

Wine Course / Workshop - Enrollment Form

PLEASE COMPLETE THIS FORM USING BLOCK CAPITAL LETTERS

Please make sure your personal details in Section A are **clearly** filled in.

SECTION A: YOUR DETAILS (* Compulsory Fields for Examination Purpose)

Mr. Mrs. Ms. Miss

*Surname: _____ First Name(s): _____

*Name on Certificate: _____

For the name printed on the WSET Certificate (Please write down clearly the name you wish to appear in the certificate).

*Date of Birth: _____ Candidate Number (if any): _____

*Telephone No. (day-time): _____ *Email: _____

*Address (for posting certificate): _____

Employer (Trade only): _____ Position: _____

Your details may be used by us to keep you informed of our courses and events. We will send out information by email, so please ensure you have entered your email address. We never pass our customer's details to other parties except as stated in our Personal Information Collection Statement.

Check this box if you do not wish to receive our information updates in the future.

SECTION B: THE COURSE (MAPS Foundation, WSET Level 1, Level 2 or Level 3)

Please tick the course of your choice and fill in the course code & course commencement date.

I wish to apply for the following course:

- MAPS Foundation: Wine Appreciation Course (Course without Exam)
- Level 1 Award in Wines (Formerly: Foundation Certificate in Wines, course with exam)
- Level 2 Award in Wines and Spirits (Formerly: Intermediate Certificate in Wines and Spirits, course with exam)
- Level 3 Award in Wines and Spirits (Formerly: Advanced Certificate in Wines and Spirits, course with exam)

Course Code: _____ Course Commencement Date: _____

SECTION C: APPLICANT DECLARATION

I declare that I have read and agree to the Terms and Conditions as set out below and all details provided are correct.

Signature: _____ Date: _____

SECTION D: MARKETING INFORMATION

Please state the channel(s) through which you hear about MAPS or the course you are applying for:

Please tick the appropriate box(es):

- | | |
|--|---|
| <input type="radio"/> Friends / Colleagues | <input type="radio"/> Wine Events / Trade Shows |
| <input type="radio"/> Website | <input type="radio"/> Advertisement |
| <input type="radio"/> Newspaper | <input type="radio"/> Magazine |
| <input type="radio"/> Television / Radio | <input type="radio"/> Others : (please specify) _____ |

SECTION E: ENROLLMENT & PAYMENT

1) Send the completed form by post or in person to:-

Maxford Academic and Professional Limited Unit A, 18/F., One Capital Place, 18 Luard Road, Wanchai, Hong Kong

OR, by email: info@mapschool.hk / by fax: (852) 3102 3920

2) Settle payment by:

*Please tick the appropriate. Cheque payment should be made crossed and payable to **Maxford Academic and Professional***

Limited

- Cash deposit or cheque deposit in bank
Bank Name: Hang Seng Bank Ltd.
Account Name: Maxford Academic and Professional Limited
Account Number : 264-396441-883

* Pay-in slip should be sent to us with completed enrollment form by post/ fax/ email or in person.

- Cheque payment by post or in person to:
Maxford Academic and Professional Limited
Unit A, 18/F., One Capital Place,
18 Luard Road, Wanchai, Hong Kong

* Enclosed cheque of,
HK\$ _____ / Cheque No. _____

SECTION F: INVOICING & RECEIPT

Please tick the appropriate.

- I require receipt of payment for myself
 I require receipt of payment for my company.
 I require invoice to be sent to my employer directly.

*[This request **MUST BE** signed by a Manager who may authorize payments on behalf of your employer.]*

Company Details

Company : _____ Manager's Name : _____

Address : _____

Manager's Declaration

I have read, understood and will comply with the Application Procedure and Terms & Conditions set out below.

I hereby confirm that tuition fee for the applicant indicated in this form will be responsible by our company.

Manager's Signature : _____

Application Procedure

- A) Application forms can be obtained from Maxford Academic and Professional Limited or downloaded from our website : www.mapschool.hk
- B) Application can be submitted (Deadline for application: 14 days before course commencement date):
1. In person or by mail
You should complete the application form and send it by post or in person to **Maxford Academic and Professional Limited, Unit A, 18/F One Capital Place, 18 Luard Road, Wanchai, Hong Kong** with crossed cheque made payable to **Maxford Academic and Professional Limited**. You can also deposit the payment to our **Hang Seng Bank** account (Account Name: Maxford Academic and Professional Limited / Account number: 264-396441-883). Please attach the payment acknowledgement with the application form.
 2. By email or by fax
Please send it to info@mapschool.hk. You may post a crossed cheque made payable to **Maxford Academic and Professional Limited** to the address above or deposit to our bank account listed above. Please attach the payment acknowledgement with the application form.
- C) Vacancies are allocated strictly in the order with valid application forms received. An application without the full fee will be invalid until the fee has been received.

Terms and Conditions

Remarks

All applications will be booked automatically for a place on the examination date relating to that application. Any candidate who wishes to postpone their examinations, or candidates failing the examinations who would like to re-sit the exam again, will be charged for a full exam re-sit fee.

Maxford Academic and Professional Limited reserves the right to change the published prices of the courses or material or cancel courses or examinations if necessary. Make-up classes may not be granted to any students who missed any classes due to any reasons. However, such request can be made prior to course enrollment and subject to the availabilities, an administration fee of \$200 will be charged for each successful make-up classes.

Refund

Any fees paid are non-refundable unless Maxford Academic and Professional Limited is notified 12 working days BEFORE the course commencement date. An administration fee of HK\$500 will be charged.

Course and Examination

All courses and examinations are subject to a minimum student intake. Maxford Academic and Professional Limited reserves the right to cancel courses if there are insufficient numbers of students on a specific course.