香港基督教青年會
YMCA OF HONG KONG

OFFICIAL RECEIPT NO.
(For Office Use Only)

通 用 報 名 表 格
GENERAL ENROLMENT FORM

請先仔細閱讀背頁「報名指引」才填寫報名表格，並用英文大楷填寫此表格以便輸入資料。Please read "ENROLMENT GUIDELINES" at the back carefully before filling in this enrolment form, and write in BLOCK letters to facilitate the data input process.

參加者資料 Participant Particulars (與其香港身份證上資料相同 Same as those appear on Hong Kong ID Card)

請於適當方格內加上✓號 Please tick the appropriate boxes

姓 Surname _____ 名 Name _____

會員證號碼 Membership No. (若適用 if applicable) _____ - _____ - _____ ☐男 Male ☐女 Female

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

聯絡途徑 Communication Channel

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

屋苑/大廈 Estate/Building _____ 街/道 Street/Road _____

區 District _____ 電郵^ Email^ _____

手提電話^ Mobile^ _____ (短訊SMS) / _____ 家居電話 Home Tel. _____

^(必須填寫) 請提供手提電話號碼及電郵地址，因本會有可能以電郵/短訊方式通知課程/活動之特別安排。

^(Must be completed) Please provide mobile number and email address as the special arrangements of courses/activities may be announced by email or text messages.

☐短訊 SMS
☐電郵 by Email

如不欲以上述方式收到有關香港基督教青年會的課程/活動之推廣資訊，請在左邊的方格內填上☑。
If you do not wish to receive promotional information about courses/activities of YMCA of Hong Kong, please put ☑ in the box on the left.

緊急聯絡 Emergency Contact

姓名 Name _____ 手提電話 Mobile _____ 與參加者關係 Relation with Participant _____

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

使用優惠券 Apply Programme Coupon /Privilege Coupon Amount $ _____

總數 TOTAL $ _____

遞交前核對表 Submission Checklist

☐已附上有效成績單 (只限有 ✓ 標誌的課程)
Attached a valid report slip (only courses with the ✓ symbol)

☐已附上貼有足夠郵資的回郵信封 (即場報名除外)
Attached a self-addressed envelope with sufficient postage (except for on-spot enrolment)

付款方法 Payment Method

☐現金*Cash* | ☐優惠券Coupon | ☐Visa# | ☐Master# | ☐AlipayHK* | ☐WeChat Pay*

☐支票號碼*Cheque Number* 1. _____ 2. _____

退款方法 Refund Method

1)#信用卡付款：經信用卡退回
1)#Pay by Credit Card : Via Credit Card account

2)*現金 / 支票 / AlipayHK / WeChat Pay付款：支票 / FPS退回
2)*Pay by Cash / Cheque / AlipayHK / WeChat Pay : Cheque / FPS

受益人姓名Payee Name _____

請以英文正楷填寫 須與銀行戶口姓名相同 Fill in BLOCK LETTERS as display on bank card

FPS系統識別碼 / 登記手提電話號碼 FPS Identifier / Registered Mobile Number _____

此部分只供郵遞/投遞填寫 This section is applicable to postal/drop box only

信用卡號碼 Credit Card No. _____ 有效期至Valid Till _____

持卡人姓名
Name of Card Holder _____
(正楷 IN BLOCK LETTERS)

持卡人簽署
Cardholder's Signature _____

For Office Use Only: Approval Code / Code Date / Handled By

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.

收集個人資料聲明 Personal Information Collection Statements

☐本人已細閱、明白和同意本申請表格的「報名指引」及刊於背頁的「收集個人資料聲明」條款
I acknowledge that I have read and agree to the "Enrolment Guidelines" and the "Personal Information Collection Statements" on the back

日期 Date _____ 簽署 Signature _____

收集個人資料聲明 Personal Information Collection Statements

收集資料的目的：
Purpose of Collection:

香港基督教青年會會使用你提供的個人資料，向你 / 申請人提供你 / 申請人所需要的活動、課程或服務，包括但不限於監察、檢討及發展各項活動、課程或服務。
The YMCA of Hong Kong ("YMCA") will collect your personal data to provide you / the applicant activities, programmes or services relevant to your needs, including but not limited to monitoring, review and development of activities, programmes or services.

