

通用報名表格 GENERAL ENROLMENT FORM

CIAL RECEIPT NO. Office Use Only)	

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.

参加者資料 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)				
出生日期 (日/月/年) Date of Birth (dd/mm/yy) -				
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 <u>手提電話號碼及電郵地址</u> ,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 <u>mobile number</u> and <u>email address</u> as the special arrangements of courses/activities may be announced by email or text messages. □短訊 SMS 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 ②。 □電郵 by Email If you <u>do not wish</u> 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	The first of the great per Earlie and the cost of the local			
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) OApp. No. OW/L			
2				
3				
4				
5				
	憂惠券 Apply E - Coupon \$			
總數 TOTAL \$				
付款方法 Payment Method □現金 Cash □八達通 Octopus □ AE □UNIONPAY □Visa □Master				
□支票號碼 Cheque Number 1	2			
☐AlipayHK ☐WeChat Pay				
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				
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日期 Date				
	I I			

收集個人資料聲明 Personal Information Collection Statements

收集资料的目的 urpose of Co

查閱個人資料 Access to Personal Data

Engu1roes

申請人聲明

ation by the Applicant

香港甚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 moniforong , review and development of activities, programmes or services

資料的轉移 Transfer data

依所提供的個人資料。會供, 本機構在工作上有需要知道語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。課程或服務的協聯機構或閱憶 b) 香港塞等教育年會所委託的指定機構, (不限於)處理/跟進保險素價個案、檢討服務等事宜 由

法律授權或法律規定須向其披露貞料的有關方面

c) 法律授權或法律規定領向其被責負料的有關方面
The personal data you provide will be made available lo persons working in the YMCA or persons designated on a need-lo-know basis. Apart from Ihis, the data may only be disclosed to lhe relevant parties in the circumstances listed below
a) Co-operative activity, programme or service provide
b) Other parties commissioned by the YMC A for the purposes of processing insurance claims, evaluatoon and review of services and other issues related to the YMCA
c) Where such disclosure 1s authorozed or required by law

除了《個人貞料 (私題)條例》規定的轄免範圍外,你有擅要求至閏和更正本機構所持有關於你的僱人貞料,你亦可要求 索取進些貞料的副本。不過,在一般情況 下, 如收集貞料的目的已經完成本 機構會制除有關的個 人資料。

医病胃刺除针菌切圆,大具件。 Except where there 1s a nexemption provided under the Personal Data (Privacy) Ordinance, you have a roght 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 fulf1ll 1ng the purposes of collection 請確保你向者把基督教育年會會提供的資料工程無疑。如欲查閱或更正本機構所持有關於你的個人資料,請以最而方法提出。賜 銘 香港基督教育年會會員及社區服務部總辨公室

地址 九龍尖沙咀梳士巴利道 41 虢

- 地址 九龍尖沙咀統土巴利道 41 號
 Please ensure that the data you provide to the YMCA are accurate If you would Joke to access or correct your personal data, please contact the YMCA 1n wroting
 Contact. Head Office of Member and Community Services (M&CS), the YMCA of Hong Kong
 Postal Address 41 Salisbury Road, Ts1m Sha Tsui, Kowloo n

 1) 本人明白及问意各港基督教育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 1活動 / 服務內容(包括但不限於班務、點名、貼堂、領取證畫)、宣傳、檢討服務、統計、意見調查、調至 / 跟進其色與 香港基督教育年會有關的服務或事宜之用。
 2) 本人明白及问意各港基督教育年會會可能會 使用本人的個人資料(包括但不限於姓名、地址、電影地域、電影地域、內向本人提供有關金港工程等表育中會的
 利用責責。並同意常是其智教育年會可能會使用本人的個人資料(包括但不限於姓名、地址、電影地域、高麗地域、內向本人提供有關金港工程智教育年會的
 利用責責。並同意常是其智教育年會可能會使用本人的個人資料(包括但不限於姓名、地址、電影地域、電影地域、內向本人提供有關金港工程智教育年會的
 利用責責。並同意常是其智教育年會可能會使用本人的個人資料(包括但不限於姓名、地址、電影地域、電影地域、內向本人提供有關金港工程智教育年會的
 利用責責」並可能含作品程智教育年會可能會使用本人的個人資料(包括但不限於姓名、地址、電影地域、京縣建設局、內向本人提供方面。

 1) I understand and accept flat the YMCA will, fhrough this application form, collect my personal data which would be used for processing my application, arranging activities, programmes or services (Includ top but not living the loads and materiation would be used for processing my application, arranging activities, programmes or services (Includ top but not living the loads and materiation would be used for processing my application, arranging activities, programmes or services

(Includ Ing but not limited to class admInstrat on work), programmes

(Includ Ing but not limited to class admInstrat on work), promotion, evaluation of services, statfstrics, sur veys, investigation and following up of other issues related to the YMCA

I understand and accept that the YMCA may transfer my personal data (not the above purposes

I understand and agree that the YMCA may use my personal data (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 ser vices; I also accept that my personal data (not the above purposes)

or ser vices; I also accept that my personal data (not the above purposes)

or ser vices; I also accept that my personal data (not the above purposes)

or ser vices; I also accept that my personal data may be used for promoting activities, programmes or services provided by the YMCA

