



## **報名指引 | INSTRUCTIONS TO APPLICANTS**

以下為申請人在報讀突破的天空培訓顧問有限公司(以下簡稱“本公司”)課程時須同意並遵守的各項指引：

Followings are major rules and regulations of Aspire Learning Limited. (hereinafter “Aspire Learning” ) which enrolling applicants need to observe and abide by :

1. 申請人報讀本公司課程時如未能按報名表要求提供正確及完整的資料，或未能按時繳付所需費用，本公司有權拒絕其申請。  
Aspire Learning reserves the right not to accept any enrolment application if the applicant fails to make timely payment, and/or unable to provide accurate and complete information as required in the enrolment form.
2. 除課程已額滿或課程被取消外，學員已繳之學費，不論上課與否將**不予退還，亦不得轉用於另一課程。**  
With the exception of class cancellation and unsuccessful application due to full enrolment, **paid course fees are non-refundable and non-transferable.** As soon as class commences, course fee will not be refunded or transferred to new classes irrespective of individual's attendance status.
3. 本公司有權隨時更改原定課程之細則。如報名人數不足，本公司有權取消課程，並通知及退還已收之費用予受影響的學員。  
Aspire Learning reserves all rights to make necessary alternations on course arrangements without notice. In the event of class cancellation due to under-enrolment, individuals will be notified and payment refund will be arranged.
4. 本公司一般會於開課至少三個工作天前與申請人確認所報讀之課程。申請人如在開課前三個工作天仍未收到本公司的回覆，請致電 2866 8850 與本公司職員聯絡。  
In general, enrolment confirmation will be made no less than 3 working days prior to class starts. If applicants do not hear from Aspire Learning by then, they should contact us at 2866 8850.
5. 所有學員均嚴禁於課程中進行或意圖進行招募活動。  
Poaching and recruiting activities in the class are strictly prohibited.
6. 學員如欲向政府申請培訓資助，須依政府指引按時向有關部門遞交申請表。本公司恕不代為申請。  
If applicants wish to apply for training refund from the Government, they are required to submit their application to respective government departments according to issued guidelines. Aspire Learning would not undertake to submit these applications on behalf of the applicants.
7. 學員從課堂中取得的任何資訊，包括(但並不限於)本公司提供的筆記、電腦軟件等，皆為本公司的知識產權，純粹只供學員個人學習之用。故未經本公司書面同意，絕不可將其(不論是部份或全部)剪輯、出售、轉讓或作其他用途。本公司並擁有學習文件及公司網站上顯示之商標、標誌及服務標誌。所有在課堂上提供之培訓資訊皆受版權保護，未經本公司之書面批准，其他人一概不得使用。如有違反，定必追究。  
Materials obtained in class, including but not limited to handouts and soft files, are intellectual property of Aspire Learning and are solely intended to facilitate individual's learning. Hence all the information received in class, be it partial or whole, are prohibited from further editing, sale, and transfer or used for other purposes without prior written consent from Aspire Learning. Aspire Learning also owns the logos, trademarks and service marks displayed on its materials and its website. All content delivered in the course of training, including but not limited to text, graphics and sound, is protected by Copyrights. Any use by third parties is prohibited without prior written consent from Aspire Learning. Individuals are hence liable for damages and compensation upon infringement of Aspire Learning's intellectual property rights.

8. 在課程進行期間，未經本公司書面同意，一概不准錄影或錄音。

No sound-recording or video-taping is allowed in class unless with prior written consent from Aspire Learning.

9. 上課時請關掉手提電話及傳呼機，課室內不准吸煙及飲食。

No smoking, eating or drinking is allowed inside the class. Mobile phones and beepers should also be switched "OFF" to minimize disturbance.

10. 本公司有權按申請人的個別狀況，例如健康及精神狀態，決定是否接納其申請。本公司有權拒絕任何申請而無需作出解釋。

Aspire Learning has sole discretion whether to accept individual's enrolment application considering such factors as the physical/mental state of health of the applicants. We reserve all rights to reject any enrolment application without giving reasons.

11. 本公司有權隨時更新並更改本報名指引，而無需向各學員或申請人作出任何通知。

Aspire Learning reserves all rights to change and update this "Instructions to Applicants" from time to time without notice.

