

QP Module		Enroll on or before 19-Mar-2021	Enroll on or before 31-Mar-2021	Original Price
<input type="checkbox"/>	QP M11 (30 hours) Ken Fan	<input type="checkbox"/> HK\$3,800	<input type="checkbox"/> HK\$4,300	<input type="checkbox"/> HK\$4,800
<input type="checkbox"/>	QP M12 (30 hours) Teddy lu			
<input type="checkbox"/>	QP M13 (30 hours) Ken Fan			
<input type="checkbox"/>	QP M14 (30 hours) Dr. Angus Ho			

Gross Total:	HKD
<input type="checkbox"/> SW Staff Discount* <hr/> <input type="checkbox"/> Referral Discount* <input type="checkbox"/> SW Staff <input type="checkbox"/> Non-SW Staff <input type="checkbox"/> Corporates / Organizations (Name: _____) <input type="checkbox"/> 2 persons enrolled together <input type="checkbox"/> 3 persons enrolled together <input type="checkbox"/> 4 persons or more enrolled together (-\$100 per module for each person) (-\$150 per module for each person) (-\$200 per module for each person) Please indicate the name(s) of all applicants: _____ _____ _____ _____	-HKD
Total Payable:	HKD

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"/> Bank transfer Company Name: SW Institute of Knowledge Enhancement Limited Hang Seng Bank: 769-305202-001	<input type="checkbox"/> Cheque No.: _____ (made payable to SW Institute of Knowledge Enhancement Limited) Date of cheque issued: _____ DD/MM/YYYY	
<input type="checkbox"/> Faster Payment System (FPS) Bank Name: Hang Seng Bank FPS ID: 6092431 Company Name: SW Institute of Knowledge Enhancement Limited		
How to enroll?		
1. Complete the enrolment form, read through the terms and conditions and sign. 2. Email the completed form to info@sw-iken.com . Wait for the email confirmation from SWiKen. 3. Settle the FULL payment by i) bank transfer (Hang Seng Bank: 769-305202-001); or ii) cheque payable to "SW Institute of Knowledge Enhancement Limited"; or iii) FPS (ID: 6092431). Only full payment received by SWiKen is regarded as a successful enrolment. 4. 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: _____

SW Institute of Knowledge Enhancement Limited

Address: 17/F, Leighton Centre, 77 Leighton Road, Causeway Bay, Hong Kong
 Website: www.sw-iken.com Email: info@sw-iken.com Tel: 3547 5289

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 may be required to sign on the attendance registration sheet for record for face-to-face class.
- 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 SWiKen is adopting an eco-friendly approach for courses by reducing the consumption of paper. As a result, hard copy of course notes will NOT be provided.

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: 09-Mar-21

QP Module 11 Enhancement Courses				
Session	Date		Time	Delivery
1	04-APR-21	Sun	10am-1pm	Classroom*
2	11-APR-21	Sun	10am-1pm	
3	18-APR-21	Sun	10am-1pm	
4	20-APR-21	Tue	7pm-10pm	
5	25-APR-21	Sun	10am-1pm	
6	02-MAY-21	Sun	10am-1pm	
7	04-MAY-21	Tue	7pm-10pm	
8	16-MAY-21	Sun	10am-1pm	
9	23-MAY-21	Sun	10am-1pm	
10	05-JUN-21	Sat	10am-1pm	

QP Module 12 Enhancement Courses				
Session	Date		Time	Delivery
1	03-APR-21	Sat	2pm-5pm	Classroom*
2	10-APR-21	Sat	2pm-5pm	
3	17-APR-21	Sat	2pm-5pm	
4	24-APR-21	Sat	2pm-5pm	
5	29-APR-21	Thu	7pm-10pm	
6	01-MAY-21	Sat	2pm-5pm	
7	08-MAY-21	Sat	2pm-5pm	
8	15-MAY-21	Sat	2pm-5pm	
9	22-MAY-21	Sat	2pm-5pm	
10	27-MAY-21	Thu	7pm-10pm	

QP Module 13 Enhancement Courses				
Session	Date		Time	Delivery
1	04-APR-21	Sun	2pm-5pm	Classroom*
2	11-APR-21	Sun	2pm-5pm	
3	18-APR-21	Sun	2pm-5pm	
4	25-APR-21	Sun	2pm-5pm	
5	27-APR-21	Tue	7pm-10pm	
6	02-MAY-21	Sun	2pm-5pm	
7	11-MAY-21	Tue	7pm-10pm	
8	16-MAY-21	Sun	2pm-5pm	
9	23-MAY-21	Sun	2pm-5pm	
10	05-JUN-21	Sat	2pm-5pm	

QP Module 14 Enhancement Courses				
Session	Date		Time	Delivery
1	03-APR-21	Sat	10am-1pm	Classroom*
2	10-APR-21	Sat	10am-1pm	
3	17-APR-21	Sat	10am-1pm	
4	24-APR-21	Sat	10am-1pm	
5	01-MAY-21	Sat	10am-1pm	
6	08-MAY-21	Sat	10am-1pm	
7	15-MAY-21	Sat	10am-1pm	
8	22-MAY-21	Sat	10am-1pm	
9	28-MAY-21	Fri	7pm-10pm	
10	31-MAY-21	Mon	7pm-10pm	

*REMARK: Classes would be held physically in classroom.