

Enrolment Procedure :

Please complete and send this enrolment form by email (training@lcas.com.hk)

Terms and Conditions:

- 1 Personal Data collected will be used for processing your application for registration, academic, administrative purposes and will also be used for marketing purposes, specifically for the purpose of sending you information relating to LCAS latest events and training courses. Personal Data will be treated in strict confidence. Unless otherwise agreed by you, Personal Data will not be transferred to any third parties. LCAS implements a policy governing the collection, use and retention of Personal Data, which is made available at the enrolment counter. You may also contact Administration Department of LCAS for further details.
- 2 **Please make payment by direct bank deposit or wire transfer.
Cheques are subject to bank clearance.**
- 3 Enrolment fee is not refundable except if LCAS is notified in writing of your withdrawal:
 - at least **20** working days before the course commencement for training programme run by local speaker
 - at least **90** working days before the course commencement for training programme run by overseas speaker.A handling charge of HK\$500 will be levied.
- 4 LCAS reserves the right to replace the speaker and/or change the contents, venue and / or time as may be necessary.
- 5 LCAS reserves the right to cancel the course in case of insufficient enrolment or unforeseen difficulties arising from running the course. In such circumstances, any paid course fees would be refunded.
- 6 These terms and conditions are subject to revisions as may be set out in the course flyer.