

# Enrolment Form



Special training course for individual company's staff can be arranged in our training room on weekdays or Saturday morning

on the courses listed here or other special subjects. Training room rental is also available at reasonable rate.

**Please enquire for further details!**

## Quality Training & Advanced Facilities

Advanced Training Facilities: Laboratory comprises

1. 60x128MB Pentium III colour PCs,
2. 16x512MB Pentium III PCs,
3. Pentium III 800MHz Network Server
4. IBM AS/400/IDEAcomm Gateway for 20 users,
5. Intel based dual UNIX servers for 20 users and
6. Multi media colour projectors located in modern training room.

**Qualified Instructors:** Our instructors possess professional experience with minimum 3-5 years' experience in the subject area for elementary courses, 8-20 years for advanced courses. Most instructors possess degree/higher degree and various professional qualifications. They have conducted training courses for various university extramural courses and leading corporations. ABRS has been offering IT and business training programs since 1990 with 1,000 courses attended by over 10,000 participants. Many leading corporations have sponsored their staff to attend our courses: AT & T, IBM, Citi Bank, Philips, Jardine Engineering, Epson HK Ltd., Hong Kong Bank, Cathay Pacific Airways, ABN Amro Bank, Fujitsu Computer Ltd., KPMG Peat Marwick, Chevalier OA, Hewlette Packard, Henderson Land, Bank of China, Dow Chemical, Hong Kong and China Gas, Hong Kong Telecom, Hong Kong Government, Bank of East Asia, AIA (Bermuda), China Light and Power, NCR, Jardine Flemming Ltd., Hong Kong Electric, Hong Kong Jockey Club.....

## Enrolment Form

### ABRS Professional Development Course

Please Print (Please tick if applicable:  Group Discount  Additional Certificate Fee \$50 included)

Have you attended an ABRS course before? Yes  No

Full Name (Mr./Ms.) \_\_\_\_\_ HKID Card No. \_\_\_\_\_

Company \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ email \_\_\_\_\_  Home  Business

Telephone \_\_\_\_\_ (O) \_\_\_\_\_ (H) Fax \_\_\_\_\_ Sponsorship:  Company  Self

Course No(s) \_\_\_\_\_ Title(s) \_\_\_\_\_ Starting Date(s) \_\_\_\_\_ Fee(HK\$) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommended by : \_\_\_\_\_

Tel(Day) \_\_\_\_\_

Please indicate (✓) how you FIRST come to know of our course?

Daily Newspaper \_\_\_\_\_  Weekly/Monthly Magazine \_\_\_\_\_  Colleagues/Friends \_\_\_\_\_

Mail to your personally \_\_\_\_\_  Mail to your Company \_\_\_\_\_  Others \_\_\_\_\_

### (Company Enrolment)

Approving Manager & Position \_\_\_\_\_ Signature & Chop \_\_\_\_\_

DM

### (For office use only)

Cash/Cheque No. \_\_\_\_\_ Total (HKS) \_\_\_\_\_ Handled by \_\_\_\_\_ Date \_\_\_\_\_ Receipt# \_\_\_\_\_ M/C

Code    SN # \_\_\_\_\_ Time Table \_\_\_\_\_

### Condition of Enrolment

**Enrolment & Payment:** Please return the completed form together with cheque payable to "ABRS International Information and Consultancy" to the address below. Enrolment by cash is accepted at the address below from 9:30 am - 8 pm Monday to Friday, and 9:30 am - 5:00 pm Saturday. A group discount of 10% applies when 3 or more persons enrol in the same class together (except professional qualification & university programs)

**Bank Pay-in:** You may make your payment at any Bank of China Group branch: a/c ABRS International Information & Consultancy @ Hua Chiao Comm. Bank 064 776 000 99726. Please: present your original pay-in slip for exchange of an official receipt before your first session.

**Conditions of Payment:** Fee must be paid in advance and is not refundable except for class cancellation. You may send replacement to enrolled courses, or transfer to another ABRS course provided written notice is given at least 7 days prior class commencement (an administration fee applies). Enrolment and fees are for current term schedule only

**Confirmation and Schedule Changes:** Successful applicants will NOT be reconfirmed (except that mailed-in applications will be acknowledged with a receipt thru post) and should attend

the class according the time schedule provided. ABRS reserves the right to change the venue, time and agenda if this proves necessary. **Official receipt should be presented for admission.**

**Cancellation and Refund:** ABRS reserves the right to cancel a course or reject an enrolment - full fee will be refunded. **For enrolment in packaged program (A7xxx):** For partial program cancellation or situations alike, ABRS shall refund the total fee paid less the individual course fee for each course conducted without further liability. No refund will be made for withdrawal by course participants.

**Company Booking:** All booking is "non-cancellable". Invoice will be issued (for approved companies only) and payment should be made prior to commencement. Sponsoring company is responsible for all fees.

**Attendance Certificate:** Included FOC for A7XXX group program, others/extra certificate at HK\$50 each. No less than 70% attendance is required.

**General Terms and Conditions:** Applicants agree to comply with ABRS general terms and conditions of training course service which is available on request.

✉ : 4th Floor, Chinachem Johnston Plaza, 178-186, Johnston Road, Wan Chai, Hong Kong

☎ : 2598 4811 🖨 : 2598 4092 💻 : abrs@hkstar.com 🌐 <http://www.abrs.com.hk/> <http://www.abrs.com.hk/index>