

## Wine Course / Workshop - Enrollment Form

### PLEASE COMPLETE THIS FORM USING BLOCK CAPITAL LETTERS

Please make sure your personal details in Section A are **clearly** filled in.

### SECTION A: YOUR DETAILS (\* Compulsory Fields for Examination Purpose)

Mr.     Mrs.     Ms.     Miss

\*Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

\*Name on Certificate: \_\_\_\_\_

*For the name printed on the WSET Certificate (Please write down clearly the name you wish to appear in the certificate).*

\*Date of Birth: \_\_\_\_\_ Candidate Number (if any): \_\_\_\_\_

\*Telephone No. (day-time): \_\_\_\_\_ \*Email: \_\_\_\_\_

\*Address (for posting certificate): \_\_\_\_\_

Employer (Trade only): \_\_\_\_\_ Position: \_\_\_\_\_

Your details may be used by us to keep you informed of our courses and events. We will send out information by email, so please ensure you have entered your email address. We never pass our customer's details to other parties except as stated in our Personal Information Collection Statement.

Check this box if you do not wish to receive our information updates in the future.

### SECTION B: THE COURSE (McWE Foundation, WSET Level 1, Level 2 or Level 3)

*Please tick the course of your choice and fill in the course code & course commencement date.*

I wish to apply for the following course:

McWE Foundation: Wine Appreciation Course (Course without Exam)

Level 1 Award in Wines (course with exam)

Level 1 Award in Wines – Digital Learning (online course with exam)

Level 1 Award in Spirits – Digital Learning (online course with exam)

Level 1 Award in Sake – Digital Learning (online course with exam)

Level 2 Award in Wines (course with exam)

Level 2 Award in Wines – Digital Learning (online course with exam)

Level 2 Award in Spirits – Digital Learning (online course with exam)

Level 3 Award in Wines (course with exam)

Level 3 Award in Wines – Digital Learning (online course with exam)

Course Code: \_\_\_\_\_ Course Commencement Date: \_\_\_\_\_

### SECTION C: APPLICANT DECLARATION

I declare that I have read and agree to the Terms and Conditions as set out below and all details provided are correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION D: MARKETING INFORMATION

Please state the channel(s) through which you hear about McWE or the course you are applying for:

Please tick the appropriate box(es):

- |  |   |
|--|---|
| <input type="radio"/> Friends / Colleagues | <input type="radio"/> Wine Events / Trade Shows       |
| <input type="radio"/> Website              | <input type="radio"/> Advertisement                   |
| <input type="radio"/> Newspaper            | <input type="radio"/> Magazine                        |
| <input type="radio"/> Television / Radio   | <input type="radio"/> Others : (please specify) _____ |

## SECTION E: ENROLLMENT & PAYMENT

1) Send the completed form by post or in person to:-

**McCaine Wine Education**, Room 1606 The Broadway, 54-62 Lockhart Road, Wanchai, Hong Kong  
OR, by email: info@mcwine-edu.com

2) Settle payment by:

Please tick the appropriate. Cheque payment should be made crossed and payable to **McCaine Wine Education**

Cash deposit or cheque deposit in bank

Bank Name: **Hang Seng Bank Ltd.**

Account Name: **McCaine Wine Education**

Account Number : **383-851243-883**

\* Pay-in slip should be sent to us with completed enrollment form by post/email or in person.

Cheque payment by post or in person to:

**McCaine Wine Education**

Room 1606 The Broadway

54-62 Lockhart Road, Wanchai, HK

\* Enclosed cheque of,

HK\$ \_\_\_\_\_ / Cheque No. \_\_\_\_\_

## SECTION F: INVOICING & RECEIPT

Please tick the appropriate.

- I require receipt of payment for myself  
 I require receipt of payment for my company.  
 I require invoice to be sent to my employer directly.

[This request **MUST BE** signed by a Manager who may authorize payments on behalf of your employer.]

### Company Details

Company : \_\_\_\_\_ Manager's Name : \_\_\_\_\_

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

### Manager's Declaration

I have read, understood and will comply with the Application Procedure and Terms & Conditions set out below.

I hereby confirm that tuition fee for the applicant indicated in this form will be responsible by our company.

Manager's Signature : \_\_\_\_\_

根據香港法律，不得在業務過程中，向未成年人售賣或供應令人醺醉的酒類。

**Under the law of Hong Kong, intoxicating liquor must not be sold or supplied to a minor in the course of business.**

## Application Procedure

- A) Application forms can be obtained from McCaine Wine Education or downloaded from our website : [www.mcwine-edu.com](http://www.mcwine-edu.com)
- B) Application can be submitted:
1. In person or by mail  
You should complete the application form and send it by post or in person to **McCaine Wine Education, Room 1606 The Broadway, 54-62 Lockhart Road, Wanchai, Hong Kong** with crossed cheque made payable to **McCaine Wine Education**. You can also deposit the payment to our **Hang Seng Bank** account (Account Name: McCaine Wine Education / Account number: 383-851243-883). Please attach the payment acknowledgement with the application form.
  2. By email  
Please send it to [info@mcwine-edu.com](mailto:info@mcwine-edu.com). You may post a crossed cheque made payable to **McCaine Wine Education** to the address above or deposit to our bank account listed above. Please attach the payment acknowledgement with the application form.
- C) Vacancies are allocated strictly in the order with valid application forms received. An application without the full fee will be invalid until the fee has been received.

## Terms and Conditions

### Remarks

All applications will be booked automatically for a place on the examination date relating to that application. Any candidate who wishes to postpone their examinations, or candidates failing the examinations who would like to re-sit the exam again, will be charged for a full exam re-sit fee.

McCaine Wine Education reserves the right to change the published prices of the courses or material or cancel courses or examinations if necessary. Make-up classes may not be granted to any students who missed any classes due to any reasons. However, such request can be made prior to course enrollment and subject to the availabilities, an administration fee of HK\$800 will be charged for each successful make-up classes.

### Refund

Any fees paid are non-refundable unless McCaine Wine Education is notified 30 working days BEFORE the course commencement date. An administration fee of HK\$1000 will be charged.

### Course and Examination

All courses and examinations are subject to a minimum student intake. McCaine Wine Education reserves the right to cancel courses if there are insufficient numbers of students on a specific course.