

WSET® Diploma in Wines Booking Form

PLEASE COMPLETE USING BLOCK CAPITALS

Important Note for Completing This Form:

Please ensure that you read the full booking terms and conditions and complete all applicable sections of this booking form.

SECTION A YOUR DETAILS

First Name(s): <small>(as shown on HKID card / passport)</small>	Surname:
Mr / Mrs / Miss / Ms:	Preferred Name (in class):
Mailing Address:	
Date of Birth (DD/MM/YYYY):	HKID Card No.*/ Passport No:
Email:	Mobile number:

Your details may be used by AWSEC® to keep you informed of your booking. We never pass our students' details to third parties other than as detailed in our Personal Information Collection Statement. We send information by email, so please ensure you have entered your email address.

We would like to keep students in touch with developments, courses, and events run by AWSEC®. If you DO NOT wish to receive this information, please tick this box.

SECTION B COURSE AND EXAMINATIONS

I wish to apply for a place on the following course:

- ✓ Level 4 Diploma in Wines
- Course for Units D1, D2, D4, D5 & D6

Course No.

D H K 2 1 A 1

Please select your preferred Study Programme:

- Part-Time Evening Programme
 Block Release Programme
 Distance Learning Programme

Exam dates:

Unit and Assessment / Exam	Date	Time	You will be automatically booked for a place on the examination dates shown. Any applicant who wishes to postpone their examination(s) or research assignment submission will be charged any relevant fee(s). Please refer to Section E "AWSEC® WSET® Diploma Booking Terms & Conditions" for more information.
D1 Wine Production Exam	27 November 2021, Sat	10:00am – 11:30am	
D2 Wine Business Exam	19 January 2022, Wed	10:30am – 11:30am	
D4 Sparkling Wines Exam (Tasting & Theory)	7 June 2022, Tue	12:30pm – 2:00pm	
D5 Fortified Wines Exam (Tasting & Theory)	7 June 2022, Tue	3:00pm – 4:30pm	
D6 Research Assignment Submission Deadline	29 July 2022, Fri	5pm Hong Kong Local Time	

Form continued overleaf...

* It is a security requirement of the Building Management Office that you fill in the first 4 digits of your HKID card number or your passport number. You may be required to show your ID Card/Passport to the Building Management Office at the entrance of the building when you arrive for any lessons after 7pm. It is also a WSET® requirement that you show photo proof of ID on the day of the examination. You will not be permitted to take part in the examination if you are unable to do so for whatever reason.

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

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。

SECTION C WSET® LEVEL 3 AWARD IN WINES (AND WINES AND SPIRITS) CERTIFICATE

Year Passed:

Candidate Number:

Centre Name:

Level 3 Exam Result:

Candidates are required to fill in the above information as a pass in Level 3 Award in Wines (and Wines and Spirits) is a prerequisite for Diploma candidates.

SECTION D PAYMENT (Please note that payment proof is required for confirmation.)

1. Bank transfer or Cash/Cheque deposit into:

Bank Name: Hong Kong and Shanghai Banking Corporation Limited
Bank Code: 004
Account Name: AWSEC
Account Number: 808-218259-838
Swift Code: HSBCHKHCHKH
Address: HSBC Main Building, 1 Queen's Road Central, Hong Kong

*Cheque should be made payable to "AWSEC"
Please note that payment proof is required for confirmation.

2. Fast Payment System (FPS/轉數快)

Payment to mobile number: +852 66710081

Please state your full name and the course code in the payment message area when transferring the fee. Please also take a screenshot of the confirmation page and email it to us for verification.

Please note that payment proof is required for confirmation.

3. Wechat Pay or Alipay [NEW]

Please scan the QR code below to arrange payment in **Hong Kong Dollars** only. Please state clearly your full name and the course name or course code in the payment message. Please also take a screenshot of the confirmation page and email it to us for verification.

Please note that payment proof is required for confirmation.

QR Code for Wechat Pay or Alipay



4. Visit our office for card payment (We accept EPS/Union Pay/Visa/Master/Amex):

AWSEC

Rooms 1503-08,
15/F, Kai Tak Commercial Building,
317-319 Des Voeux Road Central,
Sheung Wan,
Hong Kong
(Entrance on 2-2A Morrison Street)

Office Hours

Monday - Friday : 10:00am - 9:00pm
Saturday - Sunday : 12:00pm - 5:00pm
Public holidays : Closed

Please tick the box if you require a **receipt** and also include company details if the receipt is for your company.

Please tick the box and complete the details below if you wish us to **invoice** your employer.

The request **MUST** be signed by a Manager who is authorised to sign payments on behalf of your employer.

Company:

Address:

Authorised Manager's Declaration

I have read and understood and will comply with the full terms and conditions stated in this entire booking form.

