

CPCE Library

Alumni Library Ticket – Application Procedures

- 1) Eligibility
Graduates of HKCC and SPEED who graduated from PolyU award courses.
- 2) Subscription Fee: \$200 (1 year) / \$380 (2 years) / \$540 (3 years)
All fees are non-refundable.
- 3) Applicants should be residents of Hong Kong.
- 4) The application form is attached herewith. For enquiries, please contact the CPCE Library at (852) 3746-0860, or email to library@cpce-polyu.edu.hk.
- 5) Please bring along the following IN PERSON to the CPCE Library.
 - i. The completed application form;
 - ii. A recent passport-size photo with your name on the back;
 - iii. Photocopy of certificate of graduation of HKCC/SPEED PolyU award courses (not applicable for renewal application);
 - iv. HKID card or passport for personal identification;
 - v. Octopus Card with sufficient stored value for the subscription fee.
- 6) Payment Method
Subscription fees are paid by Octopus Card at the library counter. All fees are non-refundable.
- 7) The CPCE reserves the right to revise the above arrangement whenever it deems necessary and appropriate.
- 8) The application will be processed within 14 working days (excluding Saturday, Sunday, and public holidays). An email notification will be sent once the ticket is ready for pick up.
- 9) Alumni Library Ticket can be renewed **within 1 month** before the expiry date.

Personal Information Collection Statement

- 1) The personal data in relation to your application will be used by the CPCE Library for the purpose of processing your application, verifying and authenticating your eligibility to use library resources and services, and updating library patron records.
- 2) The personal data held by the library will be kept confidential. Only authorized library staff may access personal data stored in the library system for the purpose of performing library work.
- 3) The personal data collected herein will not be disclosed to third parties without your approval, except as requested by law.
- 4) Under the Personal data (Privacy) Ordinance, you may request access to, and/or correction of your personal data held by the library. If you wish to access or correct your personal data held by the library, please submit a request to library@cpce-polyu.edu.hk.

FOR OFFICIAL USE

Payment Date _____ Collected Amount \$ _____ Processed by _____
 Data Input Date _____ Data Input by _____
 Date _____ Signature by Section Head _____

ALUMNI LIBRARY TICKET APPLICATION
College of Professional and Continuing Education

Ticket No. _____

Expiry Date _____

PERSONAL PARTICULARS

For renewal application, please quote previous ticket number: _____

To apply for 1 year* / 2 years* / 3 years*

Title Mr.* / Ms.* / Miss*

Name (Chinese) (if applicable) _____ HKID * / Passport No.* _____

Name (English) _____
 (Surname) (Other names in full)Home Address _____
 _____E-mail Address _____
 (This will be used as the correspondence address)

Name of Company (if applicable) _____

Office / Mobile Tel. _____ Home Tel. _____

Year of graduation _____ College/School HKCC* / SPEED*

Academic Qualifications Awarded _____

** Please delete as appropriate***DECLARATION**

I declare that the information provided herein is true and correct to the best of my knowledge and agree to abide by all conditions governing the issue of the library ticket and obey all library regulations currently in force.

I further declare that my prime purpose in using the CPCE Library is for private study and research.

I understand that the CPCE Library will use the information for the purposes of providing general library services and that it may give specified information to authorized CPCE offices and legal authorities.

Date _____ Signature _____

ACKNOWLEDGE RECEIPT

I acknowledge receipt of the Alumni Library Ticket

Date _____ Signature _____