



香港中華基督教青年會
Chinese YMCA of Hong Kong
烏溪沙青年新村
Wu Kwai Sha Youth Village

通用報名表格 General Enrollment Form

填寫報名表前，請先細閱背頁「報名須知」及「退費安排」。

請以正楷填寫 Please complete in BLOCK letters

Please read the Enrollment Policy and Refund Policy at the back before filling in this enrollment form.

參加者資料 Personal Particulars		(*必須填寫 Must be completed)	
* 中文姓名:	_____	* 年齡 Age:	_____
* Name in English:	_____	* 性別 Gender:	男 M / 女 F
* 會友証編號 Membership No.:	_____	接送車輛號碼 Vehicle Reg. No.:	_____
* 聯絡電話 Tel.:	_____		
電郵 Email:	_____		

活動資料 Activity Details		
活動 Activity	活動編號 I/O Code	費用 Fee
1. _____	41140 _____	\$ _____
2. _____	41140 _____	\$ _____
3. _____	41140 _____	\$ _____
4. _____	41140 _____	\$ _____
5. _____	41140 _____	\$ _____
6. _____	41140 _____	\$ _____
總費用 Total Fee:		\$

家長/監護人同意書(十八歲以下參加者必須填寫) Parent consent form (Must be completed for participants under 18)	
家長/監護人簽署 Parent's / Guardian's Signature: _____	日期 Date: _____
<p>本人同意 敝子女參加上述活動，並清楚明白此活動內容。 I fully understand the requirements and hereby give consent for my child to participate in the above programme</p> <p>本人茲證明以上參加者身體健康良好，適宜參加上述之活動。 I hereby certify that the above participant in good health and fit to participate in the above programme.</p>	

收集個人資料聲明

香港中華基督教青年會(下稱「本會」)會遵守及履行個人資料(私隱)條例之規定，並確保你的個人資料準確及安全。你的個人資料(包括你的姓名、電郵地址及其他)或會被本會透過電話/郵寄/電子郵件，用作聯絡通訊、籌款、推廣活動、研究調查及其他通訊及推廣之用途。若你希望停止接收本會資訊，請將中英文全名、會員證號碼及電話號碼，電郵予烏溪沙青年領袖及全人發展中心(wksylwc@ymca.org.hk)以辦理相關手續。如有查詢，請致電2642 9493與本中心聯絡。

Personal Information Collection Statement

Chinese YMCA of Hong Kong undertakes to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate and secure. Your personal information (including your name, email address, etc) may be used by Chinese YMCA of Hong Kong for the purposes of sending you organizational updates, fundraising appeals, event invitations, surveys and other communication and marketing via telephone/post/electronic mails. If you do not wish to receive any communication from us, please email your Chinese and English full name, together with your membership number and telephone number to Wu Kwai Sha Youth Leadership and Wholistic Development Centre at (wksylwc@ymca.org.hk). For any enquiries, please contact us at 2642 9493.

職員專用 Staff Only

張貼活動標籤		
1	2	3
4	5	6

收款人 Payee: _____

收費日期 Pay Date: _____

收據號碼 Receipt no.: _____

報名須知

1. 參加者必須為有效會友，請於後名時出示有效會友證。
2. 所有活動以先到先得形式接受報名。
3. 活動之詳情資料及收生細則請參閱有關海報或致電查詢。
4. 本會只接受親臨報名，費用須以現金、支票（抬頭：香港中華基督教青年會）、易辦事或信用咭繳交。
5. 報名後請保留收據，以便查核。
6. 繳費後請依公佈日期出席，不作另行通知。
7. 所有活動收據，不得轉讓他人。
8. 如報名不被接受或有關活動取消，已繳費用將予發還。
9. 如因病患或私人理由未能參與已報活動，請參考活動退款安排。
10. 請仔細選擇最合適活動、日期及時間，如因個人理由要求轉班，須先聯絡活動負責同工，並需繳交每活動行政費\$60元。所有更改必須按名額情況及行政安排許可下才可作實，無論更改接受與否，所繳行政費概不發還。
11. 參加者如違反本會各項活動守則，經導師或中心職員勸喻無效後，本會有權終止其活動。所繳費用，概不發還。
12. 所有活動均以粵語授課。（個別活動可安排以其他語言授課）
13. 學員如需申請出席證明信，須到辦事處辦理申請手續，費用\$20，處理需時約一星期。
14. 本會所保留刊登參加者活動照片之權利，有關相片或錄像有可能公開展出、刊登或播訓，若參加者不希望於活動及興趣活動時被拍攝，可直接向活動負責人反映，讓拍攝時不拍入鏡頭內。
15. 本中心保留一切更改細則及資料之權利，如有修改，將不會另行通知。如有需要，可向中心查詢最新詳情。

