



## Application Form

Please complete this form in BLOCK LETTERS and return it by e-mail to [beciee@bec.org.hk](mailto: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 be used for one applicant only. For further enquiries or assistance, please call 852-2784-3900 or email to [beciee@bec.org.hk](mailto:beciee@bec.org.hk).

<b>Part A: Course Code &amp; Title<sup>1</sup>:</b>		
<b>Part B: Personal Information<sup>2</sup></b>		
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 _____		
Are you / your organisation a member of BEC / co-organiser / supporting organisation <sup>1</sup> ? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> BEC Member <sup>3</sup> → <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. _____		
<b>Part C: Course Fee and Discounts</b> (please <input checked="" type="checkbox"/> where appropriate)		
Course Fee <sup>4</sup>		\$ _____ .0
<input type="checkbox"/> BEC Member Discount <sup>5</sup> – Council (10%); Corporate (5%); General (5%); Affiliate (5%); <input type="checkbox"/> Co-organiser / supporting organisation Discount <sup>6</sup> (5%)		5% / 10% <sup>6</sup> off
<input type="checkbox"/> Early Bird Discount (5%) – on or before the specified Early Bird Discount due date		5% off
<input type="checkbox"/> Group Discount (5%) – 2 or more applicants from the same organisation enrolled for the same course and pay the course fee in a <b>single</b> transaction. Please provide his/her/their names and email below:		5% off
<b>Total Payment</b>		<b>\$ _____ .0</b>
<b>Part D: Payment Method</b> (Course fee can be paid by cheque / credit card, please <input checked="" type="checkbox"/> where appropriate)		
<input type="checkbox"/> <b>By Cheque</b>		<input type="checkbox"/> <b>By Credit Card</b> ( <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> AmEx)
Please send the completed form with a crossed cheque made payable to “ <b>Business Environment Council Limited</b> ” to the following address:		Cardholder Name: _____
BEC Institute of Environmental Education 2/F, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong		Card No: _____
Cheque No: _____		Expiry Date: _____
		Amount (HK\$): _____
		Cardholder Signature: _____

<sup>1</sup> Please visit BEC website at <http://bec.org.hk/our-professional-services/bec-institute-of-environmental-education> for more course information.

<sup>2</sup> 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](mailto:unsubscribe@bec.org.hk);

<sup>3</sup> Please visit BEC website at <http://bec.org.hk/our-members/bec-membership> for more BEC membership information.

<sup>4</sup> Please round up to the nearest dollars.

<sup>5</sup> Applicant who holds membership with both BEC and the co-organiser / supporting organisation is entitled to enjoy the captioned discount once.

<sup>6</sup> 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 before the specified Early Bird Discount due date. 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](mailto: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](mailto:beciee@bec.org.hk).

