



Acknowledgement 確認報名通知

2011/09/14

布少珍

副總經理

電鍍工程及化工原料有限公司

By Fax (傳真): 26643308

We have received your enrollment form for the following course(s) 茲收到閣下報讀下列課程的報名表格:

| Course Code 課程編號 | Course Name 課程名稱 | Date 上課日期 | Time 上課時間 | Amount HK\$ 學費(港幣) |
|---------------------|--|--------------------------------|--------------------|-----------------------|
| B2212 | 《如何運用美學設計能力, 提高「應用學習」及「通識教育」之教學效益》免費專題講座 | 2011/10/08 - 2011/10/08 | 3:00PM - 4:00PM | \$, 0 |

We have tentatively allocated a place to you for the above course(s). If you have not settled the course fee(s), kindly send a crossed cheque made payable to "The Hong Kong Polytechnic University" within 7 working days from the date of this letter, to "The Management and Executive Development Centre, The Shirley Chan Building, Core R, QR702, The Hong Kong Polytechnic University, Hung Hom, Kowloon". (Please print your name and course code(s) at the back of the cheque). Official receipt will be issued upon receipt of your payment. Except for course cancellation, course fee(s) paid are non-refundable. Please note that your enrollment will only be confirmed upon receipt of your course fee(s).

Course confirmation with details of training venue will be sent to you about a week before class starts. If you do not receive our notification 3 working days before commencement of the course(s), please call our hotline at 3400-2773.

我們已為閣下預留學位。如閣下尚未繳交學費, 請於此通知書發出後七個工作天內, 將學費連同此通知書寄往: 香港九龍紅磡香港理工大學陳鮑雪瑩樓R座QR702室企業經管人才發展中心, 學費請以劃線支票支付(支票抬頭「香港理工大學」, 支票背後請寫上閣下姓名及課程編號)。我們會於收到學費後發出收條, 除課程取消外, 所有已繳付的學費恕不退還。收到閣下的學費後, 我們將正式確實閣下之學額。

上課地點約會於開課前一星期寄予閣下。若閣下於開課前三個工作天仍未收到任何通知, 請致電3400-2773查詢。

Once again, your support to the PolyU is greatly appreciated.
再次多謝閣下對本中心的支持。

This is a computer printout and no signature is required.
此乃電腦打印文件, 無須簽章。

Management and Executive Development Centre
企業經管人才發展中心

Remark: SAT
講者: 冼子光先生

Office Hours Monday to Friday: 9:00am - 1:00pm ; 2:00pm - 5:45pm
辦公時間 星期一至五上午九時至下午一時; 下午二時至五時四十五分

Service Counter Hours Monday to Friday: 9:00am - 1:00pm ; 2:00pm - 8:00pm, Saturday: 9:00am to 5:00pm
服務櫃台開放時間 星期一至五上午九時至下午一時; 下午二時至八時, 星期六上午九時至下午五時正