

July 2021 Property Practice Training Course - Registration Form

Registration deadline 30.6.2021 (Wed); commencement : 6.7.2021 (Tue)

Hong Kong Institute of Estate Agents	
To :	176 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 : _____ 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 - \$7,500
(ii)	Full course (Modules 1 and 2) - \$12,000 ; one-off set-off – \$550/\$800 for students attaining min. 20 marks in any EAQE/SQE in 2020-2021 (please attach result slip)
(iii)	\$1,000 administrative fee payable for late registration (whether full course or Module 2).
I wish to attend (please mark): full course [<input type="checkbox"/>] or Module 1 only [<input type="checkbox"/>] (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 webpage www.hkiea.hk , information brochure and keypoints quiz sampler, I am clear that this is **NOT an examination coaching course**, that teaching will be mainly via Zoom except the first two sessions, 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) licensees wishing to claim EAA CPD credits (max. 48 points) must comply with the requisite EAA 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@hkiea.hk ;
- (d) keep your payment record/registration form, and enquire with training@hkiea.hk or ea.training@gmail.com if you receive no acknowledgement 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 a 10% withdrawal fee (\$1,200 for the full course; \$750 for Module 1) 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, 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 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 having paid an administrative fee).