Manager's Signature:

Manager's Name:

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SECTION E AWSEC® WSET® DIPLOMA BOOKING TERMS AND CONDITIONS

1. Restrictions on Application

- 1.1 Candidates applying for a course may not apply for examination only (except for resit examinations).
- 1.2 Candidates applying must be 18 years old or over.
- 1.3 It is a WSET® requirement that candidates show photo proof of ID on the day of the examination. Candidates will not be permitted to take part in the examination if they are unable to do so for whatever reason.
- 1.4 (Only applicable to 1st year students) Candidates who have not passed the WSET® Level 3 Award in Wines (and Wines and Spirits) examination and do not have the results of any recently sat Level 3 examination UP TO THREE (3) weeks before the application deadline of a Diploma intake will not qualify for that particular intake and their application will not be processed under any circumstances.

2. Application Payment & Allocation

- 2.1 Vacancies are allocated strictly in the order that complete and valid application forms are received. An application form without the full fee or invoice request will be invalid and no course/examination booking will be made unless the full fee has been received prior to any deadline set (subject to availability).
- 2.2 If an organisation requests an invoice for a place on a course for one of its employees and that employee, at any time subsequent to the invoice being raised, leaves the organisation's employment - for whatever reason - the organisation which requested the invoice remains liable to pay the full course fee.
- 2.3 AWSEC® endeavours not to make any changes, but reserves the right to change the published prices of its programmes or materials or cancel courses or examinations at any time.
- 2.4 All courses and examinations are subject to minimum student numbers. AWSEC reserves the right to cancel courses and/or examinations if there is an insufficient number of students.
- 2.5 Minimum numbers of fully paid students are required for a particular course to run, including Block Release and Distance Learning programmes. If on reaching the application deadline there are insufficient students to run a particular course or programme, that course or programme will be rescheduled if possible, otherwise it will be cancelled and a full refund will be arranged for those students who have already paid. Students must note that refunds can take SIX (6) to EIGHT (8) weeks to process.
- 2.6 Once a valid application for the Diploma has been received, any transfer to another programme/intake, or to another applicant, will not be permitted under any circumstances.

3. Cancellation/Deferral of Application (including any related examination(s))

- 3.1 Once a valid application form has been received, any cancellation of the application will result in the forfeiture of any course fees (including any examination fees).
- 3.2 Deferral of the Diploma [both Unit Course(s) and the related examination(s)] to a subsequent intake or academic year for any reason is not accepted except in very exceptional cases and with the written agreement of AWSEC, subject to vacancies in the subsequent intake or academic year.

Should AWSEC agree to such an exceptional case, the candidate will be required to fill in the Diploma Deferral Request Form, available from AWSEC, and the completed form MUST be returned to AWSEC together with the payment proof of an administration fee of HK\$3,000.00 plus ANY RELEVANT charges/fees resulting from this deferral arrangement as stated in sections 4 and 5. All course deferral requests MUST be submitted to AWSEC in writing for approval BEFORE the commencement of the last session of the relevant Unit Course(s), in accordance with the Part-Time Evening Programme Schedule of the candidate's original application intake, regardless of the study mode in which the candidate has previously enrolled. AWSEC may, at its absolute discretion and without giving reasons, reject any application for deferral of the Unit course(s). The administration fee will be refunded should the request for deferral be rejected. Please note that NO refund request of paid Diploma course fees will be accepted under any circumstances.

No deferral requests will be valid without a proper written request through the Diploma Deferral Request Form available from AWSEC, payment of the administration fee in advance and written confirmation from AWSEC.

Should AWSEC accept any deferral request, the candidate will have to purchase any new course materials if WSET has changed the version of the materials since the candidate's original application. Please note that it is the CANDIDATE'S responsibility to ensure that they have the study materials relevant to the examinations they will be sitting in the event of any deferral. AWSEC accepts NO responsibility whatsoever for candidates who endeavour to take an examination based on outdated study materials. The deferring candidate will also be required to pay any difference in examination fees due to any change in examination fees since the candidate's original application.

4. Absence of Session(s)

- 4.1 If a candidate is unable to attend a session, no make-up session will be available for the WSET Diploma Course, except in exceptional cases in which AWSEC will make the final decision on whether or not a candidate is permitted to make up the particular session(s), provided that the session(s) is/are available and still fit the schedule leading to the registered examination. Any individual session change will incur an administration fee of HK\$900 per session. No requests will be processed without a proper written request, payment in advance, and written confirmation from AWSEC that a make-up session can be arranged. [Note: Make-up sessions for the Diploma course are generally not permitted].
- 4.2 Educators who teach the Diploma course are highly experienced and qualified professionals and, therefore, it is very difficult to find a replacement Educator

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for a particular session if the scheduled Educator is ill or for any other reason unavoidably unable to teach the session on a particular day. For this reason, there may be the very rare occasion whereby a session will be cancelled in which case it will be re-scheduled to a date and time at the absolute discretion of AWSEC. AWSEC will make every effort both to keep such occasions to an absolute minimum and to reschedule to a date and time as convenient to the majority of students as is possible. It must be noted, however, that no refund will be made to any student who is unable to attend the rescheduled lesson for whatever reason.

