



香港基督教青年會  
YMCA OF HONG KONG



西九龍耀信發展學習中心  
YMCA OF HONG KONG BEACON CENTRE  
LIFELONG LEARNING INSTITUTE

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## 課程 / 活動退出申請表 Course/Activity Withdrawal Application Form

- 每張退出課程/活動申請表格只限一個退出課程/活動申請。退款方式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/activity 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 withdrawal. If the enrollment fee is less than or equal to HK\$200, 75% of it will be refunded.
- 退出課程/活動申請須在課程/活動開始前十四天遞交。(此表格不適用於日營部之課程/活動)詳細請瀏覽會員部網頁  
Course/activity withdrawal application must be submitted **14 days before** the course/activity starts. (This form is not applicable for the course/ activity of Camping section) For details, please refer to Member Services Section web site
- 如以電郵 / 傳真申請退出課程者,本中心將於當日辦公時間內回覆收受。方為作實。如未能收到確認回覆,請於當日致電本中心查詢。否則該申請被視為不獲受理。  
For whom submitting withdrawal applications via E-mail / Fax will receive an acknowledgement during office hrs. If no confirmation call is received on the day submitted, please call Beacon Centre for an inquiry. Otherwise, the E-mail / Fax Withdrawal 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 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.	
課程/活動編號 Course/Activity Code		報名編號 Enrolment No.	
課程/活動名稱 Course/Activity Title			
課程/活動費用 Course/Activity Fee	HK\$ _____	付款方式 Payment Type	Visa / Master / *現金 *Cash / *支票 *Cheque

*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)  (大楷 BLOCK LETTERS)
*退款支票郵寄地址 *Refund Cheque Mailing Address	

退出原因 Reason for Withdrawal	(若有證明文件,請一併提供參考 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退出每個課程/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 withdrawal.

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            CO

\$ \_\_\_\_\_ - \$200 / Waived - \*\$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Course/Activity Fee - Admin. Fee - \*Adjustment = Total Refund Amount / No Refund

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

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

Date \_\_\_\_\_

**BC Admin use only**

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

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

**Section use only**

Approved by / Date \_\_\_\_\_ Endorsed by / Date \_\_\_\_\_  
Section Manager or above