

Programme Administration Guidelines

課程管理指引

Institute Information 學院資料

Institute of Professional Education And Knowledge (PEAK) is a member of the VTC Group with over 20 years of experience in professional training and corporate human resources development. We are one of the leading in-service training organisations and qualifying bodies in Hong Kong. Our programmes cover the following areas: financial services, management, information technology, languages, construction, real estate & property management and food safety. In 2016/2017 alone, over 80,000 adult learners have enrolled in our programmes. In the area of corporate training, since 2003, more than 200 well established companies have adopted our products and services to enhance the technical competency and professional expertise of their employees.

高峰進修學院 (PEAK) 是 VTC 機構成員，致力為業界提供全面的在職培訓及專業考試服務，擁有超過 20 年專業及企業人才培訓經驗，實力及規模皆處於領導地位。為配合社會的發展和需要，本學院不斷開設多項培訓課程，涵蓋範圍包括：財經事務、管理專業、資訊科技、語文、建築、地產與物業管理及食品安全等。單以 2016/17 年度計算，超過 80,000 人曾報讀本院課程。一直以來，本學院亦積極為僱主提供培訓服務。由 2003 年至今，已有超過 200 家大型企業採用本學院的培訓產品或專業服務，藉以提升員工的專業知識和技能。

Contact us 聯絡我們

Address: 9/F, VTC Tower, 27 Wood Road, Wanchai, HK

Office Hours^{^^}:
Mon – Fri: 8:45am – 8:00pm
Sat: 9:00am – 12:00noon
(Closed on Sundays and Public Holidays)

General Enquiry: Tel: 2836 1922
Website: <http://www.peak.edu.hk/>

學院地址: 香港灣仔活道 27 號職業訓練局大樓 9 字樓

辦公時間^{^^}:
星期一至五: 上午八時四十五分至晚上八時
星期六: 上午九時至中午十二時
(星期日及公眾假期休息)

一般查詢: 電話: 2836 1922
網址: <http://www.peak.edu.hk/>

^{^^} PEAK's Reception Counter will be closed at 5:15pm on Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve (If the mentioned festive days are Saturdays, the office hour is 9:00am to 12:00noon). If you have any enquiries about our opening hours on other festive days, please contact us at 2836 1922.

^{^^} 高峰進修學院報名處會於冬至、平安夜、除夕及農曆新年除夕提早在下午五時十五分關閉 (如上述節慶日子為星期六，辦公時間將會為上午九時至中午十二時)。如對本院於其他節慶日子的開放時間有疑問，敬請致電 2836 1922 查詢。

Programme Administration 課程管理

Enrollment 課程報名

- Please use the specified enrollment form and follow the “Notes to Applicants” in the form to apply for programmes.
- Applicants should show the Hong Kong Identity (HKID) Card / Passport / Travel Document, or valid visa / entry permit for study issued by the Immigration Department of the Hong Kong Special Administrative Region (HKSAR) for enrollment.
- Individual programmes may have specific admission requirements. Applicants should refer to the admission requirements of the individual programmes.
- **All places are allocated on a first-come-first-served basis. Incomplete forms and forms received without payment will not be processed.**
- 請使用指定的報名表格並按照表格內的“報名須知”報讀課程。
- 申請人於報名時必須出示由香港特別行政區（香港特區）入境事務處所簽發的香港身份證 / 護照 / 旅行證件、或有效的來港就讀之簽證 / 進入許可。
- 各個課程之入學條件有別，申請人在報讀時必須依從個別課程之入學條件作出申請。
- 所有課程名額均以先到先得方法分配，任何未填妥之表格，或學生未有附上學費的報名表，本院將不會處理。

Deadline for Application 截止報名日期

The deadline for application is 7 working days^{***} prior to the class commencement date (The enrollment deadline might be subject to change depending on the enrollment status).

截止報名日期為每班開課前七個工作天^{***}（截止報名日期或會因應收生情況而有所更改）。

Notification of Class Commencement 開課通知

Successful applicants will be notified of the class confirmation and relevant information by the contact method specified on the enrollment form at least 3 working days^{***} before class commencement. PEAK will not be responsible for the loss of class notification sent by mail. For in-person application for Continuing Professional Development (CPD) Programmes that have already been confirmed to commence at the time of enrollment, the applicants will be given a “Confirmation of Class Commencement” immediately after completing the enrollment procedures at PEAK reception counter. Please contact us at 2836 1906 if you do not receive the notification 3 working days^{***} before the class commencement.

