



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

中文姓名 :	_____	年齡 Age :	_____
Name in English :	_____	性別 Gender :	男 M / 女 F
會友証編號 Membership 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.	4114	\$
2.	4114	\$
3.	4114	\$
4.	4114	\$
5.	4114	\$
6.	4114	\$
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

日期

Parent's / Guardian's Signature: \_\_\_\_\_

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

本人同意 敝子女參加上述活動，並清楚明白此活動內容、「報名須知」及「退費安排」。

I fully understand the requirements, the Enrollment Policy, Refund Policy and hereby give consent for my child to participate in the above programme.

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.

### 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（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. : \_\_\_\_\_

<p><b>報名須知</b></p> <ol style="list-style-type: none"> <li>參加者必須為有效會友，請於後名時提供有效會友資料。</li> <li>所有活動以先到先得形式接受報名。</li> <li>活動之詳情資料及收生細則請參閱有關海報或致電查詢。</li> <li>本中心接受親臨或經網上報名平台報名。</li> <li>報名後請保留收據，以便查核，並不得轉讓他人。</li> <li>繳費後請依公佈日期出席，不作另行通知。</li> <li>如報名不被接受或有關活動取消，已繳費用將予發還。</li> <li>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」。</li> <li>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。</li> <li>所有活動均以粵語授課。(個別活動可安排以其他語言授課)</li> <li>本中心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、刊登或播放，若參加者不希望在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。</li> <li>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。</li> <li>參加者倘若違反以上報名須知及營地守則任何一項，或一切觸犯香港法例及國安法之任何活動；本中心有權即時終止其活動。已繳費用，概不發還。</li> </ol>	<p><b>退費安排</b></p> <p>活動取消：</p> <ol style="list-style-type: none"> <li>由本會職員個別以電話通知安排轉班</li> <li>或，退回活動全部費用(會友費用除外)</li> </ol> <p>會友因病患未能完成活動(必須附有註冊醫生證明)：</p> <ol style="list-style-type: none"> <li>開課日期五日前申請，可退回活動費用之全費</li> <li>開課日期前五日內申請，可退回活動費用之 50%</li> <li>開課後單日病假，不能退款</li> </ol> <p>會友因私人理由未能完成活動：</p> <ol style="list-style-type: none"> <li>開課後因私人理由不作退費及補課安排</li> <li>開課日期十四日前申請按活動費用扣除\$120 手續費退回</li> <li>開課日期前十四日內申請不作退費及延期安排</li> </ol> <p>***有關退費方式請參閱中心刊物或致電查詢。</p>
<p><b>Enrolment Policy</b></p> <ol style="list-style-type: none"> <li>All activities are for members only. Members should show valid membership card for enrolment.</li> <li>All activities are enrolled on first-come-first-served basis.</li> <li>For activities details, please refer to posters or call the hotline.</li> <li>Please apply in person. Payments should be made in Cash, EPS or Credit Card.</li> <li>Please keep the receipts for checking.</li> <li>Members should attend the activities on schedule upon enrolment. No further notification will be issued.</li> <li>Activities receipts are non-transferrable.</li> <li>Activities fee will be refunded in case of activities cancellation or application rejected. Please keep the receipts for refund purposes.</li> <li>If members fail to attend the activities due to sickness or personal reasons, please refer to the Refund Policy.</li> <li>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.</li> <li>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.</li> <li>Activities are conducted in Cantonese. (Alternative languages could be arranged for special request will centre approval)</li> <li>Application for attendance certificate should be submitted to office. An administration fee of \$20 will be charged per certificate. Processing takes approximately 1week.</li> <li>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.</li> <li>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.</li> </ol>	<p><b>Refund Policy</b></p> <p>Activity Cancellation :</p> <ol style="list-style-type: none"> <li>Staff will inform applicants individually by phone to arrange a class transfer.</li> <li>Or, a full refund of the activity fee will be made (excluding membership fees).</li> </ol> <p>If members fail to complete the activity due to illness (must be certified by a registered medical certificate) :</p> <ol style="list-style-type: none"> <li>A full refund of the activity fee will be made if the application is submitted 5 days or more prior to the commencement of the activity.</li> <li>50% of the activity fee will be refunded if the application is submitted within 5 days prior to the commencement of the activity.</li> <li>No refund will be made for single sick leave taken after the commencement of the activity.</li> </ol> <p>If members fail to complete the activity due to personal reasons :</p> <ol style="list-style-type: none"> <li>There shall be no refund or arrangement of make-up lessons for personal reasons after the commencement of the activity.</li> <li>The activity fee will be refunded after the deduction of an administrative fee of \$120, provided that the application is made 14 days or more prior to the commencement of the activity.</li> <li>There shall be no refund or deferral arrangement for applications made within 14 days prior to the commencement of the activity.</li> </ol> <p>* For refund procedures, please refer to the Centre's publications or call us for inquiries.</p>