

日營部活動退出申請表 Camping Section Withdrawal Application Form

- 每張活動退出申請表只限一個退出活動申請。退款方式以最初付款方式或以現金券退還。現金則以支票方式退款。
 Each form serves **ONLY ONE** withdrawal application and **refund method is based on the original enrolment payment type, cash will be refunded by cheque.**
- 個人要求退出每項活動需繳交行政費港幣二百元。如報名費為港幣二百元或以下，本會則收取其中25%作為行政費用。
 Administration fee of **HK\$200** will be charged for personal request of each activity withdrawal. If the enrollment fee is less than or equal HK\$200, 75% of it will be refunded.
- 有關退班或轉班條例詳情，請查閱日營部相關退款條例。
 Regarding details of withdrawal or transferral of courses, please kindly read our Camping refund policy.
- 如以電郵/傳真申請退出課程，本會將於當日辦公時間內回覆收妥，方為作實。如未能收到確認回覆，請於當日致電會員服務部查詢。否則該申請被視為不獲受理。
 For whom submitting Withdrawal Application(s) via E-mail / Fax will receive an acknowledgement during office hours. If no confirmation received on the day submitted, please call Member Services Section for inquiry. Otherwise, the Withdrawal Application will consider not being accepted.
- 香港基督教青年會有權修改以上條例並不作出任何個別通知及保留一切最終決定權。
 YMCA of Hong Kong reserves the rights to amend the above regulations without further notices and reserves final rights of decision.

參加者姓名

Participant's Name

姓 Surname

名 First Name

會員證編號 (如適用) Membership No. (If any)		電話 Contact No.	
電郵 Email Address			
正式收據編號 Official Receipt No.		報名編號 Enrolment No.	
活動名稱 Activity Name			
活動編號 Course Code		活動費用 Activity Fee	HK\$

活動繳費方式 Payment Type	Visa 信用卡 / Master 信用卡 / * Cash 現金 / * Cheque 支票 (請圈出付款方法 Please circle the appropriate)
*支票退款受益人姓名 (請以英文正楷填寫) *Cheque Refund Payee Name (Please fill in BLOCK LETTERS)	(須與香港身份證/護照/銀行戶口姓名相同) (Must be the same name of a HKID Card/ Passport / Bank Account)
*退款支票郵寄地址 *Refund Cheque Mailing Address	

退出原因(若有證明文件，請一併繳交以作參考)

Reason for Withdrawal (Please attach supporting documents, if any.)

本人謹此作出聲明並同意及簽署確認個人要求退出每個活動需繳交行政費用港幣二百元。

I, the undersigned and hereby declare that the administration fee of **HK\$200** will be charged for personal request of each activity withdrawal.

申請人簽署 Applicant's Signature

日期 Date

Office use only

(Participant / Section)

(MS / M&CS Section)

Application Date _____

Received by / Date _____

Checking details:

Any other course(s) enrolled in same quarter

Application received in 21 days before the course commences (MS)

<input type="checkbox"/> Refund Payment Type	CA	CQ	VI	MA	CO
	\$	\$	\$	\$	\$

\$ _____ - \$200 - *\$ _____ = \$ _____

Course/Activity Fee - Admin. Fee - *Adjustment = Total Refund Amount / No Refund

*Adj. Calculation in details _____

(Section / MS)

(Section / MS)

Handled by / Date _____

Checked by / Date _____

Approved by / Date _____

Endorsed by / Date _____

Section Manager