



香港基督教青年會
YMCA OF HONG KONG

ENROLMENT NUMBER

通用報名表格 GENERAL ENROLMENT FORM

請先仔細閱讀「報名指引」才填寫報名表格，並用英文大楷填寫此表格以便輸入資料。Please read "ENROLMENT GUIDELINES" carefully before filling in this enrolment form, and write in BLOCK letters to facilitate the data input process.

聯絡途徑 Communication Channel

室 Flat/Room _____ / 樓 Floor _____ 座 Block/Tower _____
 屋苑 / 大廈 Estate/Building _____ 街 / 道 Street/Road _____
 區 District _____ 電郵 Email _____ @ _____
 家居電話 Home Tel. _____ 手提電話 ^Mobile^ _____ / _____

^ 請提供手提電話號碼，因本會有可能以短訊方式通知課程 / 活動之特別安排。Please provide mobile number as the special arrangements of courses / activities may be announced by text messages.

參加者資料 Particulars of Participant (與其香港身份證上資料相同 Same as those appear on Hong Kong ID Card)

請於適當方格內加上✓號 Please tick the appropriate boxes

姓 Surname _____ 名 Name _____

會員證號碼 Membership No. (若適用 if applicable) _____ 男 Male 女 Female

出生日期 (日 / 月 / 年) Date of Birth (dd/mm/yy) _____ - _____ - _____ Age _____

課程 / 活動名稱 Course / activity Title	編號 Code	費用 Fee	(For Office Use Only)	
			Ref. No.	W/L
1. _____	_____	\$ _____	_____	_____
2. _____	_____	\$ _____	_____	_____
3. _____	_____	\$ _____	_____	_____
4. _____	_____	\$ _____	_____	_____
5. _____	_____	\$ _____	_____	_____

付款方法 Payment Method 現金 * Cash* | 優惠券 Coupon | 信用卡 # Credit Card# Visa Master

支票號碼 * Cheque Number* 1. _____ 2. _____ 銀行 Bank 1. _____ 2. _____

遞交前核對表 Submission Checklist

- 已填妥及簽署報名表格
Completed and signed enrolment form
- 已附上貼有足夠郵資的回郵信封 (即場報名除外)
Attached a self-addressed envelope with sufficient postage (except on-spot enrolment)
- 已附上有效成績單 (只限有 標誌的課程)
Attached a valid report slip (only for courses with the symbol)
- 已附上劃線支票或「授權信用卡付款」表格 (現金付款除外)
Attached a crossed cheque or completed credit card payment authorization form (except cash payment)

緊急聯絡 Emergency Contact

姓名 Name _____ 手提電話 Mobile _____ 與參加者關係 Relation with Participant _____

課程 / 活動費用退款方法 Course/Activity Fee Refund (現金以支票退款 Cash refund by cheque)

* 支票退款 *Cheque Refund - 受益人姓名 (須與戶口姓名相同) Payee Name (must be same as account holder name) _____

信用卡退款 #Credit Card Refund - 經信用卡戶口 Via credit card account _____ 大楷 BLOCK LETTERS

免責聲明 Disclaimer

下列需由 18 歲以上人士簽署，18 歲以下人士需由家長或監護人代簽署。

Below has to be signed by adult above the age of 18, or by parents or adult guardian on behalf of child / youth under the age of 18.