資料的轉移：
Transfer data:

你所提供的個人資料，會供本機構在工作上有需要知道該等資料的職員或指定人士使用。此外，本機構在需要時亦只會向下列有關方面披露該等資料：
a) 活動、課程或服務的協辦機構或團體
b) 香港基督教青年會所委託的指定機構，(不限於) 處理 / 跟進保險索償個案、檢討服務等事宜
c) 由法律授權或法律規定須向其披露資料的有關方面

The personal data you provide will be made available to persons working in the YMCA or persons designated on a need-to-know basis. Apart from this, the data may only be disclosed to the relevant parties in the circumstances listed below：
a) Co-operative activity, programme or service providers.
b) Other parties commissioned by the YMCA for the purposes of processing insurance claims, evaluation and review of services and other issues related to the YMCA.
c) Where such disclosure is authorized or required by law.

查閱個人資料：
Access to Personal Data:

除了《個人資料 (私隱) 條例》規定的豁免範圍外，你有權要求查閱和更正本機構所持有關於你的個人資料，你亦可要求索取這些資料的副本。不過，在一般情況下，如收集資料的目的已經完成，本機構會刪除有關的個人資料。
Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have a right of access to and correction of personal data or obtaining a copy of the data you provided. However, under normal circumstances, data will be erased after fulfilling the purposes of collection.

查詢
Enquiries:

請確保你向香港基督教青年會提供的資料正確無誤。如欲查閱或更正本機構所持有關於你的個人資料，請以書面方法提出。
聯絡：香港基督教青年會會員及社區服務部總辦公室
地址：九龍尖沙咀梳士巴利道 41 號
Please ensure that the data you provide to the YMCA are accurate. If you would like to access or correct your personal data, please contact the YMCA in writing.
Contact：Head Office of Member and Community Services (M&CS), the YMCA of Hong Kong
Postal Address：41 Salisbury Road, Tsim Sha Tsui, Kowloon

申請人聲明
Declaration by the Applicant:

1) 本人明白及同意香港基督教青年會會透過本表格收集本人的個人資料，並利用我的個人資料，作處理申請、安排課程 / 活動 / 服務內容 (包括但不限於班務、點名、貼堂、領取證書)、宣傳、檢討服務、統計、意見調查、調查 / 跟進其他與香港基督教青年會有關的服務或事宜之用。
2) 本人明白及同意香港基督教青年會可能把本人的個人資料作上述的資料轉移用途。
3) 本人明白及同意香港基督教青年會可能會使用本人的個人資料 (包括但不限於姓名、地址、電郵地址、電話號碼、肖像及錄像)，向本人提供有關香港基督教青年會的相關活動、課程或服務及推廣活動等的相關資訊；並同意香港基督教青年會亦可能把本人的個人資料，用作推廣香港基督教青年會提供的活動、課程或服務之用途。

1) I understand and accept that the YMCA will, through this application form, collect my personal data which would be used for processing my application, arranging activities, programmes or services (including but not limited to class administration work), promotion, evaluation of services, statistics, surveys, investigation and following up of other issues related to the YMCA.
2) I understand and accept that the YMCA may transfer my personal data for the above purposes.
3) I understand and agree that the YMCA may use my personal data (including but not limited to my name, correspondence address(es), contact telephone number(s), email address(es), photo record(s) and video record(s)) to provide me information on related activities, programmes or services; I also accept that my personal data may be used for promoting activities, programmes or services provided by the YMCA.

