

# Student Training Enrolment Form - IT Courses



## Participants' Particulars

Name	Mr / Ms	(Last name)	(First name)
Registration No		Contact no.	
Fax		Email	
Status in ACCA: Candidate of <input type="checkbox"/> MSER <input type="checkbox"/> Fundamental Level <input type="checkbox"/> Professional Level <input type="checkbox"/> CAT <input type="checkbox"/> accelerate student			

Please tick the appropriate course code(s) of the IT course(s) you want to attend:

Course Code(s)	Course Date(s) - 2009	Course Time(s)	Course fee	Bank & cheque no. <i>(A separate cheque is required for each course title)</i>
<input type="checkbox"/> ACCAS1	12, 14, 19, 21 Jan	1830 – 2130	HK\$1020	
<input type="checkbox"/> ACCAS2	03, 05, 10, 12 Feb	1830 - 2130	HK\$1020	
<input type="checkbox"/> ACCAS3	16, 18, 23, 25 Feb	1830 - 2130	HK\$1020	
<input type="checkbox"/> ACCAS4	13, 15, 20, 22 Jan	1830 - 2130	HK\$1020	
<input type="checkbox"/> ACCAS5	04, 06, 11, 13 Mar	1830 - 2130	HK\$1020	
<b>Total fees:</b>				

## Payment Method (fax to: 2521 0662)

<input type="checkbox"/> Visa / <input type="checkbox"/> Mastercard / <input type="checkbox"/> Cheque (Payable to "The Association of Chartered Certified Accountants")																
Card No.												Card Expiry (MM / YY)				
Cardholder's Name (please print)					Cardholder's signature					Date						

\* Please tick the appropriate

## IMPORTANT NOTES

- Enrolment by fax is **ONLY** acceptable for payments by credit card. Only VISA and MASTERCARD will be accepted.
- Reservation is on a first-come-first-served basis. In case of over-subscription, priority will be given to ACCA students.
- For cheque payment, a **cheque MUST be attached to the completed enrolment form**. Enrolment without payment will be rejected.
- Enrolment confirmation will be sent to each enrollee by fax or email. Enrolees need to present the confirmation sheet in the first lesson.
- No refund of course fee will be given unless the course is cancelled or oversubscribed.
- Classes will be cancelled when typhoon signal no. 8 or above OR black rainstorm warning is still hoisted 4 hours before the class commences. Enrolees will be notified for schedule of the make-up class.
- ACCA reserves the right to change details of course arrangements or even to cancel the course. ACCA reserves the right to release students' contact details to third parties for administration purposes.
- Students must fill in their registration no. for verification purpose. **Enrolment form with incomplete information will not be accepted.** If you do not receive any confirmations regarding the enrolment status, please contact ACCA office on 2524 4988.
- Certificates of attendance will be provided for those who have completed the course in the last lesson.

**Infocan Inquiry Hotline:**

2882-2456

For office use only:

Handled by: \_\_\_\_\_ Reference No: IT-\_\_\_\_\_

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