本人要求此申請被接納並願意遵守香港基督教青年會 ("港青") 所有條例與規章和克制行為以顧及自身和他人的安全。本人和本人的承繼人清楚了解本人自願承擔因參加活動、使用場地、器材或設施而可能引致的損傷或疾病的風險，本人明確接受港青毋須為本人因參加活動、使用場地、器材或設施而可能引致的損傷或疾病承擔責任。本人同意免除港青及其代理人、服務人員和僱員的責任，不會因本人參加活動、使用場地、器材或設施而可能蒙受的損傷、疾病、死亡、遺失或傷害向該機構和人士進行任何和所有索償。本人明白港青毋須負上在其建築物範圍或任何活動範圍或地點內個人財物遺失或被竊的責任。I request that this application be accepted and agree to abide by all rules and regulations of the YMCA of Hong Kong ("YMCA") and otherwise undertake to behave in such a manner as to contribute to the safety and well being of myself and others. I understand that the YMCA assumes no responsibility for injuries or illnesses which I may sustain as a result of my physical condition or from my participation in any of its activities, use of its venues, equipments and facilities, and expressly acknowledge on behalf of myself and my heirs that I assume the risk for any and all injuries and illnesses which may result from participation in these activities, use of its venues, equipments and facilities. I hereby release and discharge the YMCA, its agents, servants and employees from any and all claims for injury, illness, death, loss or damage which I may suffer as a result of participation in these activities, use of its venues, equipments and facilities. I understand that the YMCA is not responsible for personal property lost or stolen while on its premises or any other premise or location of its activities.

收集個人資料聲明 Personal Information Collection Statement

本人已細閱、明白和同意本申請表格的「報名指引」及刊於附頁的「收集個人資料聲明」條款
I acknowledge that I have read and agree to the 'Enrolment Guidelines' and the attached 'Personal Information Collection Statement'

日期 Date _____ 簽署 Signature _____




報名指引

郵遞 / 投遞箱 / 即場報名指引

1. 郵遞 / 投遞箱收集回來的報名表，本會將於每季所公佈之「開始處理日期」翌日處理報名及登記，報名次序亦以隨機抽籤決定。在處理每日的報名表時，**港青會員的報名可獲優先處理**。港青會員習泳班現有舊生報名可獲優先處理，詳情請留意習泳班舊生優先報名須知。
2. 如果以郵遞方式報名，請於投寄時支付足夠郵資，本會不會受理任何郵資不足的郵件，亦不負責前往郵局支付欠資及收取該等郵件。郵資不足的郵件將由香港郵政退還給寄件人。如因郵資不足導致申請延誤，本會恕不負責。
3. 申請人將於開課前得知報名結果。如報名成功，本會將向申請人發出「正式收據」。
4. 為確保報名結果（正式收據）或「後補通知書」及有關資料能順利寄出，請填妥報名表後附上已貼港幣 \$2.80 郵票的回郵信封。如郵資不足，申請人需自行前往郵局支付欠資及收取郵件。如沒附上回郵信封可能導致申請延誤，及須支付港幣 \$5 郵寄行政手續費（不設退款）給本會，敬請留意。
5. 遺漏支票或「授權信用咭付款」表格的報名表將不獲辦理；有關報名須待收妥支票或「授權信用咭付款」表格時才辦理正式登記手續。
6. 當會員服務部職員完成報名登記手續後，將郵寄報名結果（正式收據）或「後補通知書」及有關資料給申請人。
7. 倘若課程 / 活動開始前三日仍沒有收到報名結果（正式收據）或「後補通知書」，請致電 2368 7070 或電郵至 ms@ymcahk.org.hk 或傳真至 2722 4004 會員服務部查詢。
8. 錯過了郵遞 / 投遞箱報名日期的人士，可親臨會員服務部以先到先得方式報名取得剩餘名額，辦公時間為每日早上 8 時至晚上 10 時。即場報名首數日情況一般較為繁忙，可能需要排隊輪候辦理。

