

## 報名指引 ENROLMENT GUIDELINES

### 網上 / 即場報名指引 ONLINE / ON-SPOT ENROLMENT GUIDELINES

1. 報名程度可於網上進行，報名平台: <https://mcs.ymcahk.org.hk>  
An online enrolment platform is available: <https://mcs.ymcahk.org.hk>
2. 如欲以現金或支票形式付款，請親身到會員服務部報名。  
Please come by G/F Member Services Counter for Cash or Cheque payment.
3. 所有活動及課程名額有限，網站和現場報名同步進行，先到先得。現場付款方式包括現金、支票、信用卡、八達通、支付寶或微訊支付。  
All registration quota is limited and it will be offered on first-come-first served basis to who completed the online or offline enrolment procedure
4. 網上平台開放後將取消留位服務，在選擇課程和進行付款程序後，付款需要在20分鐘內完成。  
There is no reservation after the online platform is launched. You need to settle the payment within 20 minutes after choosing the courses.
5. 如果該課程同時提供會員及先進會員(55歲或以上)報名優惠，先進會員需要親臨會員部報名才可以享有優惠，否則網站上無法以優惠價錢報名。  
Master member discount is not available for online enrolment, please come to enrol in person to enjoy the discount offer.

### 報名條款及細節 TERMS AND CONDITION

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。  
No reservation or enrolment by phone/fax is accepted.
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。  
Participant 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. 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遞交表格，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二百元正。  
如報名費為二百元或以下，本會則收取其中百分之二十五作為行政費用。  
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\$200 will be charged per person per successful course/activity transfer or withdrawal. If the enrolment fee is less than or equal to \$200, 75% of it will be refunded.
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。  
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. 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，已繳之費用會自動退還至閣下網上戶口。  
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 to participant E-Wallet. Request of E-point withdrawal must be submitted to member service section for further process.
6. 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。  
There will be no make up class or refund for any absences. Participants must not exchange or transfer courses with one another after enrolment. Replacement attendee is prohibited. The YMCA of Hong Kong will arrange make-up session for any cancellation which is due to administrative reasons (e.g. instructor call sick), subject to the notification of the organizing sections.
7. 如遇天氣問題，請參閱「惡劣天氣政策」所列之處理方法。  
Please refer to the "Bad Weather Policy" for bad weather conditions.
8. 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。  
In the event of holiday or special programme, all classes affected will be postponed. Rearrangement will be confirmed by staff.
9. 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。  
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.
10. 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」。  
All cheque payments shall be signed payable to "YMCA of Hong Kong".
11. 恕不接受期票。  
Post-dated cheque is not accepted.
12. 請保留確認電郵或電郵副本，直至活動及課程完結，並請於活動當天或第一課堂時展示電郵或將電郵副本交予導師核對資料。  
Please show the confirmation email or a hard copy of receipt to the instructor for checking in the day of the activity or the first day of the class.
13. 在活動前，必須辦妥繳費手續才能參加活動或課程。  
Participants must complete the enrolment procedure before attending a class.
14. 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。  
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 subsequently.
15. 課程 / 活動之舉行地點如有更新，本會將張貼有關資料於大堂會員服務部之告示板。  
Please refer to the notice posted at Member Services Section on G/F for the updated venue of the courses / activities.
16. 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學員。  
All participants must ascertain to 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.
17. 凡持續性之課程 / 活動，舊學員須於指定日期前繳交下期學費，否則視作退出，其名額將給予後補學員或再作公開招生。  
For continuous classes, all current participants must pay before the required date to ensure they continue to enrol in the coming new one; or else, the quota will be allotted to other applicants.
18. 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  
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.
19. 凡報讀有★標誌的課程，請於報名時上傳有效成績單。  
Please upload valid report slip to the enrolment form when enrolling for those courses bearing the ★ symbol.
20. 本會於課堂/活動時所拍攝的照片或錄像，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。  
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.