



Enrolment Procedure and Policy

1. The course time for RAR & RACSF are 0900 – 1330, DG Basic/Refresher are 0900 – 1700, DG Awareness is 0900 – 1300 or subject to special arrangement.
 2. The course fee includes tuition, notes, test and registration fee.
 3. Enrolment status will be updated regularly and the status will be shown either in one of the following codes: “Available”, “Full”, “Registration Closed”, “Not Open for Registration” or “Cancelled”.
 4. Medium of Instruction:
For all courses: Cantonese (supplemented with English).
 5. Enrolment Procedure:
 - a) Kindly complete the enrolment form and send it, together with cheque made payable to “**LTK Consultant Limited**”, (please write your name and course code on the back of the cheque) to **LTK Consultant Limited, RM 907 SILVERCORD TOWER 2, 30 CANTON ROAD, TSIM SHA TSUI, KOWLOON, HK**
- Or**
- E-mail the enrolment form to **dgr@ltkconsult.com**, our representative will issue invoice by reply the e-mail if seats available.
- b) **Applications will be treated on a FIRST-COME-FIRST-SERVED basis upon receipt of payment.** We accept registration by fax or email, confirmation of place will only be given upon receipt of the application with clearance of cheque payment and issuance of Letter of Confirmation/Attendant.
 - c) Letter of Confirmation/Attendant with course details will be sent out by e-mail before two weeks of the course date or after receipt of payment.
 - d) The date and time of receipt of the application by LTK Consultant Limited will be taken as the official date & time of application.
 - e) Application is subjected to LTK Consultant Limited’s approval. LTK Consultant Limited reserves the right to reject any application due to any circumstances and for whatever reasons. Submission of the enrolment form and cheque should not be construed as acceptance of admission.
 - f) Cheques are subjected to bank clearance and receipts will then be issued.
 - g) LTK Consultant Limited reserves the right to cancel a course if there is insufficient enrolment or unforeseen difficulties arising from organising the course.
 - h) LTK Consultant Limited reserves the right to change the program contents, schedule or venue at any time and without prior notice if it so deems necessary. We will notify those affected by the changes by telephone and all those affected by cancellation will be entitled to a full refund or a place on the next available course.
 - i) If you wish to check your enrolment status, you may contact LTK Consultant Limited at 2165 4164 or e-mail dgr@ltkconsult.com.
6. Cancellations and refunds: An administration fee of HK\$300 will be charged for each amendment/cancellation made on the application ONCE the Letter of Confirmation is issued. No guarantee on amendments could be made within 2 working days before the start of the course.

After the commencement of the course, no refund will be given.

Enrolment for updated in April 2021.