

**Office use only**

Stud. ID No. \_\_\_\_\_ Date Enrolled: \_\_\_\_\_

## ENROLMENT FORM

**KA PRINCIPLES OF KINESIOLOGY HKPRP****STUDENT DETAILS**Name: \_\_\_\_\_ *(to appear on any certificates)*

Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**EMERGENCY DETAILS**

Contact Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

**COURSE FEES**

PRINCIPLES WORKSHOPS	DAYS	FEE (HKD)
Unit 1	2	\$4,900
Unit 2	2	\$4,900
Unit 3	2	\$4,900
Unit 4	2	\$4,900
<b>Total</b>	<b>8</b>	<b>\$19,600</b>
<i>Non-refundable registration fee due on May 17th</i>		<i>\$3,920</i>
<i>Remaining balance balance due on June 21st</i>		<i>\$15,680</i>

## PAYMENT DETAILS

Please select one:

Cash       Cheque       Local Bank transfer       Overseas Bank transfer

<p><b>Cheques should be crossed, made payable to and sent to:</b></p> <p><b>“Kinesiology Asia Limited”, Kinesiology Asia Limited 22/F, Tower 2, New World Tower, 18 Queen’s Road Central, Central, HK.</b></p>	<p><b>Local Bank transfers should be made to:</b></p> <p>Account name: <b>Kinesiology Asia Limited</b> Account number: <b>098-360795 838</b> Bank Name: <b>HSBC Bank</b></p>
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<b>Overseas Bank transfers should be made to:</b>	
Account name:	<b>Kinesiology Asia Limited</b>
Account number:	<b>360795 838</b>
Bank Code (clearing code):	<b>004</b>
Branch Code:	<b>098</b>
Bank Name:	<b>HSBC Bank</b>
Branch Name:	<b>Mong Kok</b>
Branch Address:	<b>673 Nathan Road, Mong Kok, Kowloon, Hong Kong</b>
Clearing System Status:	<b>MDDM</b>
SWIFT Code:	<b>HSBCHKHHHKH</b>

**Important Information – Please read and ensure you understand the following.**

## PRIOR TO ENROLMENT

### CANCELLATION POLICY

- Cancellation must be made in writing and received by Kinesiology Asia at least 10 days prior to the scheduled workshop/course to receive a full refund, minus the non-refundable deposit of \$3,920.
- Kinesiology Asia is not responsible for any fees incurred due to the cancellation of travel expenses, such as airline or hotel reservations.

### YOUR RIGHTS

Kinesiology Asia Ltd likes to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify the Principal immediately either face to face, via phone or in writing. If you feel you need to complain about an aspect of service or training and assessment

you may do so verbally or in writing. Appeals on any decision made by Kinesiology Asia Ltd may be lodged to the Principal and must be made in writing. For more information on your rights, please talk to the staff.

## DATA POLICY

Your personal data is only used in accordance with our Data Policy set out below. By signing this form and/or continuing to attend our courses and/or use our services, you thereby accept and agree it will apply.

**Reasons for needing your data** We need such data to process your enrolment, provide relevant certification upon completion of your course, and from time to time, communicate with you. Failure to provide it to us will mean we may not be able to enrol you in our courses.

**Purposes** for which your personal data may be used will vary, and will include the following:

1. to maintain records in relation to you, the courses you attend, your health, your well-being and treatments received
2. to build, operate, update, maintain and improve/refine our client, student and other databases
3. to respond to any enquiry, order, booking or other request received from you
4. to provide you with selected information relating to health, mind and body, including Kinesiology and other courses that may be offered from time to time, from us or third parties
5. to meet our obligations to or under any legal or governmental body or requirement
6. to communicate with you in relation to events, training and other opportunities and activities that we consider may be of interest (some of which may be considered as marketing activities)
7. other related purposes, which are from time to time featured on [www.kinesiologyasia.com](http://www.kinesiologyasia.com)

**Opt out** Anyone no longer wishing to be included in our databases, may (at no cost) request removal of their details.

We may **transfer** your personal data to:

1. different divisions operated by us,
2. course owners or operators or relevant regulatory authorities for accreditation and record purposes;
3. our selected service providers (e.g. for database management and e-mail circulation, operational, administrative and similar functions).
4. any legal, regulatory or governmental body or pursuant to any of their requirements that are binding on us;
5. any prospective acquirer, successor, transferee of or participant in relation to all or part of our business;
6. any other body or person who is under legally binding duties of confidentiality.

***Unless you have specifically consented, we won't transfer your personal data to third parties for marketing purposes***

**Updates** Please do remember to update us promptly of changes in your contact details so that we can update our records.

We **retain your personal data** as long as the purpose for its collection continues.

**Rights for data access, correction, etc.** You have the right to request:

1. if we hold data about you, and (on payment of a reasonable fee) to receive a copy
2. a data correction
3. to be informed of the kind of data we hold and of our data policies and practices
4. Such requests should be made in writing to our Data Protection Officer.

## STUDENT DECLARATION

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I, \_\_\_\_\_ have read, understand and agree to the following:

- a) I will follow all the study instructions, the terms set out in this form and the KA Student Policies and Procedures, which I have read and understood;
- b) I agree to pay the fees required for the course and that any course fees I have paid will not be refundable;
- c) I release and hold harmless Kinesiology Asia Ltd, its principal, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.

I declare truly and solemnly that all the information provided on this enrolment form is true and correct.

- I have read, understood and I accept the Kinesiology Asia Data Policy above.
- I agree that you may share my e-mail address with other participants of my course.
- I agree that you may publish any testimony that I include in feedback forms, with attribution (in the form I have specified).
- I agree that you may publish photos of me taken during the course on the Kinesiology Asia website, Twitter, Instagram, Facebook or any other social media platform utilized by Kinesiology Asia.

***Please tick all 4 boxes above, once you have read, understood and accepted them.***  
*(If you have an objection to any of the above four points, please discuss with KA staff before enrolling.)*

Date:            /            /

Signature \_\_\_\_\_