

## HKEMC Mediation Training Course Application Guide

### 香港博信法律專業調解中心 調解培訓課程報名指引

#### 1. Application Procedure 報名手續

By Post, please send your duly completed application form, together with Course fee payment by cheque and copies of HKID and education certificates to HKEMC, Rooms 2205-06, 22/F, Alliance Building, 133 Connaught Road Central, Hong Kong.

請填妥報名表格連同課程費用的支票及身份證和有關學歷證明副本郵寄到「香港干諾道中 133 號誠信大廈 22 字樓 2205-06 室 香港博信法律專業調解中心收」。

By Hand, please complete application form, together with Course fee payment (Cash/ Cheque/ Credit Card) and copies of HKID and education certificates to HKEMC, Rooms 2205-06, 22/F, Alliance Building, 133 Connaught Road Central, Hong Kong.

請填妥報名表格連同課程費用(現金/支票/信用卡)及身份證和有關學歷證明副本親身交到香港博信法律專業調解中心，地址為香港干諾道中 133 號誠信大廈 22 字樓 2205-06 室。

#### 2. Fees paid by crossed cheque or bank draft should be made payable to “Hong Kong Efficient Legal Professional Mediation Centre”.

如以劃線支票或銀行本票付款，抬頭請書名「香港博信法律專業調解中心」。

#### 3. Course admission is on a first come, first served basis.

課程取錄是以「先到先得」方式。

#### 4. HKEMC reserves the rights not to admit an applicant. Places allocated in each class are not transferable.

本中心保留最終取錄與否之權利。各課程之學額不可轉讓他人。

#### 5. Course fees paid are not refundable or transferable, except for course cancellation due to insufficient enrolment.

除課程因報名人數不足而被取消外，一切已繳費用，概不退還及轉讓他人。

#### 6. HKEMC reserves the rights to alter course details such as date, time, venue and instructor as well as to cancel course.

本中心保留更改上課日期、時間、地點、導師及取消課程的權利。

#### 7. Personal data provided on the application form will be used by HKEMC for the purpose relating to application and admission.

報名表內提供的個人資料，將用作處理申請報讀課程之用。

#### 8. All submitted documents will NOT be returned. Provision of any false or misleading information or failure to supply the full documentation for verification will lead to DISQUALIFICATION of the application and any offer made will be rescinded. All fees paid will NOT be refunded.

申請人所提交之文件均不會發還。如申請人提供虛假或構成誤導的資料，或未能提供有關證明文件，本院有權取消申請人的入學申請及撤回其學位，繳交之費用亦不獲退還。

#### 9. HKEMC will make special arrangements when Typhoon Signal No.8 or above is hoisted, or when a Black Rainstorm Warning Signal is issued by the Hong Kong Observatory. HKEMC will notify via Phone Call or Short Message Services (SMS).

如天文台發出八號或以上熱帶氣旋警告信號或黑色暴雨警告信號，本中心課程將作出特別安排。本中心會以電話/短訊通知。

#### 10. HKEMC will send urgent messages to students via Short Message Services (SMS) and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone number and email address that the applicant provides are accurate. Any change should be reported to HKEMC immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact HKEMC for separate arrangements.

在緊急情況下，本中心將向學生發放電話短訊，或在有需要時附以其他方式，如電子郵件，以作通知。請準確填寫有關資料以便聯絡。如有任何更改，請儘快向本中心提出更新。如閣下對接收電話短訊通知遇有困難，請聯絡本中心，以便作適當安排。

\* Should there be any discrepancy between the English and Chinese versions, the English version shall prevail.

中、英文內容如有出入，以英文為準。