

ENROLMENT APPLICATION

University and Professional Qualification Programmes

PERSONAL INFORMATION (PLEASE PRINT IN BLOCK LETTER)

SN#

Name: _____ Sex: _____ Age: _____

Company: _____ Position: _____

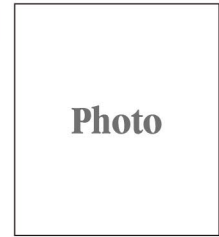
Company Address: _____

Home Address: _____

Tel:(O) _____ (H) _____ (Mobile) _____ Fax: _____

E Mail: _____ H.K.I.D.: _____ Sponsorship: Company: Self:

Have you attended an ABRS course before? Yes No



COURSES TO ENROL *Enrolment is subject to our offer and acceptance.*

Code	Title	Course Fee	Present Payment
	Plus Application / Regtration Fee (if applicable)		
Fees are based on our standard schedule published.		Total Amount paid:	

EDUCATION *(If applicable)*

School/College/University	From	To	Qualification

Please attach copies of required education qualification, incomplete documents / false information will invalidate your course / examination / award eligibility.

EXPERIENCE *(If applicable)*

Company	From	To	Position

Payment Method: Cash (only in person) Cheque: Bank _____ No. _____
 Bank payment EPS (for initial payment up to \$5,000)

Please return this form (or its photocopy), together with check payable to “**ABRS Management and Technology Institute**” at: 4/F., Chinachem Johnston Plaza, 178, Johnston Road, Wan Chai, Hong Kong. Tel: 2598 4811 Fax: 2598 4092 Email: info@abrs.net http://www.abrs.com.hk/
Bank Pay-in: You may make your payment at any **Bank of China** Group branch: **ABRS Management and Technology Institute a/c 012 555 1000 6493**, please i) fax your pay-in slip together with enrolment form for confirmation and ii) present your original pay-in slip for exchange of an official receipt before your first session.

Application Deadline: Normally 7 days before class commencement. Application after deadline is subjected to availability and an \$80 administration fee may be charged. Early enrolment is necessary so that quality training can be delivered.

Please indicate how you first come to know of our course?

Daily Newspaper: _____ Company/Personal Mail Colleagues/Friends
 Weekly/Monthly Magazine: _____ Web: _____ Other: (Please specify) _____

Signature: _____ **Date:** _____

The applicant fully understands course details provided and agrees to observe general terms and conditions for ABRS course enrolment as stated overleaf. ABRS reserves the right to reject an application considered inappropriate to the course, or terminate the course / examination /award eligibility without any refund if any false information is stated or any required pre-requisites are not met during the course of study.

OFFICE USE ONLY: Date Received _____ Handled by _____ Receipt No. Amount
 Timetable _____ Out Date _____ Cert. HKIC _____ Comments _____

General Terms and Conditions

- ◆ For enrolment, please return the completed form together with check payable to "ABRS International Information and Consultancy" to the address below. Enrolment by cash is acceptable at the address below from 10 a.m. - 8 p.m. Monday to Friday, Saturday 10 a.m. - 5 p.m.
- ◆ Mailed in application will be confirmed via mail normally within 7 days upon receipt of initial application.
- ◆ Fee must be paid in advance. Fee paid are refundable only if written notice is given to ABRS within one week after initial payment AND at least 7 days before commencement. Application Fee plus \$100 will be deducted. No refund will be made after that date, or within 7 days before class commencement, whichever is earlier. Participants may transfer to other available ABRS course provided written notice is given 7 days prior to class commencement.
- ◆ ABRS and / or the awarding or affiliated institute reserves the right to make necessary adjustment to the course details such as time and agenda, curriculum, examination / advancement requirement and regulations during the course of study.
- ◆ Successful applicants for non-degree programs will not be reconfirmed and should attend the class according to the schedule. Applications for degree programs will be confirmed and a formal letter of offer will be issued for the applicant's acceptance and fee payment.
- ◆ Applications after application deadline (normally 7 days prior to course commencement) is subject to availability and an \$80 late application administration fee will be payable.
- ◆ Attendance certificate is issued upon request made within 3 months from course completion to those with attendance of no less than 75%. A fee of \$50 is charged for each certificate. (plus \$10 handling fee if delivered by post)
- ◆ The applicant also agrees to comply with specific terms and conditions for individual program enrolled, which is included in the program brochure/handbook.
- ◆ If a course, seminar or service offered has to be cancelled or terminated due to unforeseen circumstance, ABRS will only limit its liability to a refund on pro-rata basis and has no further liability beyond that.
- ◆ The applicant will not hold ABRS liable for any EXTERNAL examinations, awards, services, products offered by any third party whether referred by ABRS or not.
- ◆ Professional qualification programs offered may only be open to registered members of appropriate professional institutes, societies or associations. You are required to subscribe to membership(s) of appropriate bodies, when requested, as part of the conditions of enrolment.
- ◆ Future availability of any deferred / suspended subjects, whether acknowledged / approved or not, is subject to risk of availability without guarantee nor refund - The organizer's responsibility is only limited to classes and services for the original academic term / semester.
- ◆ Availability of follow-on modules / subsequent terms of a programme is subject to resources availability and satisfactory enrolment level. Either party will have no further liability due to withdrawal from or suspension of a programme unless agreed otherwise.
- ◆ Any advancement paths, external recognitions / exemptions, loans or funds stated is for reference and may be changed or cancelled by external bodies outside our control.

IMPORTANT PAYMENT NOTICE

ABRS does not authorize any verbal agreement on matters of significance. All information provided through email are for reference or interpretation purpose which may be subject to errors and does not form part of course or enrolment agreement or override any standing terms and conditions.

All Cash Payment for tuition fee should be made in person at 4/F Counter of Wanchai office ONLY - Cash payment over \$2,000 should bear Additional Supervisor / Manager Signature + Authorized Signature Stamp

現金交學費限灣仔辦事處4/F櫃檯親身受理。超過HK\$2,000 收據需另加授權蓋章及主管加簽..

ABRS



Wanchai Main Office

4/F., Chinachem Johnston Plaza,
178-186, Johnston Rd., Wan Chai, Hong Kong
(above M McDonald ☉ A3)
(Mon-Fri 10:00am-8:00pm, Sat 10:00am-5:00pm)



(852) 2598 4811



(852) 2598 4092



Info@abrs.net



<http://www.abrs.com.hk>

<http://www.abrs.edu.hk>



ABRS Management and Technology Institute

Bank of China: 012 555 1000 6493

Authorized Examination / Education Centre:



Institute for the
Management of the Systems
英國信息系統管理學會



Institute for Certification of
Computer Professionals USA
美國計算機專才認證學會



University of Greenwich
英國格林威治大學



英國NCC教育中心



Project
Management
Institute
美國項目管理學會



Institute of Administrative
Management
英國行政管理學會