



OTG OnTheGo Limited
創動樂有限公司

Student Enrollment Form 學生報名表格

CONFIDENTIAL

此欄由本校填寫 Official Use Only

Course No.:

Class No.:

Ground School Date:

Practical Assessment Date:

請以正楷填寫此表格 Please complete this form in BLOCK LETTERS

課程編號 Course Number :	課程名稱 Course Name :	學費 Course Fee:

甲部 (Part A) 申請者資料 Applicant Information : (*必填/ *Mandatory)

姓名 (先生/小姐/太太/女士) * : (必須與香港身份證/護照相同)		
Name (Mr./Miss/Mrs./Ms) * : (Must be the same as shown on ID card/Passport)		
姓 Last Name	名 First Name	
公司名稱 Company Name :		
部門 Department :		
主要聯絡電話* Main Contact Number* :	其他聯絡電話 : Other Number :	
電郵地址*Email Address* :		
通訊地址 : Correspondence Address :		
室 Room/Flat	樓 Floor	座 · 大廈 Block, Building
屋苑 · 街道 Estate, Street/Road		地區 District

乙部(Part B) 繳費方法 Method of Payment :

請選擇一項 Please select one only	*請刪去不適用者/Please delete whichever is inappropriate
<input type="checkbox"/> 銀行轉帳 Bank Transfer (請將款項傳入匯豐銀行戶口 HSBC 634-431415-838 "OTG ONTHEGO LIMITED")	
<input type="checkbox"/> Visa/萬事達卡 MasterCard (請親臨本校辦理 Must be made in person at enrolment counter)	
<input type="checkbox"/> 網上繳費 Online payment (申請人可於本校網站以 VISA 或萬事達卡繳付學費 Course fees can be paid by VISA or Mastercard at our official web page)	
<input type="checkbox"/> 支票號碼 Cheque No. : _____ (公司 Company / 私人 Private*) (支票請劃線 · 抬頭人為「創動樂有限公司」 · The cheque has to be crossed and made payable to the "OTG ONTHEGO LIMITED")	

聲明 Declaration :

本人聲明在此報名表格及隨附文件所載的資料 · 依本人所知均屬完整、真實及準確。同時亦了解民航處有權抽查相關資料 · 並對發證事宜保留最終決定權。本人已細閱並接受報名表內的所有條款及細則。

I declare that all information provided in this enrollment form and the accompanying documents are, to the best of my knowledge, true, accurate and complete. I acknowledge that HKCAD reserves the right to inspect the submitted enrollment form and supporting materials, and they will have the final decision on certification issuing. I have **read and accepted** all the terms and conditions in this enrollment form.

☐ 本人不同意創動樂有限公司使用本人的個人資料 · 包括但不限於姓名、年齡、性別、電話號碼、繳費資料包括信用卡資料 (如適用)、學術及專業資格及電郵地址 ("個人資料") 等用作推廣活動的用途。 I do not consent to the proposed use of my personal data including, without limitation, name, age, gender, phone number, payment details including credit card information (where applicable), academic and professional qualification and email address ("Personal Data") for the purpose of sending me information relating to any marketing activities as may be organized by OTG.

申請者簽名 Applicant's Signature :

日期 Date :

報名程序

請填妥報名表、連同相關課程需要的文件及費用，親身或以郵遞方式遞交。

郵寄地址：

香港九龍荔枝角永康街7號西港都會中心8樓。

創動樂有限公司 (請於信封上註明課程編號及課程名稱)

條款及細則:

1. 學費必須連同報名表 (可用影印本)於開課前一併繳交，否則報名無效。
2. 本校在收妥費用後，將發出付款收據予申請人，惟本校對郵遞付款收據的任何遺失事故，概不負責。如申請人以支票繳費，所繳交款項須經過銀行結算後方可作實。
3. 所收集的個人資料將會作入學申請、登記、學術、行政、研究、統計及市場分析及用於推介本校培訓課程的用途。個人資料會嚴格保密處理。除非獲得閣下的同意，本公司不會將個人資料轉移予第三者。
4. 除非本校於開課前60天收到申請者書面通知退學，否則已繳學費 (不論全費或部份) 概不退還。閣下申請退還學費需繳交手續費五百元正。如申請者以信用卡繳交學費，則需額外支付學費約4%作銀行手續費用。
5. 閣下可提名他人代替其本人出席課程，惟事先須得本校同意。閣下不可轉換其他課程。
6. 本校保留在任何情況下及以任何原因拒絕任何人入學申請的權利。閣下繳付學費後，仍須符合入學的所有條件，其申請方可獲得接納。
7. 本校保留在有需要的情況下更改講師及/或課程內容、授課地點、日期及/或時間的權利。
8. 如遇颱風、黑雨警告、戶外實習或考試受天雨影響，本公司將根據當時的實際情況做出相應的安排，請密切留意本校的通知，或在相關的通訊群組內查詢。
9. 本校保留更改以上“條款及細則”的權利。以上“條款及細則”內容均以本校課程單張及網頁公佈之最後更新版本為依歸。

ENROLLMENT PROCEDURE

Please complete and send this enrollment form with requisite documents and fee to the Council in person or by mail.

Mailing Address:

OTG ONTHEGO LIMITED, 8/F., West Gate Tower, No. 7 Wing Hong Street, Lai Chi Kok, Kowloon, Hong Kong. (Please mark the programme title and programme code on the envelope.)

Terms and Conditions:

1. Programme fee must be submitted together with this form (or photocopy of this form) before programme commencement, otherwise enrollment will be rejected.
2. Receipts will be issued for fees paid but OTG will not be responsible for any loss of receipt sent by mail. Receipt of cheque payment is subject to bank clearance.
3. Personal Data collected will be used for processing your application for admission, registration, academic, administrative, research and statistical purposes and will also be used for marketing purposes, specifically for the purpose of sending you information relating to OTG's latest training Programmes. Personal Data will be treated in strict confidence. Unless otherwise agreed by you, OTG will not transfer Personal Data to any third parties.
4. Enrollment fee (in full or in part) is not refundable except if OTG is notified in writing of your withdrawal 60 days before the course commencing date. A handling charge of **HK\$500** will be levied. For payment made by credit card, an additional **bank charge of around 4%** of the enrollment fee will be imposed.
5. You may, subject to the prior approval of OTG, nominate a person to attend the programme on your behalf. Programme switching request will not be accepted.
6. OTG reserves the right to reject any application in any circumstances and for whatever reasons. Payment of fees should only be construed as conditional acceptance of application. To be accepted for any application, you are required to fulfill the admission requirements.
7. OTG reserves the right to replace the speaker and/ or change the contents, venue and/or time as may be necessary.
8. In the event of typhoon, black rain storm warnings, or inclement weather affecting outdoor practice or examination, OTG will make appropriate arrangements based on the situation at that time. Please closely monitor OTG notifications or refer to relevant communication groups for updates.
9. These terms and conditions are subject to revisions as may be set out in the programme pamphlets and the latest updates in our official website.