

FE (30 hours)	Enhancement
Enroll on or before 04-March-2020	<input type="checkbox"/> HKD4,050
Enroll on or before 29-March-2020	<input type="checkbox"/> HKD4,275
Original Price	<input type="checkbox"/> HKD4,500

Mock Examination + Marking Service + Mock Paper Review	<input type="checkbox"/> HKD900
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<b>Gross Total:</b>	<b>HKD</b>
<input type="checkbox"/> <b>SW Staff Referral Program Discount</b> <input type="checkbox"/> SW Staff      Name of the student referred: _____ <input type="checkbox"/> Student referred by SW Staff      Name of the SW referrer: _____ SW Staff ID: _____ <input type="checkbox"/> <b>SW Alumni Discount</b> <input type="checkbox"/> SW Alumni <input type="checkbox"/> Student referred by SW Alumni      Name of the SW Alumni: _____ <input type="checkbox"/> <b>Discount for Corporates and Organizations</b> Name of the Corporate/ Organization: _____ This discount is only applicable to the designated corporates and organizations. i) Any of the above discounts agreed is based on the original course price, and is not applicable to Mock Examination + Marking Service + Mock Paper Review. Please refer to the respective promotion materials for details. ii) Any of the above discounts cannot be used together with the early bird discount. iii) Students are eligible to enjoy any ONE discount only. iv) Any of the above discounts is non-refundable, non-transferrable and cannot be redeemed in cash.	-HKD
<b>Total Payable:</b>	<b>HKD</b>

Personal Particulars (*Compulsory Fields)		
* (Mr/Mrs/Ms) Surname:	* First Name:	* Mobile No.:
* HKID/Passport No.:	* Email:	
Current SW Staff: <input type="checkbox"/> No <input type="checkbox"/> Yes, staff ID:	Company Name:	
Current undergraduate student: <input type="checkbox"/> No <input type="checkbox"/> Yes, please specify the university name:		
Postal Address:		
Method of Payment (Only full payment received by SWiKen is regarded as a successful enrolment.)		
<input type="checkbox"/> <b>Bank transfer</b> Company Name: SW Institute of Knowledge Enhancement Limited Hang Seng Bank: 769-305202-001	<input type="checkbox"/> <b>Cheque No.:</b> _____ (made payable to SW Institute of Knowledge Enhancement Limited ) Date of cheque issued: _____ DD/MM/YYYY	
How to enroll?		
1. Complete the enrolment form, read through the terms and conditions and sign. 2. Email the completed form to <a href="mailto:info@sw-iken.com">info@sw-iken.com</a> . 3. Wait for the email confirmation from SWiKen. 4. Settle the FULL payment by bank transfer (Hang Seng Bank: 769-305202-001) or cheque payable to SW Institute of Knowledge Enhancement Limited. Only full payment received by SWiKen is regarded as a successful enrolment. 5. An official receipt will be issued by email once the FULL payment is received.		

**Declarations**

- I declare that all Information provided in this form is accurate and SWiKen has no responsibility on any errors or omission in, or the loss due to information inaccuracy.
- I consent that I will comply with all the Terms and Conditions of SWiKen.
- I wish to receive SWiKen information by email in the future  
☐ I wish to unsubscribe from the mailing list of SWiKen

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Terms and Conditions

### 1. Enrolment and Payment

- 1.1 A completed enrolment form must be accompanied by payment in full. Only students who have fully paid tuition fee which acknowledged by SW Institute of Knowledge Enhancement Limited (SWiKen) can be regarded as successful enrolment.
- 1.2 Upon occurrence of any Force Majeure Event or insufficient registration, SWiKen reserves the right to change the details of the course or cancel the courses. SWiKen will notify students any changes on lectures, class venue, class schedules or any other course details if necessary at the earliest possible.
- 1.3 Once enrolled, fees are non-refundable and non-transferable under any circumstances.

### 2. Class Policy

- 2.1 Students are required to sign on the attendance registration sheet for record.
- 2.2 No seating arrangement will be planned for students. Seats are available on a first-come-first-served basis.
- 2.3 Students should attend class according to the latest course schedule from SWiKen. The reminder email with class schedule and venue will be sent to students around 3 working days before the class.
- 2.4 Students are encouraged to check their emails regularly, as email is the primary contact between SWiKen and students.
- 2.5 SWiKen reserves the right to verify the identity of students who attend SWiKen's courses or use our services. Only presence of valid HKID or other supporting ID document is accepted.
- 2.6 SWiKen's courses, services and facilities are provided to paid students only. Any un-paid attendant or service user caught will be required to pay the full course fees plus an administrative fee (50% of the full course fee). SWiKen will report the case to the professional institutions (e.g. HKICPA) or/and government bodies which may cause permanent disqualifications for the un-paid attendant or service user. SWiKen will reserve the rights to report to the police and pursue legal action against such misconduct.
- 2.7 Only students who can present their original HKID card or other supporting ID document can collect the learning materials in person. SWiKen would distribute one set of learning materials for each students and no extra copies will be provided, students are required to bring all relevant learning materials to class.

### 3. Copyright Policy

- 3.1 Video/audio recordings, photographing, copying, and the resale or distribution of the SWiKen's class materials is strictly prohibited. SWiKen reserves the rights to pursue legal action if necessary.
- 3.2 Students should not disclose and share learning materials in printed, digital or any other format to the third party. All learning materials prepared are under SWiKen's copyright and protected by Hong Kong copyright laws.

### 4. Privacy Statement

- 4.1 Students' personal data will be used to proceed their application of admission, and for SWiKen's direct marketing, internal analysis and verification. SWiKen may also share students' personal data with other affiliates and related entities of SWiKen.
- 4.2 Students are required to provide the most up-to-date personal information, and they have the right to access and amend their personal data. Students can request to opt out from SWiKen's marketing mailing lists at any time. In all circumstances, data will be treated in strict confidence.

### 5. Entire Agreement

- 5.1 Students agree on all terms, conditions and policies set out by SWiKen. All terms, conditions and policies are subject to change without notice.
- 5.2 All matters and disputes will be subject to the final decision of SWiKen.

Last updated: 03-Mar-20

\*Further adjustments have been made on the version dated 21-Feb-20, highlighted in red. Please refer to this latest schedule updated on 03-Mar-20.

FE Enhancement Courses				
Session	Date		Module	Time
1	01-MAY-20	Fri	A	10am-1pm
2	01-MAY-20	Fri	B	2pm-5pm
3	09-MAY-20	Sat	C	10am-1pm
4	09-MAY-20	Sat	C	2pm-5pm
5	10-MAY-20	Sun	D	10am-1pm
6	10-MAY-20	Sun	D	2pm-5pm
7	13-JUN-20	Sat	A	10am-1pm
8	13-JUN-20	Sat	A	2pm-5pm
9	14-JUN-20	Sun	B	10am-1pm
10	14-JUN-20	Sun	Mock Paper Review	2pm-5pm

FE Mock Examination*			
<i>Only students who have enrolled the Mock Examination can sit for this examination</i>			
Paper	Date		Time
I	16-MAY-20	Sat	9am-12:30pm
II	16-MAY-20	Sat	2:30pm-6pm
Mock Paper Review	14-JUN-20	Sun	2pm-5pm

\*This timetable might be subject to change though we endeavor to keep the timetable as close as possible.