



Application Form for Admission

COURSE APPLIED:

- BA (Hons) Housing Studies (Reg. No. 252355)* - Leeds Beckett University
- BSc (Hons) Building Services Engineering (Reg. No. 252353) - Leeds Beckett University
- MSc Building Services Engineering (Reg. No. 252592) - Leeds Beckett University
- MSc Facilities Management - Leeds Beckett University (Distance Learning)
- MSc Lift Engineering – The University of Northampton (Distance Learning)

Month and Year of Entry	__ / 20__
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PERSONAL PARTICULARS:

Name (in English) _____ (in Chinese) _____

Name as appeared on H.K.I.D. card or Passport

HKID Card No. _____ Gender M / F Date of Birth (DD/ MM/ YYYY) _____

Correspondence Address _____

Phone No. (Mobile) _____ (Home) _____

E-mail address _____

(We will acknowledge receipt of your application by email.)

Company Name _____

Position _____ Total year of relevant working experience _____

Company Address _____

Name of Referee (Alumnus / Current Student) _____ Tel: _____

(Referral fee will be rewarded to referee after the settlement of 2nd installment of tuition fee of registered student, if applicable.)

Please clearly state the following:

Payment	Amount	Cheque No. / Cash	Name of Bank / NIL
Application fee			

Application Fee for Master Degree: HK\$300

Application Fee for Bachelor Degree: HK\$250

Application Fee for Foundation Degree: HK\$200

Application Fee for Distance Learning Degree: N/A

***An extra declaration form should be signed and submitted together.**

ACADEMIC QUALIFICATIONS (in chronological order) *use additional sheets if necessary.*

Year of Completion	Institution	Qualification Obtained

Other Professional Qualifications _____

- ✓ **About Recognition of Prior Learning: Please read through-**
<http://www.leedsbeckett.ac.uk/studenthub/recognition-of-prior-learning.htm>

Please enclose the followings with your completed application form and send by mail or by hand to-
“AIBE, 3/F, Oxford Commercial Building, 494-496 Nathan Road, Yau Ma Tei, Kowloon, Hong Kong”:

- The application fee for the course applied. (A crossed cheque made payable to **“Asian Institute of Built Environment Limited”**)
- Photocopies of academic / professional qualifications including transcripts and certificates. Original copies will be verified upon acceptance as students.
- HKID card copy
- A passport sized recent photo

REMARKS:

1. You may be asked to submit the syllabus/description of the course as stated in the transcript/certificate.
2. It is matter of discretion for individual employers to recognize any qualification to which this course may lead.
3. Asian Institute of Built Environment reserves the right to cancel a course if there is insufficient enrolment or unforeseen difficulties arising from mounting the course.
4. The Application Fee is not refundable.
5. Course fees paid are not refundable, except in the case of a course being over-subscribed or cancelled.
6. After the processing and consideration of all applicants for a particular course have been completed,
 - a. all application documents of unsuccessful candidates will be destroyed; and
 - b. all application documents of successful candidates will be archived as student files, in which connection; the data will thereafter be handled by Asian Institute of Built Environment staff.
7. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to, and to request the correction of, their personal data. Applicants wishing to access or make corrections to their data, must submit written requests to Asian Institute of Built Environment.

APPLICANT DECLARATION

1. I declare that the information given is accurate to the best of my knowledge. I agree to abide by the student regulations once my application is successful.
2. I authorize Asian Institute of Built Environment to obtain, and the relevant institutions to release, further academic information or official student records if necessary, and / or where my work experience is relevant, to verify my employment records, for the purpose of making an informed decision about my application.
3. I understand that, upon my registration in a course in Asian Institute of Built Environment, the data contained in the application form will become part of my student record and may be used for all purposes relating to my study in accordance with the procedures of Asian Institute of Built Environment.
4. I understand that provision of any false or misleading information therein shall lead to DISQUALIFICATION of application without notice and cancellation of any resulting registration. Any fees paid will NOT be refunded.

I sign to confirm I have read and understood above terms and declarations.

Applicant's Signature _____ Date _____

Enquiries: Tel: (852) 2376 1933 Email: general@aibe-edu.org Website: www.aibe-edu.org