



## 課程 / 活動轉調申請表 Course/Activity Transfer Application Form

- 每張轉調課程/活動申請表格只限一個轉調課程/活動之申請，如差額不足，須補付相差費用。如差額過剩，退款將以最初付款方式退還，現金則以支票方式退款。  
Each form serves **ONLY ONE** course transfer application. If balance deficit, make up balance will be applied. If balance surplus, **refund method will be based on the original enrolment payment type, cash will be refunded by cheque.**
- 此表格不適用於日營部之課程或活動。  
This form is **not applicable** for the courses or activities of Camping Section.
- 個人要求轉調每個課程/活動需繳交行政費用港幣二百元，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 course/activity transfer. If the enrolment fee is less than or equal to HK\$200, 25% of it will be charged as administration fee.
- 轉調課程/活動申請須在課程/活動開始前十四天遞交。詳情請瀏覽會員部網頁：[www.ymcahk.org.hk/member](http://www.ymcahk.org.hk/member)  
Course/activity transfer application must be submitted **14 days before** the course/activity starts. For details, please refer to Member Services Section web site: [www.ymcahk.org.hk/member](http://www.ymcahk.org.hk/member)
- 如以電郵/傳真申請轉調課程者，本會將於當日辦公時間內致電回覆收受，方為作實。如當日未收到確認回覆，請致電會員服務部查詢，否則該申請被視為不獲受理。  
For whom submitting transfer applications via E-mail/Fax will receive an acknowledgement call during office hours. If no confirmation call is received on the day submitted, please call Member Services Section for inquiry. Otherwise, the E-mail/Fax transfer application is considered as 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

會員證號碼 (如適用) Membership No. (If any)	聯絡電話 Contact No.
電郵 Email Address	正式收據編號 Official Receipt No.

由 From	課程/活動名稱 Course/Activity Title	課程/活動編號 Course/Activity Code
	開課/活動日期 Course/Activity Start Date	費用 Fee in HK\$
課程/活動取消? Course/Activity Cancelled?		是 Yes <input type="checkbox"/> / 否 No <input type="checkbox"/>

轉至 Transfer to	課程/活動名稱 Course/Activity Title	課程/活動編號 Course/Activity Code
	開課/活動日期 Course/Activity Start Date	費用 Fee in HK\$

課程/活動繳費方式 Payment Type	Visa <input type="checkbox"/> / Master <input type="checkbox"/> / *現金 *Cash <input type="checkbox"/> / *支票 *Cheque <input type="checkbox"/>
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*支票退款受益人姓名 *Cheque Refund Payee Name	(須與香港身分證/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	(大楷 BLOCK LETTERS)

轉調課程/活動原因 Reason for Transferal	(若有證明文件，請一併提供以作參考。 Please attach supporting document(s), if any.)
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本人謹此作出聲明並同意及簽署確認個人要求轉調每個課程/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 course/activity transferal.

申請人簽署 Applicant's Signature

日期 Date

**Office use only**

(Participant  / Section )

(BC Admin  / Section )

Application date \_\_\_\_\_

Received by / Date \_\_\_\_\_

**Section use only**

Refund Payment Type:  CQ

Refund Calculation (For transferring to course/activity with LOWER fee)

\$ _____	-	\$200 / Waived	-	*\$ _____	=	\$ _____
Fee Difference	-	Admin. Fee	-	*Adjustment	=	Total Refund Amount

\*Adj. Calculation in Details \_\_\_\_\_

Balance Calculation (For transferring to course/activity with HIGHER fee)

\$ _____	+	\$200 / Waived	-	*\$ _____	=	\$ _____
Fee Difference	+	Admin. Fee	-	*Adjustment	=	Total Amount Paid by Applicant

\*Adj. Calculation in Details \_\_\_\_\_

Balance Calculation (For transferring to course/activity with THE SAME fee)

\$ <u>0</u>	+	\$200 / Waived	-	*\$ _____	=	\$ _____
Fee Difference	+	Admin. Fee	-	*Adjustment	=	Total Amount Paid by Applicant

\*Adj. Calculation in Details \_\_\_\_\_

Handled by \_\_\_\_\_

Date \_\_\_\_\_

**BC Admin use only**

RS No \_\_\_\_\_

New Official Receipt No \_\_\_\_\_

Handled by / Date \_\_\_\_\_

Checked by / Date \_\_\_\_\_

**Section use only**

Approved by / Date \_\_\_\_\_

Endorsed by / Date \_\_\_\_\_

Section Manager or above