

January 2021 Property Practice Training Course - Registration Form

Registration deadline **23.12.2020 (Wed)**; commencement : 4.1.2021 (**Monday**)

Hong Kong Institute of Estate Agents	
To :	176 Johnston Road, 9/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 : _____ EAA licence no. (if to claim CPD points) _____
Number of previous attempts at the EAA qualifying examinations (for non-licensee) :	
Course fees :	
(i)	Module (1) only \$7,500 – subject to late fee if Module (2) joined later
(ii)	Full course – both modules \$12,000; <u>one-off set-off</u> – \$550/\$800 for students joining the full course and attaining min. 20 marks in any one EAA qualifying examination in 2020
(iii)	\$1,000 late fee payable for registration received after the registration deadline.
I wish to attend (please tick) : full course: ___; Module (1) only: ___ (no stand-alone Module (2))	
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 *information brochure* and *keypoints quiz sampler* I am clear that this is **NOT just an examination coaching course** and that the course work ***will be demanding***;
- (ii) usual class hours are **9:30 am – 12:30 pm**; dates/time/venue are subject to change;
- (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;
- (iv) Licensee students wishing to claim CPD credit (max. 48 points) must comply with EAA's attendance requirements.

Signature : _____ Date : _____

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

How did you learn of this course? HKIEA website / EAA / others (please specify): _____

To Register :

- (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: training@hkiaa.hk ;
- (d) keep your payment record and a copy of this registration form for your future reference;
- (e) enquire with training@hkiaa.hk if we do not acknowledge within 3 days.

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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 writing to training@hkiea.hk **not later than 72 hours before course commencement** whereupon the fee paid less an administrative fee (\$1,200 for the full course; \$750 for Module (1) only) will be refunded.

From that 72-hour point onwards (or once the course manuals have been collected, whichever is the earlier), there shall be no refund for withdrawals. Attendance cannot be deferred to future courses.

If a course is cancelled **before commencement** for whatever reasons including COVID-19, 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

The training manuals are updated for each course and to avoid waste the exact number of copies as students registered only will be printed. Re-printing will take time therefore the **training manuals may be delayed** (or come in non-bound volume) for students registering after close of registration (notwithstanding the late fee).