

August 2023 Property Practice Training Course - Registration Form

Registration deadline 31.7.2023 (Mon); commencement: 7.8.2023 (Mon)

To :	Hong Kong Institute of Estate Agents 164 Johnston Road, 7/F, Wanchai, Hong Kong. (unmanned post box)
Student's detail* -	
Name :	_____
Address :	_____
Mobile :	_____ e-mail : _____
Highest Education	: High school/University/Post-graduate/Others _____
Estate agency work experience (if any)	Country/City: _____ Employer : _____ : No. of years : _____
Number of previous attempts at the EAA qualifying examinations (for non-licensee): _____	
Course fee: \$12,000	
Administrative fee: \$1,000 for registration received after 31.7.2023	
Refund policy : please see page 2.	
*Personal data will be handled according to applicable laws. As communication with students will be by group e-mail, please provide a suitable e-mail address preferably reachable after hours and on weekends.	

Acknowledgement and Request:

- (i) Having read your *webpage* www.hkiea.hk, *information brochure* and *keypoints quiz sampler*, I am clear that this is **NOT an examination coaching course**, and that the course work **will be demanding**;
- (ii) I am aware that as students may not always progress at the same pace, extra sessions may need be provided. I shall bear this in mind when planning travel right after Session 16;
- (iii) to save my time and effort and until my further written notice, please download/photocopy for me from all relevant sources, lawfully and without charge, any open references (including materials mentioned on the EAA website) which may benefit my learning.

Signature: _____ Date: _____

Amount paid: _____ Date paid: _____ Payment Ref. No: _____

Where did you hear of this course? HKIEA website / EAA / others:

To Register, please:

- (a) pay the applicable fee into **HSBC** account No. **400-724217-838** of the Hong Kong Institute of Estate Agents Limited (add your phone/email for identification);
- (b) write the payment Reference No. in the space above of this registration form;
- (c) submit this form (signed where practicable) by email: ea.training@gmail.com ;
- (d) keep your payment record/registration form, and enquire with ea.training@gmail.com if you receive no acknowledgement within 3 days. Thank you!

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Refund Policy etc. (no need to return this page with your registration)

(I) Refund Policy

Students may withdraw from the course by giving notice to ea.training@gmail.com **not later than 72 hours before course commencement** (i.e. before 6:30 pm, Friday 4 August 2023) whereupon the fee paid less 10% administrative fee (\$1,200) will be refunded.

From that 72-hour point onwards (or once the course manuals have been collected, whichever is the earlier), there will be no refund. Attendance cannot be held over to a future course.

If a course is cancelled **before commencement** for whatever reasons, the course fee will be refunded in full. We reserve the right to refuse registration without giving reasons, in which case there will also be full refund.

(II) Early registration recommended

Course manuals are updated each time, so to avoid waste the exact number of copies as students registered will be printed. Re-printing will take another run therefore the manuals may be delayed (or come in loose un-bound form) in case of late registration (notwithstanding having paid an administrative fee).