成功申請人將於開課前至少三個工作天^{***}接獲本院以閣下指定的聯絡方法通知開課確認及相關資料。本院對因郵遞失誤而寄失的開課通知書，概不負責。申請人如親身到高峰進修學院報名處報讀持續專業發展課程（CPD 課程），而該課程在申請人報名時已獲確認開課，申請人將於完成報名手續時即時獲得「開課確認」。申請人如在開課前三個工作天^{***}尚未接獲課程確認或取消的通知，請致電本院查詢（電話：2836 1906）。

Programme Fees / Receipt 學費 / 收據

For a programme commencing within 7 working days^{***} at the time of enrollment, students are required to settle the programme fees by cash.

Programme fees paid are non-refundable, except for cases of unsuccessful applications and programme cancellation or rescheduling. Fees paid and places enrolled are also not transferable, and request for programme swapping will not be entertained.

Students will collect and sign to acknowledge collection of the receipts at the first lesson. Fees paid after the enrollment deadline may result in delay in receipt issuing. For those who have not collected the receipts during the first lesson, our staff will contact them for the receipt collection arrangement. If students choose to collect the receipts by mail, PEAK will not be responsible for any loss in mailing. Students will be required to pay an administrative charge of HK\$100 for their requests for each additional receipt copy. Please send crossed cheque payable to “Vocational Training Council” with a written application to “The Programme Team” of the Institute. For enquiry, please contact us at 2836 1862.

如學生所報讀的課程將在報名當日起計 7 個工作天^{***}內開課，學生必須以現金繳交學費。

除學生之申請不獲接納或所選課程取消 / 改期外，所有已繳學費恕不退還。學費及學額亦不可作任何更改（包括不可轉班）或轉讓他人。

學生需於第一堂簽收收據，若學生於報名截止日後繳費，收據或會稍遲發出。本院會通知未簽收收據之學生領取收據的安排。如學生要求以郵寄方式收取收據，本院對郵遞失誤概不負責。學生如要求本院發出收據副本證明，需以書面通知本院課程組，並需繳付港幣 100 元手續費。收據重發申請須以支票付款，抬頭為「職業訓練局」。查詢請致電 2836 1862。

Class Venue 上課地點

Unless otherwise specified, all classes will be held at VTC Tower, 27 Wood Road, Wan Chai, Hong Kong. Please refer to the venue directory at PEAK before attending classes, or call us at 2836 1922 for enquiry.

除特別指示外，所有課堂均在香港灣仔活道 27 號職業訓練局大樓舉行。學生可於上課前到本院查看課室編排表，或致電 2836 1922 向本院查詢。

Medium of Instruction 授課語言

Except language programmes, programmes specified to be conducted in English, and Professional Certificate, Professional Diploma, degree and Postgraduate Diploma programmes, all classes are conducted in Cantonese and supplemented with English terminology. Programme handouts will be provided in Chinese or English.

除語文、一些指定以英語講授、專業證書、專業文憑、學位及深造文憑課程外，所有課程均以廣東話授課，部份輔以英文專業用語，講義為英文或中文。

Attendance-Taking Procedures 點名程序

Students are required to take attendance at the Reception Counter of PEAK or venue specified in the class confirmation letter for the first lesson. For the remaining lessons, attendance will be taken in the classroom. Taking attendance for another student is strictly prohibited. If found, PEAK has the right to terminate the study of such student and the fees paid will not be refunded. **For Continuing Professional Development (CPD) programmes, the CPD / CPT hours of students who are late for class will be deducted on a pro-rata basis.** PEAK has the right to ask the students to present the valid identification documentations (HKID Card / Passport / Travel Document, or valid visa / entry permit for study issued by the Immigration Department of HKSAR) for identity verification purpose. In particular, CPD Students should read and observe the "**CPD Programme – Notes to Students**" carefully.

