



專業及延續教育學校
PROFESSIONAL AND CONTINUING EDUCATION SCHOOL (PACES)

報名表 APPLICATION FORM

相片
Photo

SATA/F/035

本院專用 FOR OFFICE USE ONLY			
課程名稱： COURSE TITLE :	導遊課程 Tour Guide Course	學生編號 STUDENT ID	E-
授課語言： Medium of instruction :	<input type="checkbox"/> 中文 Chinese (G092)	<input type="checkbox"/> 泰文 Thai (G096)	
(限選一項 Chose one only)	<input type="checkbox"/> 英文 English (G093)	<input type="checkbox"/> 德文 German (G097)	
	<input type="checkbox"/> 日文 Japanese (G094)	<input type="checkbox"/> 法文 French (G098)	
	<input type="checkbox"/> 韓文 Korean (G095)	<input type="checkbox"/> 西班牙文 Spanish (G099)	

A. 個人資料 Personal data			
A.1 中文姓名 Name in Chinese		A.2 性別 Gender	
A.3 外文姓名 Name in English			
A.4 國籍 Nationality		A.5 出生日期 Date of birth	
A.6 身份證編號 ID card No.		A.7 流動電話 Mobile no.	
A.8 公司聯絡電話 Office contact no.		A.9 住宅聯絡電話 Home contact no.	
A.10 電郵地址 Email address			
A.11 住址 Address			

B. 學歷 Academic qualification			
B.1 學歷或專業資格 Academic or professional qualification	B.2 學校名稱 Name of school or institution	B.3 入學日期 Admission date	B.4 離校日期 Leaving date

C. 現時職業 Current Occupation		
C.1 公司名稱 Company name	C.2 職位 Position held	C.3 工作年期 Period

D. 備註 Remark
<p>1. 如在開課前三個工作天退學可退回百分之五十之學費，若少於這三天期限將得不到任何退款。 Any applicant who withdraws 3 working days prior to the commencement of the respective course can be refunded 50% of the course fee. Withdrawal less than this 3 working days period will not be refunded.</p> <p>課程由僱主贊助報讀 Enrolment sponsored by employer: 是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/></p> <p>若由僱主贊助報讀，請提供下列資料以便辦理退款手續。 Please provide employer's information in case of course fee refund.</p>

機構全名(退款支票抬頭) Company name (cheque payable to) _____

聯絡人 Contact person _____ 聯絡電話 Contact no. _____

2. 學生上課出席率必須達80%或以上方可參加課程考試。
Students are only permitted to attend the course examination with at least 80% attendance rate.
3. 在沒有損壞本學院物件下，本學院將頒發課程證書給予合格之學員。
Course certificates will be awarded to qualified students provided that no outstanding damage record is kept with the Institute.
4. 由於本學院停車場車位有限，故只接受夜間課程學生之申請，申請者亦僅限於上課時間使用停車場。如有任何疑問，可於辦公時間內致電8598 3016 / 8598 3041向教務處查詢。
Due to our limited car park spacing, only application from student who is attending EVENING COURSE will be accepted. The applicants could only use our parking lot during their course hours. Should you have any enquiries, please feel free to contact Registry at 8598 3016 / 8598 3041 during office hours.
5. 補發學生證費用- 澳門幣50元。
Replacement fee of Student Card --MOP50.00.

E. 教務處服務質素調查 Registry Services Survey

1. 閣下是否曾修讀過本學院之短期課程? Have you ever attended any of the PACES vocational courses before?

是 Yes 否 No

對教務處派發課程畢業證書的安排及服務是否滿意?

Are you satisfied with the Registry's certificate distribution arrangement and services?

十分滿意(5) 滿意(4) 一般(3) 不滿意(2) 差(1)
Very satisfied Satisfied Moderate Not satisfied Poor

2. 閣下是否曾經以 電話 / 傳真 / 電子郵件 / 信件 / 親臨 向教務處查詢課程資料?
Have you made any course enquiries to the Registry before by phone / fax / email / letter / in person ?

是 Yes 否 No

閣下對教務處處理 閣下查詢的服務是否滿意? Are you satisfied with the Registry's enquiry handling services?

十分滿意(5) 滿意(4) 一般(3) 不滿意(2) 差(1)
Very satisfied Satisfied Moderate Not satisfied Poor

備註：所收集之數據將於新一期服務承諾小冊子內公佈。

Remark: All data collected will be published in the next edition of Performance Pledge Pamphlet.

本人聲明上述A-C項全屬事實及得悉D項事宜，本人願意遵守專業及延續教育學校之規章。

I declare that the information given in Parts A to C in this application form is true and acknowledge the item stated in Part D. I am aware of all the rules and regulations enforced by the PACES.

日期Date _____ 簽名Signature _____

G. 監護人同意 Authorisation of parent or legal guardian (只適合18歲以下人士 Applicable to those who are under 18 years old)

本人同意本人之子女就讀專業及延續教育學校之課程。

I authorise my son/daughter to take up the applied course offered by the PACES.

日期Date _____ 簽名Signature _____

監護人 Parent or Guardian

H. 本學院專用欄 For office use only

H.1 經辦人員 Handled by	H.2 覆核人員 Checked by	H.3 批核人員 Approved by
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Start Time: _____ End Time: _____