Enrolment Policy

1. All activities are for members only. Members should show valid membership card for enrolment.
2. All activities are enrolled on first-come-first-served basis.
3. For activities details, please refer to posters or call the hotline.
4. Please apply in person. Payments should be made in Cash, Cheque (Payable to : Chinese YMCA of Hong Kong) EPS or Credit Card.
5. Please keep the receipts for future checking.
6. Members should attend the activities on schedule upon enrolment. No further notification will be issued.
7. Activities receipts are non-transferrable.
8. Activities fee will be refunded in case of activities cancellation or application rejected. Please keep the receipts for refund purposes.
9. If members fail to attend the activities due to sickness or personal reasons, please refer to the Refund Policy.
10. Please choose the most appropriate activities time and date. Activities transfer upon personal request is subject to an administrative charge of \$60 per activity. Please contact our staff before application. Course/programme transfer will accepted only when there are vacancies available and administration arrangement allows. Administration charges will not be refunded.
11. If members repeatedly violate the set rules and regulations, he/she will be rejected from attending the activity. The paid fees will not be refunded.
12. Activities are conducted in Cantonese. (Alternative languages could be arranged for special request will centre approval)
13. Application for attendance certificate should be submitted to office. An administration fee of \$20 will be charged per certificate. Processing takes approximately 1 week.
14. Chinese YMCA of Hong Kong reserves the right to use photos, video and/ or sound recordings of participants taken in our training courses or programmes for curriculum use and/ or promotional purposes. Participants who do not wish to be photographed or filmed should inform our staff in advance.
15. Chinese YMCA of Hong Kong reserves the right to vary or modify any of the information, terms and conditions without any prior notification. If there is any inquiry, you may contact the centre for more details.

退費安排

活動取消：

- a) 由本會職員個別以電話通知安排轉班
- b) 或，退回活動全部費用(會友費用除外)

開課後會友未能完成餘下活動：

- a) 因病患(必須附有註冊醫生證明，單次病假不構成退費原因)
 - 安排訓練班補課(補課安排須於活動完結前進行)；或
 - 將退回餘下活動 50%費用(餘下活動為申請日期之後的活動，申請日期前缺席課堂，包括已聯絡但未補堂之活動不計算在內，退費申請手續必須於活動完成日期前完成)
- b) 因私人理由不作退費及補課安排

開課前會友未能參與已報名之活動

- a) 因病患(必須附有註冊醫生證明)
 - 開課日期五日前申請可退回活動費用之全費。
 - 開課日期前五日內申請可退回活動費用之 50%。
- b) 因私人理由
 - 開課日期十四日前申請按活動費用扣除\$120手續費退回。
 - 開課日期前十四日內申請不作退費及延期安排。

***有關退費方式請參閱中心刊物或致電查詢。

Refund Policy

Activities cancellation

- a) Applicants will be informed by phone respectively for activities transfer arrangement.
- b) Or, full refund will be made if a activity is cancelled.

If members fail to complete the activity :

- a) Due to health reasons (must be certified by medical certificate; refund will not be made for single sick leave)
 - Make-up lessons can be arranged before the ending date of the activity; or
 - 50% of the remaining activity fee will be refunded.
 - = Remaining sessions refer to the sessions subsequent to the date of refund application; absent sessions before refund application or arrange make-up lessons not yet attended are not included.
 - = Refund process must be completed before the ending date of the activity.
- b) Due to personal reasons
 - No arrangement for refund/ make-up lessons will be made.

If members fail to attend the activities :

- a) Due to health reasons (must be certified by medical certificate)
 - Full refund will be made if the application is submitted prior to 5 days before the commencement of the activity.
 - 50% of the activity fees will be refunded for application made within 5 days before the commencement of the activity.
- b) Due to personal reasons
 - Activity fees will be refunded after deduction of an administrative fee of \$120, provided that the application is made prior to 14 days before the commencement of the activity.
 - There shall be NO refund or arrangement of make-up lessons for applications made within 14 days before the commencement of the activity.

*** For Refund procedures, please refer to our booklets/ call our hotline (2642 9493).