學生需於第一堂到報名處或開課通知書上列明之地點點名，第一堂之後則在課室內點名。學生不可代他人點名，如被發現，本院有權終止該學生之學籍，所繳款項亦概不發還。**凡報讀持續專業發展課程 (CPD 課程) 而遲到之學生，其持續專業進修 (CPD) / 持續培訓 (CPT) 時數將按比例扣減。**本院有權要求學生出示有效身份證明文件（由香港特區入境事務處所簽發的香港身份證 / 護照 / 旅行證件、或來港就讀之簽證 / 進入許可）以核實身份。此外，報讀持續專業發展課程之學生亦應特別注意及遵守指引內的「**持續專業發展課程 - 學生須知**」。

Working days (exclusive of Saturdays, Sundays and Public Holidays)

工作天（不包括星期六、日及公眾假期）

CPD Programme – Notes to Students 「持續專業發展課程 – 學生須知」

MPFA / SFC / ECF/ IA 積金局 / 證監會 / 金管局 / 保監處

1. Students of Continuing Professional Development (CPD) programmes are required to sign in and out on the attendance sheet for every single class. CPD / CPT hours will be given to students according to the attendance record. Students who have not signed in and / or out on the attendance sheet for a particular class will be deemed to have been absent from that class.
凡參加持續專業發展 (CPD) 課程之學生，請緊記於每一課堂上課前及每一課堂完結時在點名簿上簽名，以便計算持續專業進修 (CPD) / 持續培訓 (CPT) 時數。學生若未有按上述指示於點名簿上簽名，將一律被當作缺席處理。
2. Students who are late for a CPD class should go to **PEAK's Reception Counter at 9/F VTC Tower** or to the Registration Desk right outside the classroom (where applicable) to sign on the attendance sheet. The CPD / CPT hours of students who are late for class will be deducted on a pro-rata basis.
學生若因事遲到，請立即前往**職業訓練局大樓 9 樓高峰進修學院報名處**或向班房門外當值同事(如適用)簽到。請注意，本院將按學生遲到的時間扣減持續專業進修 (CPD) / 持續培訓 (CPT)時數。
3. CPD / CPT hours for students will be calculated on a pro-rata basis according to the attendance record. Please note that the minimum unit of CPD / CPT hour is 0.5. Hence, for students who are late for class, absent from the class or leave before the class ends, even for less than 30 minutes, a minimum of 0.5 hour will be deducted.
學生可獲的持續專業進修 (CPD) / 持續培訓 (CPT) 時數將根據出席課堂的時數按比例計算。有關時數的最少單位為 0.5 分，遲到、早退或離開課室不足半小時亦作半小時計算。
4. To comply with Guidance Notes on Assessment of Continuing Professional Development (CPD) Activities under the CPD Programme of the Insurance Intermediaries Quality Assurance Scheme (IIQAS) published by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), the following regulations are effective from 1 May 2019. **Students who are late for class, absent from the class or leave before the class ends cumulate 15 minutes or more, 0.5 IA-CPD hour will be deducted.**
根據香港學術及職業資歷評審局 (評審局) 關於『保險中介人素質證計劃』之『持續專業培訓計劃』的要求，由 2019 年 5 月 1 日起，學生如遲到、早退或離開課室達 15 分鐘或以上，將被扣減 0.5 IA-CPD 時數。
5. Students will not be given any IA-CPD hours, if they are **late for class for 30 minutes or above**
學生若遲到 30 分鐘或以上，他們將不可獲取任何 IA-CPD 時數。
6. Time spent on recess, lunch or assessment such as test or examination will not be counted as CPD hours.
小休、午膳或考核時間，例如測驗或考試，將不能列入培訓時數內。
7. Students **should arrive PEAK's Reception Counter at 9/F VTC Tower or to the Registration Desk right outside the classroom 15 minutes before the class commencement time for registration.**
學生須於課堂開始前 15 分鐘到達職業訓練局大樓 9 樓高峰進修學院報名處或指定班房門外簽到。
8. Students must fulfil the above requirements of HKCAAVQ for obtaining the CPD hours and Certificate from PEAK.
學生須遵守及達到上述評審局的出席要求，方可獲發由高峰進修學院頒發的 CPD 學分及證書。

9. Students will not be given any MPFA, SFC and ECF hours if they are late for class, absent from the class or leave before the class ends in total for MORE than the specified time shown in the following table.