重要事項

1. 本會所有課程及活動不設留位，及恕不接受傳真或電話報名。
2. 報名前，請留意各課程 / 活動舉行之日期及時間，以免相撞。並仔細選擇最合適的課程 / 活動日期及時間。
3. 如要求退班，參加者必須以**書面通知**會員服務部及在開課**十四天前**辦理手續。本會會在退還款項中收取港幣 \$150 作為行政費用。如報名費為港幣 \$150 或以下，本會則收取其中 25% 作為行政費用。一般情況下，退款將於收到退班申請後約兩個月內完成處理。
4. 如要求轉班，參加者必須以**書面通知**會員服務部及在開課**十四天前**辦理手續。同時，參加者需符合課程要求及視乎該班別是否有空缺才能辦理，並需要收取行政費用港幣 \$150。如轉班申請牽涉退款，一般情況下，退款將於收到轉班申請後約一個月內完成處理。
5. 假若課程 / 活動報名人數不足，本會有權取消該課程 / 活動及儘量安排類似課程 / 活動。如本會最終未能安排類似課程 / 活動，已繳之費用將以支票及郵寄退還，或退還用作繳費之信用咭戶口。一般情況下，退款將於取消課程 / 活動後約一個月內完成處理。
6. 如欲查詢活動及課程之報名處理程序，請參閱各籌辦部門之公佈。
7. 如以劃線支票繳款，抬頭請寫上「香港基督教青年會」或「YMCA of Hong Kong」。
8. 恕不接受期票。
9. 參加者不論任何理由缺席課堂，將不會安排補課或退款。報名後，所有活動及課程恕不接受任何會員之間的轉讓或交換，並且嚴禁由他人替代出席。
10. 請保留收據，直至活動及課程完結，並請於活動當天或第一課堂時帶備收據交予導師核對資料。
11. 在活動前，必須辦妥繳費手續才能參加活動或課程。
12. 如遇天氣問題，請參閱「惡劣天氣政策」所列之處理方法。
13. 所有課程 / 活動之詳情以最新公佈為準，本會將保留更改任何資料之權利，亦會儘快通知參加者有關改動。
14. 課程 / 活動之舉行地點如有更新，本會將張貼有關資料於地下會員服務部之告示板。
15. 如遇上本會假期及特別活動，所有受影響之班組將順延舉行，並以本會職員通知為準。
16. 如課程 / 活動在過程中因行政理由（如：導師生病等）而未能舉行，舉辦單位會安排補課或改期，惟所繳款項恕不退還。
17. 學員參加活動前，必須先確定自己已符合有關活動之基本要求或資格。如該活動需要進行甄選，本會將預先於宣傳品上清楚說明；甄選結果將由負責職員個別聯絡有關會員。
18. 凡持續性之課程 / 活動，舊學員須於指定日期前，到本會會員服務部繳交下期學費，否則視作退出，其名額將給予後補學員或再作公開招生。
19. 有進階性的長期課程 / 活動的收生須按學員能力、程度及導師推薦而定。
20. 凡報讀有  標誌的課程，請於遞交報名表時附上有效成績單。
21. 本會於課堂 / 活動時所拍攝的相片或錄像，將會用作宣傳或推廣之用。若參加者不欲於課堂或活動中被拍攝或將有關資料作其他用途，本會歡迎參加者直接向職員反映，本會樂意為 閣下作出相應安排。




ENROLMENT GUIDELINES

POSTAL/DROP BOX/ ON-SPOT ENROLMENT GUIDELINES

1. Member Services staff will gather and process all daily enrolment forms, both by post and from drop box, on the following day. Enrolment order will be done by random draw. During the daily enrolment registration, **applications of YMCA of Hong Kong members will be given priority.** The applications of YMCA of Hong Kong members current swimming students will also be given priority. For details, please refer to the Swimming Classes Re-enrolment Instructions.
2. **Please affix sufficient postage if enrolment forms are sent by post, YMCA of Hong Kong does not accept underpaid mails and no liability will be assumed for any underpaid items not collected from the Post Office. All underpaid items will return to the sender by the Hongkong Post. YMCA of Hong Kong will not be responsible for any delayed applications due to insufficient of postage.**
3. Applicants will be notified of their enrolment result before course commencement. If successful enrolment, applicants will receive an 'official receipt'.
4. **Please attach a self-addressed envelope with HK\$2.80 stamp to the completed enrolment form to ensure enrolment result (official receipt) or 'waiting list acknowledgement letter' and relevant materials can be sent successfully. Applicant has to settle the underpayment and collect mails at the Post Office if postage is insufficient. Please be reminded that absence of envelope may delay the processing of application and an administration fee of HK\$5 will be charged (non-refundable) by YMCA of Hong Kong.**
5. If cheque or credit card payment authorization is not attached to the enrolment form registration will not be processed until the cheque or the credit card payment authorization is received.
6. Applicant will receive the enrolment result (official receipt) or 'waiting list acknowledgement letter' and relevant materials by post after the completion of the enrolment registration by the Member Services staff.
7. If no enrolment result (official receipt) or waiting list acknowledgement letter is received 3 days before the starting date of the course/activity please call 2368 7070 or send email to ms@ymcahk.org.hk or Fax 2722 4004 Member Services for details.
8. Any one interested in our course/activity but missed the postal/drop-in box application period can enrol in person at Member Services Section on a first-come, first-served basis for the remaining vacancies. We are open from 8 a.m. to 10 p.m. daily. Normally it is very busy on the first few days of the on-spot enrolment. Queuing up for registration may be required.

