



Application Form

Please complete this form in BLOCK LETTERS and return it by e-mail to beciee@bec.org.hk, fax at 852-2784-6699, or mail to BEC Institute of Environmental Education (BEC IEE), 2/F, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong. Each form should only be used for one applicant. For further enquiries or assistance, please call 852-2784-3900 or email to beciee@bec.org.hk.

Part A: Course Code & Title¹:		
Part B: Personal Information²		
Name:		(English) _____ (Chinese) _____
Company Name: _____		
Job Title: _____		
Office No:	Mobile No:	E-mail Address: <i>(we will confirm your application by e-mail)</i>
Education Level (please <input checked="" type="checkbox"/> one only): <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Diploma/Associate Degree <input type="checkbox"/> Tertiary <input type="checkbox"/> Graduate School <input type="checkbox"/> Others _____		
Is your organisation a Member of BEC or co-organiser or supporting organisation ³ ? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> BEC Member ⁴ → <input type="checkbox"/> Council <input type="checkbox"/> Corporate <input type="checkbox"/> General <input type="checkbox"/> Affiliate → BEC Membership No. _____		
<input type="checkbox"/> Co-organiser / supporting organisation → Name and Membership No. _____		
Part C: Course Fee and Discounts - please <input checked="" type="checkbox"/> where appropriate.		
Course Fee ⁵		\$ _____ .0
<input type="checkbox"/> BEC Member Discount ⁶ – Council (10%); Corporate (5%); General (5%); Affiliate (5%); <input type="checkbox"/> Co-organiser or supporting organisation Discount ⁶ (5%)		5% / 10% ⁷ off
<input type="checkbox"/> Early Bird Discount (5%) – if you register and pay the course fee 3 weeks before the commencement of course.		5% off
<input type="checkbox"/> Group Discount (5%) – 2 or more applicants from the same organisation enrolled for the same course at the same time as well as pay the course fee in a single transaction. Please indicate his/her/their names here: _____		5% off
Total Payment		\$ _____ .0
Part D: Payment Method – Payment of seminar fee must accompany this form in order for us to process your application. Please indicate your payment method by selecting and completing one of the boxes below.		
<input type="checkbox"/> By Cheque Please send the completed Application Form with a crossed cheque made payable to “ Business Environment Council Limited ” to the following address: BEC Institute of Environmental Education 2/F, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong Cheque No: _____		<input type="checkbox"/> By Credit Card (<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AmEx) Cardholder Name: _____ Card No: _____ Expiry Date: _____ Amount (HK\$): _____ Cardholder Signature: _____

¹ For details of course, please refer to BEC website at <http://bec.org.hk/our-professional-services/bec-institute-of-environmental-education>

² Personal data including contact information will be used by BEC for its communications and direct marketing purpose, including newsletters and promotions of events, training courses and other activities. If you do not wish to receive any further promotional materials from BEC, please send an email to us at unsubscribe@bec.org.hk;

³ Some courses are supporting by the other organization, please refer to the BEC website at <http://bec.org.hk/our-professional-services/bec-institute-of-environmental-education>. Supporting information should be received by BEC IEE with the application form.

⁴ Visit the BEC website at <http://bec.org.hk/our-members/bec-membership> to find out whether your organization is a BEC Member or not.

⁵ Please round up to the nearest dollars.

⁶ Applicant who holds membership with both BEC and the co-organiser or supporting organisation is entitled to enjoy the captioned discount once.

⁷ Please delete where appropriate.

Part E: How did you find out about the course?	
<input type="checkbox"/>	BEC Website
<input type="checkbox"/>	Email
<input type="checkbox"/>	Friend
<input type="checkbox"/>	Press Advertising
<input type="checkbox"/>	Other:

Terms & Conditions:

- Duly completed application form accompanied by payment will be considered for admission;
- Course fee is non-refundable, non-transferable and should be received by BEC IEE no later than 5 working days before the commencement of the course;
- For Early Bird Discount, course fee should be received by BEC IEE no later than 3 weeks before the commencement of the course. For Group Discount, course fee should be received by BEC IEE in a single transaction;
- Admission is made on a first-come-first-served basis;
- Successful applicants will be notified no later than 3 working days before the commencement of the course;
- Unsuccessful applicants will be given refund of course fees if they have already paid;
- The course will be cancelled with full refund when the typhoon signal no.8 or above, or black storm warning is hoisted 3 hours before the course commences;
- An official e-receipt will be distributed through email to the participant upon the completion of the course;
- BEC reserves the right not to conduct the course if the applications are below the required minimum number of participants, and course fees received will be refunded. All decisions made by BEC on matters related to the courses are final;
- Personal data including contact information will be used by BEC for its communications and direct marketing purpose, including newsletters and promotions of events, training courses and other activities. If you do not wish to receive any further promotional materials from BEC, please send an email to us at unsubscribe@bec.org.hk; and
- Information provided will be kept strictly confidential and will not be sold, reused, rented, loaned, or otherwise disclosed to third party.

Declaration:

I have read and accepted the above "Terms and Conditions" in this Application Form and agreed that the "Terms and Conditions" are subject to revisions at the sole discretion of BEC IEE as published in the website of BEC.

Applicant's signature: _____

Date: _____

For further enquiries or assistance, please contact BEC IEE at beciee@bec.org.hk

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