學生若遲到、早退或離開課室合共超過下列時數，將不能獲得任何 MPFA，SFC 及 ECF 時數。

Duration of Programme (Hour(s)) 課程時數	No MPFA, SFC and ECF hours will be given if students are late for class, absent from class or leave before the class ends for more than the specified time below 若遲到、早退或離開課室合共超過下列時數，將不能獲得任何 MPFA，SFC 及 ECF 時數
1	15 minutes / 15 分鐘
2	15 minutes / 15 分鐘
3	30 minutes / 30 分鐘
4	30 minutes* / 30 分鐘*
5	1 hour* / 1 小時*
6	1 hour* / 1 小時*
7	1 hour* / 1 小時*
10	2 hours* / 2 小時*

*Note: For programmes which comprise 2 lessons, MPFA, SFC and ECF hours will be given based on the total duration of the programme that the students have attended.

*註：若有關課程分兩節課堂舉行，本院將按學生於兩節課堂的總出席時數計算 MPFA, SFC 及 ECF 時數。

10. Students will not be given any CPD / CPT hours of the “Law Society of Hong Kong” if they are absent or late for more than 10 minutes for a programme of less than 3 hours in duration.

若學生遲到或離開課室 10 分鐘或以上，而課堂時數少於三小時，他們將不可獲取「香港律師會」的持續專業進修 (CPD) / 持續培訓 (CPT) 時數。

11. Students should refer to the digital clock displayed at PEAK for signing in and signing out purpose.

本院將以院內的時鐘所顯示之時間記錄學生出席時數。

12. No eating or drinking is allowed in classrooms.

課室內不准飲食。

Estate Agents Authority (EAA) 地產代理監管局

1. Students of EAA Continuing Professional Development (CPD) programmes are required to sign in and out on the attendance sheet for every single class. EAA CPD points will be given to students according to the attendance record. Students who have not signed in and / or out on the attendance sheet for a particular class will be deemed to have been absent from that class.

凡參加地產代理監管局持續專業進修 (EAA CPD) 課程之學生，請緊記於每一課堂上課前及每一課堂完結時在點名簿上簽名，以便計算 EAA CPD 學分。學生若未有按上述指示於點名簿上簽名，將一律被當作缺席處理。

2. Students who are late for a CPD class should go to **PEAK’s Reception Counter at 9/F VTC Tower** or to the Registration Desk right outside the classroom (where applicable) to sign on the attendance sheet.

學生若遲到上課，請立即前往**職業訓練局大樓 9 樓高峰進修學院報名處**或向班房門外當值同事(如適用)簽到。

3. EAA CPD points for students will be calculated according to the attendance record. Please note that the minimum unit of EAA CPD point is 1. Hence, for students who are late for class, absent from the class or leave before the class ends for any reason in total for more than 15 minutes, a minimum of 1 EAA CPD point will be deducted.

學生可獲的 EAA CPD 學分將根據出席課堂的記錄計算。有關時數的最少單位為 1 分，不論任何原因，學生遲到、早退或離開課室合共超過 15 分鐘或以上均會被扣減 1 個 EAA CPD 學分。

4. Students will not be given any EAA CPD points if they are late for class, absent from the class or leave before the class ends in total for over 1 hour.

學生若遲到、早退或離開課室合共超過 1 小時，將不能獲得任何 EAA CPD 學分。

5. For multi-session programmes with 11 EAA CPD points or more, students will not be given any EAA CPD points if they are late for class, absent from the class or leave before the class ends in total for more than 20 % of the total hours of the programme.
如總時數為 11 小時或以上的多次性課程，若學生遲到、早退或離開課室合共超過課程總時數的百分之二十，將不能獲得任何 EAA CPD 學分。
6. Students should refer to the digital clock displayed at PEAK for signing in and signing out purpose.
本院將以院內的時鐘所顯示之時間記錄學生出席時數。
7. No eating or drinking is allowed in classrooms.
課室內不准飲食。

Certificate 證書頒發

Students of short courses with over 80%* attendance will be issued an Attendance Certificate. Normally, certificates will be distributed to students at the end of the class. However, the certificate will not be ready at the end of the class in the following cases:

- Students enroll in a programme in less than 3 working days^{##} before the class commencement date; and / or
- **Students who are late and leave from the classroom (including leaving the course before the end of the course) cumulate 15 minutes or more of the Continuous Professional Development (CPD) course**

For the cases mentioned above, the certificate will be issued within 7 working days^{##} after the end of the programme and our staff will contact respective students for the collection arrangement. If students choose to collect the certificates by mail, PEAK will not be responsible for any loss in mailing. Students who lost their certificates and would like PEAK to reissue a certificate to them will be required to pay an administrative charge of HK\$100 and with a written application to "The Programme Team" of the Institute. If payment is made by cheque, a crossed cheque payable to "Vocational Training Council" should be sent to PEAK. For enquiry, please contact us at 2836 1825.