5. Examination Arrangement

- 5.1 All applications will automatically be booked and confirmed for a place in the examination(s) taking place in Hong Kong relating to that course. Any applicant who wishes to postpone their examination(s) will be required to pay an administration fee of HK\$500 per examination (for any request made before the relevant exam registration deadline) or the full examination resit fee (when a request is made after the registration deadline, subject to price changes from WSET in the UK), which may be subject to change according to the relevant academic year fee schedule. Candidates who have already taken and passed an examination will not be permitted to resit the examination. Candidates who have been unsuccessful in passing the examination may resit it as many times as required to achieve a pass grade, although this is subject to re-registration with WSET® if exceeding THREE (3) years of the original registration date. Candidates who have postponed their examination(s) will still follow the same study programme of the intake or academic year of the original registration, including class sessions, WSET Feedback Tests, and all related study support.
- 5.2 Candidates are SOLELY responsible for confirming that any Diploma study materials which they already have are the latest version and will be required to pay for any updated materials. AWSEC accepts NO responsibility whatsoever for candidates who endeavour to take an examination based on outdated study materials.
- 5.3 In accordance with the WSET Diploma Examination Notice, candidates are responsible for their glasses and spittoon for the tasting papers of WSET Diploma examinations. Cleanliness of the glasses and the spittoon and their storage is entirely the responsibility of candidates. AWSEC will not entertain any requests whatsoever UNDER ANY CIRCUMSTANCES for the loan or storage of either glasses or spittoons for Diploma examination purposes.
- 5.4 Examination results will be posted EXCLUSIVELY by registered mail to the mailing address as indicated on the application form. If no mailing address is provided, candidates will be contacted to collect the examination results at AWSEC. Please note that examination results WILL NOT be passed to candidates by phone, fax or email under any circumstances.

6. Special Consideration & Reasonable Adjustment

- 6.1 Candidates requiring special examination conditions due to dyslexia or other medical reasons must submit their request at the time of their application to AWSEC. Such requests must be supported by a doctor's certificate or similar documentation.

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SECTION F AWSEC® 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 booking form and for examination registration purposes.

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

Your personal data may also be used to keep you informed of other courses and events offered by AWSEC and its affiliates. There is a box on the booking form to mark your wish not to be kept informed of such courses and events.

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) for which you are applying.

In turn, WSET may transfer that data to its approved third parties in relation to examination formalities. WSET may also make use of your data to contact you directly about issues relating to the course or examination and other WSET related issues.

Students' participation during the programme may be photographed and the images produced may be used by AWSEC for promotional purposes. Please let AWSEC know in writing if you do not want your image to be used.

Under the Personal Data (Privacy) Ordinance (PDPO), you have the right of access to, and to request correction of, your personal data (Data Access Request (DAR)). If you wish to exercise any of these rights, please contact AWSEC by phone on (+852) 2837 9100 or by email at info@awsec.com.

E.&O.E.

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SECTION G: ADVERSE WEATHER ARRANGEMENTS

For classes/examinations that have not yet started:

Rainstorm Warning

Amber: Operate as normal
Red: Operate as normal
Black: Active **2 hours** before the scheduled start time, classes and examinations will be cancelled

Tropical Cyclone Warning

Signal No.1 & No.3: Operate as normal
Signal No. 8 or above: **Time active**
6:00am – 9:59am Start before 12:00pm
10:00am – 4:29pm Start before 4:30pm
4:30pm – Midnight Start 4:30pm onwards

For classes/examinations 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.3 is hoisted or Red Rainstorm Signal is announced Continue

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

Resumption of classes/examinations:

Signal Lowered Arrangement

Before 6:00am Classes/examinations that start from 8:30am onwards will continue as scheduled
6:00am - 9:59am Classes/examinations that start from 1:00pm onwards will continue as scheduled
10:00am – 4:30pm Classes/examinations that start from 7:30pm onwards will continue as scheduled

SECTION H CONTACT INFORMATION

Tel: (852) 2837-9109 / (852) 2837-9100
WhatsApp: (852) 6611-8620
E-mail: diploma@awsec.com
Wechat: awsecdiploma
Website: <https://www.awsec.com/>
Address: Rooms 1501, 1503-08, 15/F, Kai Tak Commercial Building, 317-319 Des Voeux Road Central, Sheung Wan, Hong Kong

Office Hours:

Mon- Fri: 10:00am - 9:00pm
Sat-Sun: 12:00pm - 5:00pm
Public holidays: Closed

SECTION I STUDENT DECLARATION

I certify that I have read, understood, and agree to the above AWSEC® WSET® Diploma Booking Terms and Conditions.

Signature:

Date:

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