

Application Form for Short Courses

Application Deadline: 4 working days before course start date

Please tick (✓) the course(s) you would like to enroll and indicate the discount you are eligible to:

Enrol	Course Details (please choose from pull down menu)	Early Bird Discount	Corporate Discount [^]	Course Fee (after discount, if any)

Total

[^] Please provide proof if you would like to enjoy corporate discount. Please refer to [discount scheme](#).

Personal Information

Name of Applicant: _____ Contact No.: _____

Email: _____

Cheque should be made payable to "MTR ACADEMY (HK) COMPANY LIMITED" and sent to the address below together with the completed application form 4 working days before course start date (Application date will be based on postmark date).

Address: MTR Academy, 43/F, Manhattan Place, 23 Wang Tai Road, Kowloon Bay, Kowloon

Points to Note

1. Applications are considered successful only when accompanied by full cheque payment. MTR Academy will acknowledge receipt of application forms within 4 working days.
2. Fees paid are not refundable except under exceptional cases such as when MTR Academy cancels the course.
3. MTR Academy does not provide refund for no shows or unattended parts of the course.
4. Personal data is collected and used by us for processing registration and administration purpose. We may share your personal data to members of the MTRCL authorised third parties providing services to us in relation to the above purposes. In all such circumstances, data will be treated in strict confidence.
5. MTR Academy reserves the right to cancel a programme and/or change of the content of the programme. MTR Academy is not responsible for any loss or damage under any such circumstance.

I have read the Points to Note in this Form and agree to the terms stated.

Signature: _____

Name of Applicant: _____

Date : _____