

丙部 Part C 個人資料 (私隱) 公告 Personal Data (Privacy) Notice

您所提供的個人資料將供本院作處理入學申請、註冊及一切學業與行政之用途。個人資料處理詳細公告，請參閱本院網頁上刊載的「報名須知」。
The personal data collected about you will be used for processing your application for enrolment, registration and all academic and administrative purposes. For details of the Personal Data (Privacy) Notice, please refer to the "Admission Information" section on our website.

丁部 Part D 注意事項 NOTES

1. 學費優惠計劃

學費優惠計劃適用於報讀本院開辦之課程/科目 (包括編號 3xxxx、4xxxx、5xxxx、6xxxx 之課程/科目，但毅進計劃、「自在人生自在計劃」及所有合辦課程除外)。本院對給予優惠有解釋權和決定權。**同一科目只可享有一項優惠**。申請時請提供相關證明文件副本一份。學費請以四捨五入方式折算至以「元」作為單位的整數，如：\$2,518.50 折算成\$2,519，而\$2,518.40 則折算成\$2,518。

Discounts Policy

The following discount offers are available in programmes/courses offered by the Institute (codes started with 3xxxx, 4xxxx, 5xxxx, 6xxxx, but excluding Project Yi Jin, the Capacity Building Mileage Programme (CBMP) and collaborative programmes). LiPACE shall have full discretion on the discount offers and their interpretation. Applicant shall be entitled to no more than one type of discount on any course. Please provide a set of copies of relevant supporting documents for your enrolment. If the fee has odd cents of 50 cents or above, please round up to the nearest dollar, below 50 cents, round down.

優惠代碼 Discount Code	學費優惠計劃	Discount Policy
EB	預早報讀優惠 9折 適用於在指定課程開課前一個月的第1日或之前，郵寄或親身交到本院的報讀申請。郵寄申請以郵戳的日期為準。例如：2006年2月開班的課程需在2006年1月1日或之前報讀。	Early-Bird Discount 10% Applicable to the enrolment applications received by LiPACE (either by hand or by post) on or before the 1 st day of the preceding month of the course commencement. For applications by mail, the date on the postal chop will be taken as the date of application. For example: For a course commencing in February 2006, the Early-Bird deadline is 1 January 2006.
GD	團體報讀優惠 9折 • 需至少3人同時報讀同一學期同一科目的同一班。 • 每位申請人均需在此報名表乙部「團體報讀優惠」一欄列明其他一同報讀人士姓名，並集齊所有人的報名表，一同遞交。單獨交表或不同時交表，恕不當團體報讀處理。	Group Discount 10% • A group of at least 3 applicants enrolling together on the same class of the same course in the same intake. • Each applicant shall list all other group members. All enrolment forms should be submitted together. Enrolment forms submitted individually or not simultaneously will not be eligible for Group Discount.
FT	全日制學生優惠 9折 本港小學、中學、大學全日制學生。	Full-time Student 10% Full-time students in all primary, secondary and post-secondary education.
OUHK	香港公開大學教職員/在職兼職導師 9折 香港公開大學學分制課程畢業生及在學學生 9折	Full-time staff / Part-time tutors/instructors of OUHK 10% Graduates / Students of OUHK credit-bearing programmes 10%
LiPACE	李嘉誠專業進修學院畢業生優惠 9折 本院以下課程畢業生：副文憑、文憑、毅進計劃、副學士先修課程、非本地課程及「自在人生自學計劃」證書 (第四級)	LiPACE Graduate Discount (LiPACE) 10% Graduates of LiPACE Associate Diploma, Diploma, Project Yi Jin, Pre-Associate Degree, non-local programmes, or CBMP Level 4 Certificate
SC1	年長人士優惠 (年齡介乎 55 至 65 歲之間人士) 9折	Senior Citizen (Aged from 55 to below 65) 10%
SC2	年長人士優惠 (年滿 65 歲或以上持長者咭人士) 7折	Senior Citizen (Aged 65 or over with Senior Citizen Discount Card) 30%
CSSA	綜援人士 7折	Comprehensive Social Security Assistance Recipient 30%
ESSS	「香港公開大學僱員進修計劃」公司推薦之全職僱員 9折 需帶備公司培訓部發出的「僱員進修計劃」申請表	Full-time Employees endorsed by Companies of the OUHK "Employer Support Study Scheme" 10% An ESSS application form issued by the Training Dept of ESSS companies is required.
NMOSSS	本院「非牟利團體會員進修計劃」機構之會員及職員 9折	Members or staff of organizations joining the LiPACE "Non-Profit Making Organizations Study Support Scheme" 10%
DT	日間課程優惠 85折 適用於平日日間(星期一至星期五上午 9:00 - 下午 6:00)上課的課程	Daytime Discount 15% Applicable to the course during daytime in weekdays (Monday to Friday 9:00am – 6:00pm).

2. 請將報名表、劃線支票 (抬頭為「香港公開大學」) 及有關證明文件副本 (如學業成績表, 申請折扣優惠之長者咭等) 郵寄或親自交回本院。地址：香港干諾道中 168 號信德中心四樓香港公開大學李嘉誠專業進修學院。

Please send the Enrolment Form, a crossed cheque payable to "THE OPEN UNIVERSITY OF HONG KONG", and copies of supporting documents (e.g. transcript, senior citizen card for discount purpose) by mail or by hand to: **LiPACE, OUHK, 4/F, Shun Tak Centre, 168 Connaught Road C, Hong Kong.**

3. 為加快處理您的報讀申請，請用一張支票報讀一個課程/科目，並在支票背面請寫上姓名及報讀課程/科目編號。
To speed up the processing of your application, please issue separate cheques for the fees of each programme/course, and write down your name, programme/course code on the back of cheques.
4. 如有退票，申請者須繳交**退票罰款**港幣 30 圓正。
A fee of HK\$30 will be charged for any **bounced cheque**.
5. 本學院保留隨時更改原定課程/科目細則之權利。如報名人數不足，本院有權取消課程/科目。本院將會另行通知受影響的學員。
The Institute reserves the right to make any necessary alternations about the programme/course without prior consultation. The Institute also reserves the right to cancel a programme/course if there is insufficient number of enrolments. All enrolled students affected will be given notice of any such changes.
6. 除報名不獲接納或課程/科目被取消的情況外，已繳學費恕不退還。
Except for unsuccessful applications and programme/course cancellation, programme/course fees paid are not refundable.
7. 若中、英文版本的文意有任何分歧，概以英文版本為準。
In the case of discrepancies between the Chinese and English versions, the English version shall apply and prevail.