

通用報名表格 GENERAL ENROLMENT FORM

ENROLMENT NUMBER

請先仔細閱讀背頁「報名指引」才填寫報名表格。Please read "ENROLMENT GUIDELINES" at the back carefully before filling in this enrolment form.

請用英文正楷填寫此表格以便輸入資料。Please fill in this form in BLOCK letters to facilitate the data input process.

聯絡途徑 Communication Channel

傳真 Fax _____ 電郵 Email _____ @ _____

郵寄 Post 室 Flat/Room _____ 樓 Floor _____ 座 Block/Tower _____

屋苑/大廈 Estate/Building _____

街/道 Street/Road _____ 區 District _____

電話 Telephone 日 Day _____ 晚 Night _____ 手提 Mobile _____

參加者資料 Particulars of Participant

姓 Surname _____ 名 Name _____

港青會員證號碼 YMCA Membership No. _____ - _____ - _____ ()男 Male ()女 Female

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

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

() 現金 Cash* () 優惠券 Coupon 信用卡 Credit Card** () Visa () MasterCard

() 支票號碼 Cheque Number* 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

銀行 Bank _____

緊急聯絡 Emergency Contact

姓名 Name _____ 電話 Telephone _____ 與參加者關係 Relation with Participant _____

課程/活動費用退款 Course/Activity Fee Refund

支票退款 Cheque refund *

受益人姓名(須與銀行戶口姓名相同) Payee Name (must be the same name of a bank account) _____

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.

日期 Date _____

簽署 Signature _____


報名指引

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. 所有因個人要求轉調或退出，必須在課程/活動開始前十四日向會員服務部提出，轉調或退出一經接納，須就個人每項課程/活動繳交行政費用港幣一百五十元。如報名費為一百五十元或以下，本會則收取其中百分之二十五作為行政費用。
4. 在課程/活動開始前十四日內或於課程/活動開始後，本會恕不接受任何轉調或退出申請，而已繳交之費用將不獲退還。
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卡戶口。
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. 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。

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. 請填妥報名表，並附上已貼上 HK\$1.4 郵票的回郵信封。
3. 每一個課程/活動，請附上一張劃線支票，支票上款為「香港基督教青年會」。請在支票背面寫上聯絡電話號碼、申請人姓名及課程/活動編號。支票請寄回九龍尖沙咀梳士巴利道四十一號香港基督教青年會會員服務部收。
4. 如以信用卡繳交費用，一張報名表只需一張「授權信用卡付款」表格，兩份表格的課程/活動資料必須完全相同。
5. 遺漏支票或「授權信用卡付款」表格的報名表將不獲辦理；有關報名須待收妥支票或「授權信用卡付款」表格後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。

ENROLMENT GUIDELINES

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. Personal request of course/activity transfer or withdrawal must be submitted to Member Services Section 14 days prior to the commencement of course/activity. An administration fee of HK\$150 will be charged per person per successful course/activity transfer or withdrawal. If the enrolment fee is less than or equal to \$150, 75% of it will be refunded.
4. Any request of course/activity transfer or withdrawal after or 14 days before course/activity starts is not allowed. No refund for such cases.
5. YMCA of HK 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.**
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. Members must not exchange or transfer courses one another after enrolment. Change of 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. 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 HK 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 HK will then make proper arrangement.

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 of enrolment start date. 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 given priority. For details, please refer to the Swimming Classes Re-enrolment Instructions.
2. Please attach a self-addressed envelope with HK\$1.4 stamp to the completed enrolment form.
3. Issue a separate crossed cheque for each course/activity and make the cheque payable to "YMCA OF HONG KONG". Please write a contact phone number, applicant's name and course/activity code on the back of the cheque. Please send cheque to Member Services Section, YMCA OF HONG KONG, 41 Salisbury Road, Tsim Sha Tsui, Kowloon, Hong Kong.
4. One enrolment form needs just one credit card payment authorization form with the same course or activity details.
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 enrolment dates 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.