出席率超過 80%*的短期課程學生將獲發出證書。證書一般可於課程完結當天派發，但在以下情況下，證書將未能於課程完結當日發出于學生：

- 學生於開課日前少於 3 個工作天^{##}報名；及 / 或
- 學生於持續專業發展課程 (CPD 課程) 的課堂遲到、早退及中途離開課室累積達 15 分鐘或以上

在上述情況，本院會於課程完結後 7 個工作天^{##}內發出證書，並會通知學生領取證書的安排。如學生選擇以郵寄方式收取證書，本院對郵遞失誤概不負責。如學生因遺失證書而需本院補發，需以書面通知本院課程組，並需繳付港幣 100 元手續費。如以支票付款，請將支票遞交至高峰進修學院，支票抬頭為「職業訓練局」。查詢請致電 2836 1825。

* Programmes may have different attendance requirements. Please refer to the programme brochures.

*個別課程會有不同的出席要求，請詳閱相關課程單張。

^{##} Working days (exclusive of Saturdays, Sundays and Public Holidays)

^{##} 工作天（不包括星期六、日及公眾假期）

Student Handbook for PEAK's Postgraduate Diploma / Professional Diploma / Professional Certificate / Certificate Programmes

深造文憑 / 專業文憑 / 專業證書 / 證書課程學生手冊

A Student Handbook for PEAK's Postgraduate Diploma (PgD) / Professional Diploma (PD) / Professional Certificate (PC) / Certificate (C) programmes is available for download from PEAK Website (www.peak.edu.hk) under "Home>Admission>Class Regulations". All PgD / PD / PC / C students (including students who enroll in individual modules) must read the Student Handbook carefully and comply with the guidelines stipulated in the Handbook. If any student needs a hard copy of the Handbook, please contact us at 2836 1922 during office hours.

本院之深造文憑 / 專業文憑 / 專業證書 / 證書課程學生手冊已上載於本學院網頁 (www.peak.edu.hk)，學生可到網頁（位置：「主頁」>「報名」>「課室規則」）下載學生手冊。所有於本院就讀深造文憑 / 專業文憑 / 專業證書 / 證書課程（包括報讀個別單元課程）的學生均須閱讀及遵守學生手冊內的指引。如有學生需要學生手冊列印本，可於辦公時間內致電 2836 1922。

Class / Examination Arrangement in Times of Typhoons / "Extreme Conditions" and Rainstorms 颱風 / 「極端情況」及暴雨期間之課堂 / 考試**安排**

Typhoons / "Extreme Conditions" (颱風) / 「極端情況」

When typhoons (also refer to tropical cyclones or "**Extreme Conditions**") affect Hong Kong, the following arrangements for classes / examinations** of the Institute of Professional Education And Knowledge (PEAK) will apply:

颱風襲港/ 「極端情況」期間，高峰進修學院課堂 / 考試**安排大致如下：

Typhoon Signal / "Extreme Conditions" 颱風信號/ 「極端情況」	Action to be taken (PEAK Classes / Examinations**) 安排事宜 (高峰進修學院課堂 / 考試**)	
No. 1 一號颱風信號	Classes / Examinations** conducted as scheduled (unless specified by PEAK / VTC otherwise) 課堂 / 考試**如期進行 (除非高峰進修學院 / 職訓局另有宣佈)	
No. 3 三號颱風信號	Classes / Examinations** conducted as scheduled (unless specified by PEAK / VTC otherwise) 課堂 / 考試**如期進行 (除非高峰進修學院 / 職訓局另有宣佈)	
Pre-No.8 Special Announcement# / Typhoon Signal No. 8 or above / "Extreme Conditions"## 八號預警# / 八號或以上颱風 信號 / 「極端情況」##	(a) Issued or in force at 6:15 am or before 11:00 am 上午六時十五分至十一時前發出或仍然生效	PEAK classes / examinations** scheduled to commence within 9:00 am – 12:00 noon 上午九時至正午十二時開始上課之高峰進修學院課堂 / 考試** Cancelled 取消
	(b) Issued or in force at 11:00 am or before 4:00 pm 上午十一時至下午四時前發出或仍然生效	PEAK classes / examinations** scheduled to commence within 12:00 noon – 6:00 pm 正午十二時至下午六時開始上課之高峰進修學院課堂 / 考試** Cancelled 取消
	(c) Issued or in force at 4:00 pm or thereafter 下午四時或以後發出或仍然生效	PEAK classes / examinations** scheduled to commence within 6:00 pm – 10:00 pm 晚上六時至十時開始上課之高峰進修學院課堂 / 考試** Cancelled 取消
	(d) Issued when classes / examinations** are in session 上課 / 考試**期間發出	All classes / examinations** will be immediately suspended for the session. 即時終止 在該時段進行的課堂 / 考試**
	(e) Issued before start of examinations** 考試**開始前發出	Examinations** to be held in that particular session should be postponed . 在該時段舉行的考試**將會 延期
Lowering to Typhoon signal No. 3 or below or cancelling all typhoon signals / "Extreme Conditions" at any time 改掛三號或以下颱風信號或取消所有颱風信號 / 「極端情況」	All classes / examinations** to resume with the next session unless road or other conditions remain adverse. 若路面或其他情況許可，恢復在下一時段進行的所有課堂 / 考試**	

