

PART II**EDUCATION QUALIFICATIONS & WORKING EXPERIENCES**

Please enter full details of your previous education and attach copies of relevant certificates.

Date Attended		Name and Address of Schools/Institutions Attended (Pls specify if you are currently attending)	Levels Completed	Qualifications obtained/ to be obtained (State classification, if applicable)	Date of Award or Expected Date of Award
From	To				

OTHER ACADEMIC / PROFESSIONAL QUALIFICATIONS

Name of Awarding Body	Qualifications Obtained (grade or type of membership of professional bodies)	How Obtained (e.g. by examination)	Date of Award

FULL-TIME AND RELEVANT PART-TIME WORKING EXPERIENCES (in chronological order)

Name and Address of Employer(s)	Dates		Position Held
	From	To	

PART III

- Program Applied: International Advanced Diploma in Business (IADB)
- Diploma of Business Studies (DBS)
- Certificate of Business Studies (CBS)

Mail Order Form

OUR REF NO: _____

APPLICATION DATE: _____ TEL NO: _____

CANDIDATE NAME: _____ FAX NO: _____

ADDRESS: _____ MOBILE NO: _____

_____ EMAIL: _____

■ PROGRAM APPLIED

PROGRAM APPLIED	PAYMENT DESCRIPTION	AMOUNT (HKD)
IADB / DBS / CBS	Application & Processing Fee	HKD5,000.00
Total Fees		HKD5,000.00

■ PAYMENT INFORMATION

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Credit Card No. _____ Expiry Date: ____ / ____ <small>Month Year</small> Cardholder Name: _____	For Internal Used Only: Approval Code: _____ Date: ____ / ____ / ____ <small> Date Month Year</small>
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■ REFUND POLICIES

1. The application fee of HK\$500 is non-refundable under any conditions. The processing fee of HK\$4,500 is refundable ONLY if the application is declined by the concerned institute. Processing fee is NOT refundable if applicants voluntarily withdraw from the application process by any reasons. For accepted candidates, the sum is not refundable.
2. Program tuition fee is calculated and paid on instalment basis. Students who have enrolled in the program and registered for the whole program, not individual courses. Tuition instalments are non-refundable and failure for any instalment payment means voluntarily withdrawal from the program.

Authorised Client Signature
 (same as your credit card's signature): **Date:**

Please fax the completed form to 2332-2390