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. 如要求退班，參加者必須以書面通知會員服務部及在開課十四天前辦理手續。本會會在退還款項中收取港幣 $200 作為行政費用。如報名費為港幣 $200 或以下，本會則收取其中 25% 作為行政費用。一般情況下，退款將於收到退班申請後約兩個月內完成處理。
4. 如要求轉班，參加者必須以書面通知會員服務部及在開課十四天前辦理手續。同時，參加者需符合課程要求及視乎該班別是否有空缺才能辦理，並需要收取行政費用港幣 $200 。如轉班申請牽涉退款，一般情況下，退款將於收到轉班申請後約一個月內完成處理。
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咭戶口。一般情況下，退款將於取消課程 / 活動後約一個月內完成處理。
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。
7. 如遇天氣問題，請參閱「惡劣天氣政策」所列之處理方法。
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。
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。
10. 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。
11. 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」。
12. 恕不接受期票。
13. 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。
14. 在活動前，必須辦妥繳費手續才能參加活動或課程。
15. 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。
16. 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。
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。惟在處理每天的報名表時，港青會員的報名可獲優先處理。港青會員習泳班舊生的報名亦可獲優先處理，詳情請留意習泳班舊生會員投遞箱及報名指引。
2. 如果以郵遞方式報名，請於投寄時支付足夠郵資。本會不會受理任何郵資不足的郵件，亦不負責前往郵局支付欠資及收取該等郵件。郵資不足的郵件將由香港郵政退還給寄件人。如因郵資不足導致申請延誤，本會恕不負責。
3. 申請人將於開課前得知報名結果。如報名成功，本會將向申請人發出「正式收據」。
4. 為確保報名結果 (正式收據) 或「後補通知書」及有關資料能順利寄出，請填妥報名表後，附上已貼有足夠郵資的回郵信封。如郵資不足，申請人需自行前往郵局支付欠資及收取郵件。如沒附上回郵信封，可能導致申請延誤及須支付郵寄費用 (不設退款) 給本會，敬請留意。
5. 報名表若遺漏支票或資料不全，將不獲辦理。
6. 當會員服務部職員完成報名登記手續後，報名結果 (正式收據) 或「後補通知書」及有關資料將郵寄給申請人。
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、電郵至 ms@ymcahk.org.hk 或傳真至 2722 4004 會員服務部查詢。
8. 已錯過郵遞 / 投遞箱報名日期之人士，可親臨會員服務部以先到先得報名方式取得剩餘名額。辦公時間為每天早上八時正至晚上八時正。由於即場報名於首數天一般較為繁忙，因此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. Request for course withdrawal must be written and submitted to Member Services not later than 14 days prior to the commencement of the course. An administration fee of HK$200 will be applied to each request. If the enrolment fee is less than or equal to HK$200, 75% of it will be refunded. Refund will be processed around 2 months after the receipt of request for course withdrawal under normal circumstances.
4. Request for course transfer must be written and submitted to Member Services not later than 14 days prior to the commencement of the course. Course transfer can only be entertained if space permits and the applicant meets course requirements. An administration fee of HK$200 will be applied. If refund is needed upon course transfer, refund will be processed around 1 month after the receipt of request for course transfer under normal circumstances.
5. 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 by cheque and post, or via credit card account. Refund will be processed around 1 month after the cancellation of course / activity under normal circumstances.
6. There will be no make up class or refund for any absences. Members must not exchange or transfer courses with one another after enrolment. Replacement attendee is prohibited.
7. Please refer to the "Bad Weather Policy" for bad weather conditions.
8. In the event of holiday or special programme, all classes affected will be postponed. Rearrangement will be confirmed by staff.
9. 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. Any enquiry for the enrolment process and procedure, please refer to the organizing sections.
11. All cheque payments shall be signed payable to "YMCA of Hong Kong".
12. Post-dated cheque is not accepted.
13. Please bring along the receipt to the first lesson of each course for checking by instructor and keep it till the course completion.
14. Members must complete the enrolment procedure before attending a class.
15. 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.
16. Please refer to the notice posted at Member Services Section on G/F for the updated venue of the courses / activities.
17. All participants must ascertain to 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 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.

POSTAL / DROP BOX / ON-SPOT ENROLMENT GUIDELINES

1. Applications collected by postal / drop box will be processed on the day following the "Application Process Start Date" as announced by the YMCA of Hong Kong (hereinafter referred as"YMCA") on a quarterly basis. Enrolment order will be generated by random draw. However, priority will be given to the YMCA members in the daily enrolment registration. Priority will also be given to the YMCA Existing Swimming Member Student. For details, please refer to the Aquatics Re-Enrolment Drop Box and Guidelines.
2. Please affix sufficient postage if enrolment is submitted by post. YMCA does not accept underpaid mails and no liability will be assumed for the payment and collection of any underpaid items from the Post Office. All underpaid items will be returned to the sender by the Hongkong Post. YMCA will not be responsible for any delayed applications due to insufficient postage.
3. Applicants will be notified of their enrolment result before course commencement. If enrolment is successful, applicants will receive an "official receipt".
4. Please attach a self-addressed return envelope with sufficient postage to the completed enrolment form to ensure the enrolment result (official receipt) or "waiting list acknowledgement letter" and relevant materials can be sent successfully. Applicant has to settle the underpaid items and collect mails at the Post Office in case of insufficient postage. Please be reminded that absence of envelope may lead to a delay in processing the application and a postage fee will be charged (non-refundable) by the YMCA.
5. If cheque is not attached or enrolment form is uncompleted, the enrolment registration will not be processed.
6. Applicant will receive the enrolment result (official receipt) or "waiting list acknowledgement letter" and relevant materials by post upon the completion of the enrolment registration by the staff of the Member Services Section.
7. If no enrolment result (official receipt) or "waiting list acknowledgement letter" is received 3 days before the commencement date of the course / activity, please call 2368 7070, send email to ms@ymcahk.org.hk or fax 2722 4004 to Member Services Section for details.
8. For those who has missed the postal / drop box application period can enrol in person at the Member Services Section on a first-come, first-served basis for the remaining vacancies. The office hours are from 8 a.m. to 8 p.m. daily. On-spot enrolments are generally busy for the first few days, queuing up for registration may be required.