** Examinations refer to internal examinations of PEAK.

** 考試指高峰進修學院校內考試。

Where possible, the Hong Kong Observatory will issue an early alert (i.e. a "Pre-No. 8 Special Announcement") two hours prior to the hoisting of the No. 8 Typhoon Warning Signal.

在上課時間內颱風襲港，如香港天文台在發出八號颱風信號前兩個小時內會發出預警（即八號預警）。

If situation warrants, the Government may issue an "Extreme Conditions" announcement before Typhoon Signal No. 8 is replaced with No. 3. The "Extreme Conditions" may be extended or cancelled by the end of the two-hour period.

政府會視乎情況，在八號颱風信號改為三號颱風信號前公布「極端情況」，並在兩小時期限屆滿前，再公布是否延長或取消「極端情況」。

Rainstorms (暴雨)

When rainstorm signal is issued, the following arrangements for classes / examinations** of the Institute of Professional Education And Knowledge (PEAK) will apply:

香港天文台發出暴雨警告信號期間，高峰進修學院課堂 / 考試**安排大致如下：

Rainstorm Warning Signal 暴雨警告信號	Action to be taken (PEAK Classes / Examinations**) 安排事宜 (高峰進修學院課堂 / 考試**)	
AMBER Rainstorm 黃色暴雨警告	Classes / Examinations** conducted as scheduled (unless specified by PEAK / VTC otherwise) 課堂 / 考試**如期進行 (除非高峰進修學院 / 職訓局另有宣佈)	
RED Rainstorm 紅色暴雨警告	Classes / Examinations** conducted as scheduled (unless specified by PEAK / VTC otherwise) 課堂 / 考試**如期進行 (除非高峰進修學院 / 職訓局另有宣佈)	
BLACK Rainstorm 黑色暴雨警告	(a) Issued or in force at 6:15 am or before 11:00 am 上午六時十五分至十一時前發出或仍然生效	PEAK classes / examinations** scheduled to commence within 9:00 am – 12:00 noon 上午九時至正午十二時開始上課之高峰進修學院課堂 / 考試** Cancelled 取消
	(b) Issued or in force at 11:00 am or before 4:00 pm 上午十一時至下午四時前發出或仍然生效	PEAK classes / examinations** scheduled to commence within 12:00 noon – 6:00 pm 正午十二時至下午六時開始上課之高峰進修學院課堂 / 考試** Cancelled 取消
	(c) Issued or in force at 4:00 pm or thereafter 下午四時或以後發出或仍然生效	PEAK classes / examinations** scheduled to commence within 6:00 pm – 10:00 pm 晚上六時至十時開始上課之高峰進修學院課堂 / 考試** Cancelled 取消
	(d) Issued when classes / examinations** are in session 上課 / 考試**期間發出	All classes / examinations** should continue (except those take place outdoors) until the end of the session, and if it is the end of the school day where RED / BLACK signal is still in force, students should be advised to return home only when conditions are safe. 所有課堂 / 考試** (在戶外舉行者除外) 應繼續進行。在課堂 / 考試**結束時，若已到放學時間，而紅色 / 黑色暴雨警告信號仍然生效，則會在安全情況下才讓學生回家。 <i>Remarks:</i> <i>If students are not yet in the campus premises due to differences in class timetables, they should stay home or take shelter in a safe place. For classes/examinations** conducted outdoors, the responsible staff on the spot should suspend the activities immediately and ensure that all students have taken shelter in a safe place.</i> 注意：若由於上課時間表安排的差異，學生當時尚未返抵學院 / 上課地點，應留在家中或在安全地方暫避。如課堂 / 考試**在戶外舉行，在場負責的職員會即時終止活動，並安排所有學生在安全地方暫避。
	(e) Issued before start of examinations** 考試**開始前發出	Examinations** to be held in that particular session should be postponed . 在該時段舉行的考試**將會延期。
Lowering to AMBER Rainstorm Warning signal or lowering of all rainstorm warning signals at any time 改發黃色暴雨警告信號或取消所有暴雨警告信號	All classes / examinations** to resume with the next session unless road or other conditions remain adverse. 若路面或其他情況許可，恢復在下一時段進行的所有課堂 / 考試**	

