

# 對外漢語密集 及 短期課程 申請須知

## Notes to Application for Non-native Speaker Series Intensive & Short Courses

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: <https://yccla.cuhk.edu.hk>

### 1. 入學要求 Admission Requirements

(1) 於 2011 年或之前完成香港中學五年級或同等程度教育；或於 2012 年或之後完成香港中學六年級或同等大學入學程度的教育。(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) Completed Hong Kong secondary five education or equivalent on or prior to 2011 or have completed Hong Kong secondary six education (university admission level) or equivalent on or after 2012. (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 Application for Continuing Education Fund (CEF) and Other Subsidy

此基金適用於擁有香港居留權的香港居民。學生如欲申請持續進修基金，請詳閱基金的官方網頁，了解入境身份、課程組合、成績、出席率及基準試（若適用）的要求，並在課程開始前付好款項及填妥相關表格，並保管好與課程有關的收據，本所恕不為學生之疏忽付上任何責任。符合申請資格的學生須在成功修畢整個基金課程後的一年內，親自向持續進修基金辦事處提交資助申請，逾期遞交恕不受理。持續進修基金網頁：<https://www.wfsfaa.gov.hk/cef>  
CEF is applicable to HK residents who have the right of abode in HK. Students who wish to apply for CEF should study carefully the CEF official website; to understand the requirements on immigration, course combination, assessment, attendance and benchmark test (if applicable). Students should settle the fees and complete the required forms before a course starts. Course related payment receipts should be kept properly. CLA will not be responsible for students' negligence. Students eligible for the Fund should forward the reimbursement application within 1 year after the successful completion of the CEF reimbursable course in person to the CEF office. Late applications will not be accepted. CEF website: <https://www.wfsfaa.gov.hk/cef>

### 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 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

本所可為海外全日制課程學生安排簽證、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。CLA helps overseas full-time programme applicants 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.

### 5. 評核／豁免評核選擇 Option on Assessment/ no-assessment

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。

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%.

### 6. 報名費及學費 Application Fee and Tuition Fee

報名費及學費已載於網頁及有關課程之章程上。報名費須於遞交報名表格時一併繳交並恕不退還。申請人一經錄取後須全數繳付學費。如選用信用咭付款，申請人請於此報名表格乙部填寫所須繳付的報名費及學費。學費將於申請人被錄取後才於信用咭過數。Application fee and tuition fee are listed in the web site and programme brochures. Application fee which is not refundable 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 and tuition fee payable in Part B of this enrolment form. CLA will debit the tuition fee payable against your credit card account when admission is confirmed.

### 7. 繳費辦法 Payment Means

i) 支票 / 銀行本票：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。Cheque / Bank Draft: 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、發卡銀行及有效日期。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取錄前，本所不鼓勵申請人用現金繳交學費。待獲得本所通知取錄後，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.

## 8. 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。Fee 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.

## 9. 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.

## 10. 課程轉修 Course Transfer

於課程額滿或取消的情況下學員可獲准不用繳行政費轉修另一課程。在其他以外的任何情況下，學員必須得到本所同意及以支票 / 銀行本票或信用卡繳交手續費港幣二百元才可轉讀另一課程。此項申請須於已報讀課程之開課日期前一星期提出，逾期恕不受理。此外，學員已繳之學費及其學額不得轉讓他人。Transfer to another course is permitted without an administrative charge if the enrolled course is full or cancelled. In any other events, transfer to another course can only be made subject to the approval of CLA, and subject to paying the administrative charge of HK\$200 via cheque, bank draft or credit card. This application must be made no less than one week before commencement date of the enrolled course. Late application will not be considered. Furthermore, fees paid and the related studentship cannot be transferred from one person to another.

## 11. 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.

## 12. 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.

## 13. 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），學生另請參閱學生手冊，網頁位置: 主頁 / [CLA 學生](#)。Supplementary Information required by individual programme is specified in the respective sections of the brochure (if any). Students can also refer to the student handbook which is available at CLA website: Home / [CLA students](#)

## 14. 報名及辦事處 Enrolment and Office

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E-mail:	<a href="mailto:cla@cuhk.edu.hk">cla@cuhk.edu.hk</a> Phone: (852) 3943 6727 Fax: (852) 2603 5004
辦公時間:	週一至週五: 上午九時至下午五時半
Office hour:	Monday to Friday: 9am-5:30pm

(August 2024)

本人已閱讀此兩頁申請須知，並同意遵守。

I have studied the 2 pages Notes to Application and I agree to comply with the Rules and Regulations stipulated in the notes.

簽署 Signature : \_\_\_\_\_ (姓名 Name : \_\_\_\_\_) 日期 Date : \_\_\_\_\_