之章程上。報名費及按金須於遞交報名表格時一併繳交，報名費恕不退還。申請人一經錄取後須全數繳付學費。如選用信用卡付款，申請人請於此報名表格乙部填寫所須繳付的報名費、學費及按金。學費將於申請人被錄取後才於信用卡過數。Application fee, tuition fee and deposit are listed in the web site and programme brochures. Application fee which is absolutely non-refundable together with deposit should be paid upon submission of enrolment form. Tuition fee should be paid in full upon admission. Applicants who choose to pay by credit card should complete the amount of application fee, tuition fee and deposit payable in Part B of this enrolment form. CLA will debit the tuition fee payable against your credit card account when admission is confirmed.

9. 繳費辦法 Payment Means

- i) 支票 / 銀行本票 Cheque / Bank Draft
如用支票 / 銀行本票，請以「香港中文大學」名義抬頭，並加橫線，連同報名表格一併遞交。如報讀超過一類課程者，請分別填寫報名表格及開列支票 / 銀行本票背面寫上申請人姓名、香港身份證號碼及課程編號。如欲報讀課程已額滿或取消，本所將退回支票 / 銀行本票。為免因銀行結算而導至進一步延誤，如開課日期將至（例如少於三個工作天），申請人將不建議使用支票繳交費用。如支票不能兌現，有關申請人須於收到本所職員通知日起的三個工作天內親臨本所辦事處繳付學費，並須另行繳付五十元手續費。逾期辦理將不獲保留學額或取消上課資格。Crossed cheque / bank draft should be made payable to "The Chinese University of Hong Kong" and returned together with your enrolment form. Applicants who enroll for more than one type of course should issue a separate cheque / bank draft for each course. Please write the applicant's name, HKID card no. and course code on the back of each cheque / bank draft. Cheque / bank draft will be returned if courses enrolled are full or cancelled. If you are making payment very close to course commencement (say less than 3 working days), you are advised against using cheque in view of further delay arising from bank clearance. If a cheque is rejected by bank, the applicant concerned will be required to pay the course fee and an administrative charge of HK\$50 at CLA in person within three working days upon receipt of notification from CLA. Failure to do so will result in cancellation of the enrolment or suspension from taking subsequent classes.
- ii) Visa 咭 / 萬事達咭（不適用於以外幣支付學費） Visa / Master card (not applicable to tuition fees paid in foreign currencies)
請於報名表格上清楚填寫信用卡持有人姓名、信用卡編號、發咭銀行及有效日期。如信用卡繳費未能入賬，有關學員須於收到本所職員通知日起的三個工作天親臨本所辦事處繳付學費，並須另行繳付五十元手續費。逾期辦理將不獲保留學額或取消上課資格。Card holder's name, card number, card issuing bank and expiry date should be completed clearly in the enrolment form. If the card payment is rejected by bank, student concerned will be required to pay the course fee and an administrative charge of HK\$50 within three working days upon receipt of notification from CLA. Failure to do so will result in cancellation of the enrolment or suspension from taking subsequent classes.
- iii) 銀行轉賬: 如使用銀行轉賬，請入賬到恆生銀行 293-005005-009。請連同報名表格一併遞交通知書副本，及分別填寫姓名，申報班別。請保留通知書正本，直到收到正式收據。留意本所需要確認銀行月結單後方可發出正式收據，需時較久。Bank Transfer: Deposit should be made to Hang Seng Bank 293-005005-009. Please return your "advice" copy together with your application form with your name and course enrolled written on both. Please keep the original copy of the advice until you receive an official receipt from us. Please note that it may take a while as CLA official receipt can only be issued after confirmation with monthly bank statement.

備註：申請人如未能獲本所確認被錄取前，本所不鼓勵申請人用現金繳交學費。待獲得本所通知錄取後，成功申請人須於三天內繳交學費，逾期辦理將不獲保留學額。Notes: Applicants are advised NOT to make payment by Cash before confirmation of acceptance by CLA. Successful applicants will be advised to pay the course fee within three working days upon notification from CLA. Failure to do so will result in cancellation of the enrolment.

10. 退款 Refund

於課程額滿、取消或於特殊情況下得到本所同意外，學員不論上課與否，已繳之學費恕不退還。退款將會以支票/ 本票形式寄交有關學員。如費用由信用卡支付，退款會發還付款的信用卡賬戶。如學員在收取「課程額滿 / 取消通知書」後五星期內仍未收到退款，請致電 3943 6727 與本所職員聯絡。Fees paid are not refundable regardless of whether students have attended classes or not. Fees paid are not refundable unless the enrolled course is full, cancelled or in exceptional circumstance subject to the approval of CLA. CLA will refund applicant concerned in form of cheque or bank draft. For those payment which is settled with credit card, the fee will be refunded via the given credit card account. If the applicant does not get the refund within 5 weeks after receiving the "Notification of Course Cancellation / Over-subscription", please check with CLA staff at 3943 6727.

11. 課程更改 Course Changes

如報名人數不足，本所有權取消該課程，並於有需要時更改任何原定課程之導師、上課時間、地點及內容。CLA reserves the right to cancel a course if enrolment is insufficient and make alterations regarding instructors, class locations, class schedules and the content of courses if necessary.

12. 學生組合 Student Mix

學生可能來自不同國籍、年齡、宗教、個別兼讀或全日制課程與程度，學生不能提出異議及要求退款。本所將在開課前通知學生有關學生組合並保留一切編班的最終權利。CLA may arrange class mixing different nationalities, age, religious background and students may come from part time and full time courses of any level. Students should have no right to object and seek claim from CLA on such a decision. CLA shall keep students inform on the student mix before class and preserve the final right on class arrangement.

13. 特殊教育需要 Special Education Needs

若申請人或申請人的家長/監護人認為申請學生有特殊教育需要，請在提出課程申請時提供詳盡信息，讓本所評估是否能提供學習支援。If the applicant or the parents/guardians of the applicant consider that the applicant student may have special educational needs, please indicate as much information as possible at the time of application. The Academy will review whether the learning support can be provided.

14. 學生迎新 Student Orientation

新生將獲邀請參與迎新活動，舉辦日期通常在學季開始前一星期，成功報讀的學生將收到通知。New students will be invited to join an orientation usually held 1 week before the term starts. Successful applicants will be informed of the details.

15. 申請人資料收集聲明 Personal Data Collection Statement

申請人於報名表格所提供的個人資料，本所只會作處理報名或學生事務事宜。根據個人資料（私隱）條例，申請人有權查詢及更改其個人資料。申請人如欲更改其個人資料，須填妥「學員個人資料更改通知書」並交回本所，此表格可於本所網頁下載或傳真至 2603 5004 索取。The personal data provided on enrolment forms and used by CLA is only for purpose related to the processing of enrolment and student administration. Under the provision of the Personal Data (Privacy) Ordinance, applicants have right to request access to and make correction on their personal data. Applicant wishing to amend their personal data should submit written requests to CLA by using "Personal Data Amendment Notification" which can be downloaded from CLA web site or obtained by fax at 2603 5004.

16. 補充資料 Supplementary Information

個別課程所需之補充資料已註明於個別課程之章程（如有）。Supplementary Information required by individual programme is specified in the respective sections of the brochure (if any).

17. 報名及辦事處 Enrolment and Office

沙田 Shatin
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電郵 E-mail: cla@cuhk.edu.hk 電話號碼 Phone: (852) 3943 6727 傳真號碼 Fax: (852) 2603 5004
<u>辦公時間</u> 週一至週五: 上午九時至下午五時半 <u>Office hour</u> Monday to Friday: 9am-5:30pm

(Aug 2024)