** Examinations refer to internal examinations of PEAK.

** 考試指高峰進修學院校內考試。

Fees 費用

Apart from programme fees, fees will be charged for provision of other programme-related services to students upon a student's request. These services include the handling of module exemption, appeal on assessment results, replacement of award / attendance certificates, etc. Students are advised to contact PEAK directly at 2836 1922 on matters relating to administrative fees.

All administrative charges or programme fees quoted are subject to change without further notice.

除報讀課程的費用，學生如要求其他與課程有關的服務，包括處理豁免修讀單元的申請，學業成績評估上訴，補領畢業 / 出席證書等，本院將向學生收取行政費用。學生如需有關行政費用的詳情，請致電 2836 1922 向本院查詢。

所有行政或課程費用如有所調整，恕不另行通知。

Special Discount 特別優惠

Graduates of VTC can now enjoy 10% discount for taking selected programmes listed in this prospectus. For details, please contact us at 2836 1922.

Remarks:

- Graduates are required to provide the relevant VTC Graduation Certificate or its copy for checking during enrollment.
- Please visit PEAK Website to obtain the latest information on the discounted programmes for graduates.

職業訓練局畢業生可以九折報讀此手冊之部份課程，詳情請致電 2836 1922 查詢。

備註：

- 畢業生報讀課程時，請出示有關 VTC 畢業證書或影印本，以供查核。
- 畢業生可享折扣優惠的課程以高峰進修學院網站公佈為準。

Classroom Discipline 課室規則

1. No eating or drinking is allowed in all classrooms.
2. Smoking is prohibited in all areas of PEAK and VTC Tower.
3. Prior approval should be granted by the programme director for audio recording in the class.
4. Principal of the Institute has the authority to terminate the study of any student who violates PEAK's policies.

1. 課室內不准飲食
2. 學院及職訓局大樓範圍內嚴禁吸煙
3. 如欲在課堂錄音，需事先取得課程總監的批准
4. 如學生違反學院規則，學院院長有權終止學生的學籍

Suggestions and Complaints 建議及投訴

PEAK is very keen to receive feedback from students on all aspects of the Institute. If students wish to make a suggestion on or lodge a complaint about any campus matter, they may do so by raising it with the Programme Team Officer. For more details, please call us at 2836 1922 during office hours (Please refer to P.1 of this prospectus).

高峰進修學院非常重視學生對學院各方面的意見。如學生對學院事務有任何建議或投訴，可向課程組主任提出。學生如需更多詳情可於辦公時間內 (請參閱本課程手冊第一頁) 致電2836 1922。



Introduction 簡介

The Continuing Education Fund (CEF) subsidizes adults with learning aspirations to pursue continuing education and training programmes. The maximum entitlement for new applicants is HK\$20,000. For applicants who have opened CEF accounts before 1 April 2019, they are eligible for claiming the additional HK\$10,000 subsidy and the unused balance (if any) of the original subsidy of HK\$10,000. The co-payment ratios by learners (i.e. the percentage of fees to be borne by learners) for the first HK\$10,000 subsidy is 20% of the course fee and that for the second HK\$10,000 subsidy is 40% of the course fee. The following information is a brief explanation that is based on the CEF Website. For enquiries, please call 24-hour CEF hotline at 3142 2277 or visit CEF Website at www.wfsfaa.gov.hk/cef

