

## 課程 / 活動退出申請表 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。  
Each Form serves **ONLY ONE** Course Withdrawal Application. This form is not applicable for the courses or activities of Camping Section.
- 此表格不適用於日營部的課程及活動。  
This form is not applicable for the course/ activity of Camping section
- 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。  
Course/activity withdrawal application must be submitted **14 days before** the course/activity starts.
- 退出一經接納，已繳用之費用會自動退還至參加者網上戶口。  
Fee paid will be refunded to participant E-wallet.
- 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.
- 退班將於收到申請後四個星期內完成處理。  
Withdrawal application will be processed around 4 weeks after the receipt of request under normal circumstances

參加者姓名

Participant Name

姓 Surname

名 First Name

會員或線上非會員號碼 Membership or Non-Member Number		電話 Contact No.	
登記電郵 Registered Email Address			
課程/活動編號 Course/ Activity Code	(例如 e.g.: 23 - SAOGMK - 010101) _ _ _ - _ _ _ _ _ - _ _ _ _ _	開課/活動日期 Course Commence Date	
課程/活動名稱 Course/ Activity Title		課程/活動費用 Course/Activity Fee	HK\$ _____
退出原因 Reason for withdrawal	(若有證明文件, 請一併提供參考。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下，本會則收取其中25%作為行政費用。

I, or participant, the undersigned and hereby declare that the administration fee of HK\$200 or 25% of course fee (if course fee is below \$200) will be charged for personal request of course/activity withdrawal.

申請人簽署 Applicant's Signature / 日期 Date

**Office use only**

(Requested by Participant  / Filled by Section )

Received by ( MS  / Section  )

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

Date \_\_\_\_\_

**Checking details:**

Any other course enrolled in same quarter (Course Code: \_\_\_ - \_\_\_\_\_ - \_\_\_\_\_).

Application received in 14 days before the course commences.

\$ \_\_\_\_\_ - \$ 200 - \*\$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Course/Activity Fee - Admin. Fee - \* Adjustment = Total Refund to **E-point**

\*Adj. Calculation In Details \_\_\_\_\_

Handled by/ Date \_\_\_\_\_  
Section Staff

Checked by / Date \_\_\_\_\_  
Section Supervisor

Approved by / Date \_\_\_\_\_  
Section Manager

Refund request was made on NOP

Refund approval was completed on NOP