

## 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。  
Each form serves **ONLY ONE** transfer application. If balance deficit, make up balance will be applied.
- 此表格不適用日營部課程及活動。  
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。  
Course/activity transfer application must be submitted **14 days before** the course/activity starts.
- 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。  
Transferal application will be processed around 4 weeks after the receipt of request under normal circumstances.

參加者姓名

Participant's Name

姓 Surname

名 First Name

會員或線上非會員號碼 Membership or Non-Member Number		聯絡電話 Contact No.	
登記電郵 Registered Email Address		課程/活動退款方式 Refund Type	電子錢包 E-point

由 From	課程/活動名稱 [F] Course/Activity Title [F]	開課/活動日期 Course/Activity Start Date
	課程/活動編號 Course/Activity Code	費用 Fee in HK\$

(例如 e.g.: 23 - SAOGMK - 010101)

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

(例如 e.g.: 23 - SAOGMK - 010101)

- 本人或參加者謹此作出聲明並同意及簽署確認個人要求轉調課程/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。  
I, or the participant, 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 transfer.

部門或申請人簽署 Section Staff / Applicant's Signature

日期 Date

**Office use only**

(Request by Participant  / Filled up by Section  )

Application Date \_\_\_\_\_

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

Section staff name / Date

**Checking Details:**

- Any other course enrolled in same quarter (Course code: \_\_\_ - \_\_\_\_\_ - \_\_\_\_\_).
- Application received in 14 days before the course commences (MS).

**Step 1:**

Refund the Course/Activity Title [F] to E-Wallet

\$ \_\_\_\_\_ - \$200 - \*\$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Course Fee                      Admin Fee                      Adjustment                      Amount refunded to E-Wallet

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

**Step 2:**

Balance Calculation, reserved Course/Activity Title [T] for the participant

\$ \_\_\_\_\_ - \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Amount of refund                      Course/Activity                      Remaining amount  
made to E-Wallet                      Fee [T]                      kept at E-Wallet

\$ \_\_\_\_\_ - \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Amount of refund                      Course/Activity                      Total amount needed to be  
made to E-Wallet                      Fee [T]                      paid by participant

Reservation email sent to applicant

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

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

Section Staff

Section Supervisor

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

Section Manager