持續進修基金為有志進修的成年人提供持續教育和培訓資助。合資格的申請人可就多於一個可獲發還款項課程申領發還款項。新的申請人可申領合共最多 20,000 港元的資助。已開立帳戶申請人可申領新增的 10,000 港元資助，以及原有的 10,000 港元資助中尚未申領的結餘（如有）。首 10,000 港元資助的學員共付比率（即學員本身需負擔的費用的百分比）為課程費用的 20%，而次 10,000 港元資助的學員共付比率則為課程費用的 40%。以下資料乃根據持續進修基金網頁資料作扼要說明，如有查詢，請致電持續進修基金 24 小時熱線：3142 2277 或瀏覽持續進修基金網頁：www.wfsfaa.gov.hk/cef。

Application Procedures 申請手續

1. Application forms can be obtained from the District Offices, Office of the Continuing Education Fund (OCEF) and the website <https://www.wfsfaa.gov.hk/cef/download/SFO302.pdf>. Please refer to “Guidance Notes for Application [SFO 301 (2019)]” when completing the application form (<https://www.wfsfaa.gov.hk/cef/download/SFO301.pdf>). (Remark: the CEF Institutional Code of Vocational Training Council is “501”).
2. Applicants should submit the completed application forms [SFO 302 (2019)], **within one year upon the successful completion of the Course**, together with the following documents (Original Copies) to PEAK for certification during the office hours (Please refer to P.1 of this prospectus):
 - i. Original copy(ies) of the VTC Official Receipt(s);
 - ii. Original copy(ies) of the documentary proof of successful completion of the Course:
 - a. Attendance Certificate; and / or
 - b. Completion Certificate; and / or
 - c. Letters or Transcripts certifying the claimant has passed the relevant course assessment(s).
3. “Successful completion” of the Course means that applicants must pass the course assessment(s) and fulfill the attendance requirement as set out in the relevant programme brochures. **Please be reminded that reimbursement can only be claimed upon completion of the Course. Completion of an individual module which is not registered under CEF would not be accepted for the reimbursement.**
4. If the applicant is proved to have successfully completed the Course, PEAK will do the document certification and issue a “Letter of Certification” to the claimant within 7 working days^{##} after all required documents are received. Our staff will then contact the respective claimant for the collection arrangement. **If the claimant fails to submit any of the above documents, PEAK will NOT stamp on the application forms and issue the “Letter of Certification”.**
5. Please refer to CEF information to submit the required documents to claim the reimbursement. Late applications will not be accepted.

1. 申請表可於各區民政事務處或持續進修基金辦事處索取，亦可透過網頁 <https://www.wfsfaa.gov.hk/cef/download/SFO302.pdf> 下載。填寫申請表格，請參閱有關持續進修基金“申請指引[SFO 301 (2019)]” (<https://www.wfsfaa.gov.hk/cef/download/SFO301.pdf>) (備註：職業訓練局之持續進修基金編號為 501)。
2. **申請人必須在成功修畢“可獲發還款項課程”後的一年內**，將填妥的申請表格 [SFO 302 (2019)]，連同以下文件（正本）於辦公時間（請參閱本課程手冊第一頁）交回本院以作核實，並由本院蓋章：
 - i. 學費收據正本；
 - ii. 成功修畢課程的證明文件正本：
 - a. 出席證書 及 / 或
 - b. 結業證明書 及 / 或
 - c. 由本院發出的信件或成績單等。
3. “成功修畢”課程是指申請人必須通過院校規定的課程評核和出席要求，詳情請查閱相關課程單張。請注意**申請人必須修畢整個課程才可申請發還款項，如只修畢課程的某部份或某一單元，而該部份或該單元並沒有獨立登記於「持續進修基金可獲發還款項課程」內，其發還款項申請將不獲接受。**
4. 如確認申請人成功修畢課程，本院會於申請人提交上述文件後的 7 個工作天^{##}內核實所有提交的文件及向申請人發出「證明信件」，並會通知有關申請人前來領取。**如申請人未能出示上述文件，本院有權拒絕於申請表上蓋章及發出「證明信件」。**
5. 請參閱持續進修基金申請資料，將所需文件遞交至持續進修基金辦事處申領發還學費。逾期遞交的申請概不受理。

^{##} Working days (exclusive of Saturdays, Sundays and Public Holidays)

^{##} 工作天（不包括星期六、日及公眾假期）