IMPORTANT ISSUES

1. No reservation or enrolment by phone / fax is accepted.
2. Member should be aware of the time slots of different classes to avoid conflicting time schedule when enrolling. Please choose the most appropriate course/activity time and date carefully.
3. Request for course withdrawal of must be **written** and submitted to Member Services **not later than 14 days** prior to the commencement of the course. An administration fee of HK\$150 will be applied to each request. If the enrolment fee is less than or equal to HK\$150, 75% of it will be refunded. Refund will be processed around 2 months after the receipt of request for course withdrawal under normal circumstances.
4. Request for course transfer must be **written** and submitted to Member Services **not later than 14 days** prior to the commencement of the course. Course transfer can only be entertained if space permits and the applicant meets course requirements. An administration fee of HK\$150 will be applied. If refund is needed upon course transfer, refund will be processed around 1 month after the receipt of request for course transfer under normal circumstances.
5. YMCA of Hong Kong reserves the right to cancel course/activity due to insufficient enrolment. All efforts will be made to place participants in a similar course. If none is available, fees paid will be refunded by cheque and post, or via credit card account. Refund will be processed around 1 month after the cancellation of course / activity under normal circumstances.
6. Any enquiry for the enrolment process and procedure, please refer to the organizing sections.
7. All cheque payments shall be signed payable to "YMCA of Hong Kong".
8. Post-dated cheque is not accepted.
9. There will be no make up class or refund for any absences. Members must not exchange or transfer courses with one another after enrolment. Replacement attendee is prohibited.
10. Please bring along the receipt to the first lesson of each course for checking by instructor and keep it till the course completion.
11. Members must complete the enrolment procedure before attending a class.
12. Please refer to the "Bad Weather Policy" for bad weather conditions.
13. The YMCA of Hong Kong has the right to amend the details of activities, courses and programmes, without prior notice. Members shall be notified of the change by staff shortly.
14. Please refer to the notice posted at the G/F Member Services Counter for the updated venue of the courses / activities.
15. In the event of holiday or special programme, all classes affected will be postponed. Rearrangement will be confirmed by staff.
16. The YMCA of Hong Kong will arrange make-up session for any cancellation which is due to administrative reasons (e.g. instructor call sick), no refund for such cases.
17. All participants must ascertain if they comply with the criteria of concerned classes before enrolling. Those classes requiring individual screening of participants will be specified in the publicity materials and successful applicants will be notified by staff.
18. For continuous classes, all current participants must pay before the last lesson of the current term to ensure they continue to enrol in the coming new one; or else, the quota will be allotted to other applicants.
19. For progressive classes of different levels, participants will be promoted to classes of higher grades according to one's abilities and the recommendation of the instructors.
20. Please attach the valid report slip to the enrolment form when enrolling for those courses bearing the  symbol.
21. The YMCA of Hong Kong has the right to take photo of or video-record the class activity for the purpose of publicity and course promotion. Participants who do not wish to be captured by photo or to be shown in any other means, please kindly notify staff in advance. The YMCA of Hong Kong will then make proper arrangement.