12. 惡劣天氣下課堂之安排：

Arrangements during Adverse Weather Conditions :

- a.) 當三號風球或以下／黃色或紅色暴雨警告訊號懸掛時，所有課堂均會如常進行

When Typhoon Signal No. 3 or below/ Amber or Red Rainstorm Warning is in force, all classes will be held as scheduled.

- b.) 當天文台在上課時發出八號風球或以上／懸掛黑色暴雨警告訊號；或將於上課前二小時內懸掛八號風球或以上，所有課堂均會即時終止或取消，本公司將會安排補課

When the Observatory hoists the Typhoon Signal No. 8 or above/Black Rainstorm Warning is in force **during classes**; or Typhoon Signal No. 8 or above will be hoisted within 2 hours **before classes** commence, all classes already in progress will be dismissed immediately or cancelled. Remedial classes will be arranged.

- c.) 當八號風球或以上／黑色暴雨警告訊號在上午七時或以前除下，所有課堂均會如常進行

All classes will be held as scheduled, if Typhoon Signal No. 8 or above/Black Rainstorm Warning is **lowered before 7:00am**.

- d.) 當八號風球或以上／黑色暴雨警告訊號在正午十二時或以前除下，下午二時至六時舉行之所有課堂均會如常進行

Classes starting between 2:00pm and 6:00pm will be held as scheduled, if Typhoon Signal No. 8 or above/Black Rainstorm Warning is **lowered at or before 12:00 noon**.

- e.) 當八號風球或以上／黑色暴雨警告訊號在下午四時或以前除下，下午六時或以後舉行之所有課堂均會如常進行

Classes starting at or after 6:00pm will be held as scheduled, if Typhoon Signal No. 8 or above/Black Rainstorm Warning is **lowered at or before 4:00pm**.

## **私隱政策聲明    PRIVACY POLICY STATEMENT**

本公司於運作期間，例如進行會員申請，報讀課程，課程評估及進行市場推廣工作時必須收集個人資料，包括個人名字，聯絡電話、身份證號碼、付款資料、電郵及通訊地址等，作日常商業用途。

Personal data such as individual's name, phone number, HKID, billing information, email and corresponding address may be collected from time to time during, but not limited to, membership application, course enrolment, program evaluation, marketing events and promotional activities.

本公司期間所蒐集並存留之個人資料，主要供以下用途：

Personal data collected are mainly used to serve the following purposes :

- ◆ 作為與會員及非會員聯絡之用，特別是用作跟進會員申請及記錄，培訓及推廣活動之用  
To communicate with members and non-members with regard to membership application, training function, promotion events as well as company activities
- ◆ 編製培訓報告，分析學員背景及培訓效益  
To compile participant reports with profile analysis
- ◆ 編製及修訂會員記錄，接受會員查詢  
To maintain membership records and handle enquiries from members
- ◆ 協助本公司在日常行政管理及執行各項活動時得以順利進行  
To facilitate the administration and general operation of the office function
- ◆ 讓學員確認並遵守本公司之版權政策及聲明  
To confirm acknowledgment on copyrights owned by Aspire Learning Limited
- ◆ 根據法例儲存個人資料，以符合法定要求  
To maintain such records as necessary to meet with statutory requirements

鑑於本公司之業務以建立客人互信為基礎，我們有責任妥善存客戶資料，並嚴加保密。本公司在收集，保存及使用個人資料時，定必嚴格遵守香港特別行政區《個人資料〈私隱〉條例》下之各項規定，並會貫徹遵守以下守則：

As our business is built on the trust our clients placed on us, we shall at all times fully comply with the Personal Data (Privacy) Ordinance ("the Ordinance") of the Hong Kong SAR in collecting, maintaining and using the personal data of our clients. And we have the obligation to safeguard and keep confidential any information provided in accordance with the following principles :

- ◆ 本公司所收集之個人資料，只供與其收集時所闡明之用途及目的使用，而不作其他用途  
Personal data will not be used for any purposes other than the data that were to be used at the time of collection or purposes directly related thereto
- ◆ 本公司將致力保護所取得之個人資料，防止非法盜用或擅用  
Personal data will be protected against unauthorized access
- ◆ 本公司只在法例准許及要求之情況下披露相關資料  
Personal data can only be disclosed by us where permitted by the Ordinance or otherwise legally compelled to do so
- ◆ 資料當事人有權根據《個人資料〈私隱〉條例》的規定，向本公司查詢及更正其個人資料  
Individuals have the right of access to and for correction of their personal data held by us and that request for access or correction will be dealt with in accordance with the Ordinance