



Institute of Global Managers

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Student Admission Form

Please Attach 2
Passport-sized
Photographs
相片

Course Applied for 報讀科目:

Advanced Diploma in Business Administration

工商管理高級文憑

Section A – Personal Details 個人資料

1. Chinese Name 中文姓名: _____ English Name 英文姓名: _____
2. Gender 性別: Male 男 / Female 女
3. Date of Birth 出生日期: _____
4. Nationality 國籍: _____
5. Email Address 電郵: _____
5. Identity Card/ Passport Number 身分證/護照號碼: _____
6. Address 通訊地址: _____
7. Mobile 手提電話: _____ Whatsapp / WeChat ID 微信號: _____

Section B – Academic Qualifications 學術資格

1. Highest Academic Qualification 最高學歷: _____
2. Name of Institution 機構名稱: _____
3. Date of Commencement 修讀日期: _____ Date of Completion 完成日期: _____

Section C – Current Employment 現職工作

1. Current Employer 公司名稱: _____
2. The Title Holding 名銜: _____
3. Date of Commence 就任日期: _____ ii) Full-time 全職 Part-time 兼職



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Section D – Checklist of Items That Should Accompany with the Application Form

1. Certified true copies of the Academic Certificates 學術證書副本
2. Tuition fee cheque 學費 (Cheque payable to 支票抬頭: “Institute of Global Managers”)
3. Curriculum Vitae 個人簡歷
4. Certified Photocopy of the Identity Card 身分證副本
5. Two Passport Size Colour Photos 兩張彩色照片
6. Any other document to support your application (e.g. Proof of Employment) 其他文件(如工作證明)

Your application **WILL NOT** be processed, without the aforesaid documents

如果沒有提供上述文件，申請將不獲處理

Section E – Declaration of the Applicant 申請人聲明

I declare that to the best of my knowledge the information contained in this Student Admission Form is correct and complete and I understand that if I provide incorrect information this may result in my ineligibility for admission to the desired course of studies. I also recognize that it is my responsibility and duty to provide all the necessary supporting documents and I hereby authorize to obtain official records with respect to this Student Admission Form from the appropriate educational institutes/ organizations and other related bodies that have been mentioned herein.

本人在此聲明，在此學生入學申請表中所提供的均屬正確和完整的資料，本人明白如果提供不正確的資料，可能會導致不能入讀所報課程。本人也承認，提供所需要的文件是本人的責任和義務，我在此授權世界經理學會及其所屬機構使用本人入學申請表。

Section F – Refund Policy 退款安排

I have read and understood that following Withdrawal and Refund Policy:

- Course cancelled by IGM: Full refund of all payments made
- Course cancelled by student prior to commencement of course: 50% refund of tuition fees paid.
- Course cancelled by student after commencement of course: no refund applies.

我已閱讀並理解，以下退學和退款政策：

- 世界經理學會取消課程：全額退款
- 課程開始前由學生取消課程：退還已收取費用 50%。
- 課程開始後由學生取消課程：不退款。

<p>.....</p> <p>Signature 簽署</p>	<p>.....</p> <p>Date 日期</p>
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This Declaration Must Be Signed By the Applicant

此入學申請須由申請人簽署