

Food and Wine Academy Hong Kong (FWA)



WSET Course Booking Form



Please fill in all sections in BLOCK CAPITAL

Please send the completed form to:

Ms Denise Law (Email: denise.law@polyu.edu.hk ; Mailing Address: TH843, 8/F, School of Hotel and Tourism Management, 17 Science Museum Road, Tsim Sha Tsui East, Hong Kong)

Candidates registered to stated course will also be registered to the exam date specified to that course.

SECTION A: Personal details

Surname: _____ Mr/Mrs/Miss/Ms: _____

First Name(s): _____

Telephone: (Home/Office): _____ Mobile Phone No: _____

Email: _____ H.K. ID Card No. / Passport No.: _____

Company (Optional): _____ Position (Optional): _____

SECTION B: Examination Registration

** Please note that your name on the certificate will be printed in the order of "First Name" + "Surname"*

Date of Birth (dd/mm/yy): _____ Candidate Number (if any): _____

Mailing Address:

SECTION C: WSET Course

I wish to apply for a place for the following:

Level 2 Award in Wines and Spirits

Course with Exam Exam only

SECTION D: Student Declaration

I certify that I have read and agreed to the notice about booking terms and conditions as set out in the attached and all details provided in this form are correct.

Signature: _____ Date: _____

SECTION E: PAYMENT

After completion of this form, course payment can be arranged by:

A. Bank Transfer into the following Bank Account and return the receipt to below address

Account Name: The Hong Kong Polytechnic University
Bank Name: Hang Seng Bank Ltd
Account Number: 280-277476-001

B. Cheque Payment made payable to "The Hong Kong Polytechnic University" and post to below address

Ms Denise Law, TH843, 8/F, School of Hotel and Tourism Management, 17 Science Museum Road,
Tsim Sha Tsui East, Hong Kong

If you wish the receipt under your company name instead of candidate name, please indicate in the box and complete the details below.

Company: _____

SECTION F: EXAMINATION ARRANGEMENT

Candidates registered to a particular course must follow the exam date accompanying that course.

Candidates who are absent from their registered exam due to illness must inform us on the day of the exam and provide medical proof (doctor certificate or similar document) within three (3) days. Under such conditions, candidates will be charged a HKD\$500 re-registration fee for a future exam date. Failure to provide notice will result in a forfeit of the exam fee and the candidate will have to pay the full exam fee.

SECTION G: WSET BOOKING TERMS AND CONIDITIONS

1. Vacancies are allocated strictly in the order that complete and valid application forms are received. An application form without the full fee, proof of payment or invoice request will be invalid and no allocation will be made until the fee has been received.
2. All applications will automatically be booked for a place on the examination date(s) relating to that application.
3. Candidates requiring special examination conditions because of dyslexia or other medical reasons must submit their request at the time of their application to FWA. Such requests must be supported by a doctor's certificate or similar document.
4. FWA reserves the right to change the published prices of its programmes or materials or cancel courses or examinations if necessary.
5. If an application is cancelled, for whatever reason, up to 14 working days to the start of the course or less than 30 working days prior to the first examination relating to that application (whichever comes first), an administrative fee of HK\$500 will be charged, plus the cost of any study materials supplied, and the remainder of the course fee returned to the payee.
6. If an application is cancelled, for whatever reason, during the 10 working days prior to the start of the course or less than 30 working days prior to the first examination relating to the application (whichever comes first), or at any time after the start of the course or after the first examination relating to the application, the fee remains payable in full. Transfer to another applicant is not allowed.
7. All candidates are reminded to understand the course entails before the start of the course. Please refer to <http://wsetglobal.com/qualifications/default.asp> for detailed course specification.

SECTION H: FWA PERSONAL INFORMATION COLLECTION STATEMENT

The personal data collected in this application will be used by AWSEC to process your registration for the wine course and/or examination(s) detailed in the application form and for examination registration purposes.

Failure to provide any personal data included in the form (including full details of date of birth) may result in an inability on the part of FWA successfully register you for the appropriate course and examination.

Your data may be transferred to the Wine and Spirit Education Trust (WSET) in the United Kingdom for examination purposes as well as to confirm that you have previously passed any relevant examination in order to qualify for the course and/or examination(s) you are applying for.

In turn, WSET may transfer that data in relation to examination formalities such as, but not limited to, in relation to the UK's Qualifications and Curriculum Authority (QCA). WSET may also make use of your data to contact you direct about issues relating to the WSET Diploma and other WSET related issues.

SECTION I: TYPHOON AND BLACK RAINSTORM WARNING SIGNALS ARRANGEMENTS

For classes and exams that have not yet started:

If Typhoon Signal No.8 (or above) or the Black Rainstorm Warning Signal are in force after the following times, classes and exams will be cancelled as indicated:

6:30 a.m. – Classes and exams start before 2:00 p.m.

11:00 a.m. – Afternoon classes and exams that start between 2:00 p.m. & 6:00 p. m.

3:00 p.m. – Evening classes and exams that start from 6:00 p.m. onwards

For the classes and exams that have already started:

When Typhoon Signal No.8 or above is hoisted – Immediately suspend

When Black Rainstorm Signal is announced – Continue

When Typhoon Signal No.3or above is hoisted – Continue

When Red Rainstorm Signal is announced – Continue

Under all other signals and circumstances, classes and exams will proceed as scheduled.