

# ENROLMENT FORM

Name (Mr./Ms./Mrs.) .....

HKID Card No. ....Age (CEF applicant only).....

Title .....

Company .....

Address .....

Telephone No. .... (office) ..... (home) ..... (mobile)

Fax No. .... E-mail .....

Code	Course name	Date	Fee
Total HK\$			

Cheque should be crossed and made payable to “**Computer Academy**”.

Company sponsored:       Yes       No

Do you possess the basic computer operation skills ( e.g open and save files, manage document windows and mouse control ) ?

Yes       No

How do you know our company?

Advertisement       Friends       Our mailing       Internet/E-mail

Other \_\_\_\_\_

Signature & Chop: ..... Date: .....

- Registration must be made on the **Enrolment Form** provided and returned to Computer Academy with school fee.
- Acceptance is subject to the discretion of Computer Academy.
- Applicants will be notified by telephone to confirm receipt of the application form and full programme fee.
- When a programme is over-subscribed, additional classes may be started in some cases. Applicants may then be notified of the new schedule.
- Telephone or fax reservations are welcome but are subject to confirmation by payment in full within 5 days of the date the reservation is made or 7 days prior to programme commencement, whichever is sooner.
- Applications with payment will be processed on a first-come first-served basis.
- Computer Academy reserves the right to make alterations regarding the details.
- Personal data will be used for the purposes of market research, programme development and direct mailing.