報名指引

- 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。
- 報名前 請留意名課程 I活動舉行之日頭及時間,以免相撞。並仔細選擇墨合適的課程 I活動日期及時間。如要求退班,參加者必須以書面遇知會負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。如賴名養為港幣 \$200 或以下,本會則收取 其中 25% 作為行政費用。一般情況下,退款將於收到線班申讀 後約兩個月內完成處理。
- 如要求轉班,參加者必須以推而通知會負限務部 及在開鍵十四天前辦理手續。同時,參加者需 符合誤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 * 如賴班申請牽涉退款 一般情況下 退款將突收到轉班申請後約一個月內完成處理。 假若課程 1活動級名人數不足,本會有權取消該提倡 1活動及健量安排類似課程 1活動。如本會愚終未能安拼類似課程 1活動,已繳之賣用將以支栗及郵寄退還 ,或退還用作繳養之信用咕戶口。一般情況下,退款將於取消歷程 1活動後約一個月內完成處理。
- 参加者不論任何理由執席課堂,將不會安排補蹤或退款。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,並且蘇禁由他 人替代出席。如遇 天氣問題,請參閱「惡劣天氣政策」所列之處理方法。

- 如遇上本會假期 及特別活動,所有受影響之班組將預延 舉行,並以本會職員通知為準。 如誤程 1活動在過程中因行政理由(如 導師生病等)而未能舉行・ 舉辦單位會安挂補課或改期, 惟所繳款項恕不退還。如
- 10
- 欲暨詢活動及 課程之報名處理程序 請參閱各籌辦部門之公佈。 如以剷線支票繳款,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。
- 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貞料。在活
- 14 動前,必須辦妥繳蒉手續才能參加活動或課程。
- 所有誤程 1活動之詳情以最新公佈為準,本會將保留更改任何資料 之檯利,亦會儘快通知參加者有關改動。課
- 程 1活動之舉行地點如有更新 ,本會將張貼有關貞料於大堂會員服務部之告示板。 16
- 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説明,甄選結果將由負責職員個別聯絡有關會員。 凡持續性之課程 1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養,否則視作退出,其名額將給予後補學員或再作公開招生。
- 18
- 19 有進階性的長期課程1活動的收生須按學員能力 、程度及導師推薦而定。凡 報讀有 , 標誌的課程,讀於遞交報名表時附上有效成續單。
- 20.
- 本會於課習 1 活動時所拍攝的相片或錄像 ,將會用作宣傳或推磨 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讚員反映,本會 孌意為関下作出相應安排。

郵 逗 /投 逗 箱1 即 場 報 名 指 引

- 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。港青會員習詠班舊生的 報名亦可獲 優先 詳情請留意習詠班舊生會員投遞箱及報名指引。 如果以郵遞方式報名,讓於投寄時支 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。申請 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,
- 3月末代3年20月末代4、60万以刊6万、月足为新月、千日、午日、7日之生11月35月不足由34円、7、7月頁前生が再叉行人員 及収收成分45円。新月不足由34円存出自行340及返返前刊下入。如因35人 人將於開議前得知報名結果。如報名成功,本會將向申請人發出「正式收據」。 為確保報名結果、匹式收據)或「後補適 知畫」及有關資料能理利容出,請項妥報名表後,附上已貼有足夠郵資的關郵信封。如郵資不足 申請人需自行前往郵局支付欠資及收取郵件。 知沒附上周郵 信封,可能導致申請延誤及須 支付郵寄資用(不設退款)給本會 敬請留意。
- 報名表若遺漏支票或資料不全,將不獲辦理
- 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」及有關貞料將郵寄給申請人。
- 偏者議程 1活動開始前竺日仍沒有收到報名結果(正式收據)或「後補通知遺」,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。 已歸過郵逐 / 投遞箱報名日期之人士,可親臨會員服務部以先到先得 報名方式取得琍餘名額。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,因此可能需要挂隊輪候辦理。

ENROLMENT GUIDELINES

- No reservatio n or enrolment by phone / fax is accepted
- 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
- 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
- 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\$2 00 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
- YMCA of Hong Kong reserves the right to cancel course / activity due to insufficient enrotment. 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 atter the cancellation of course / activity under normal circumstances
- 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 proh 🕹 ted
- Please refer to the "Bad Weather Policy" for bad weather conditions
 In the event of holiday or special programme, all classes affected will be postponed. Rearrangement will be confirmed by staff
- 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
- Any enquiry for the enrolment process and procedure, please refer to the organizing sections
- All cheque payments shall be signed payable to "YMCA of Hong Kong"
- Post-dated cheque is not accepted
- Ptease bring along the receipt to the first lesson of each course for checking by instructor and keep it till the course completion 13.
- Members must complete the enrolment procedure before attending a class
 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
- Please refer to the notice posted at Member Services Section on G/F for the updated venue of the ourses / activities

 All participants must ascertain to if they compty with the criteria of concerned classes before enroll ing . 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
- 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 Please attach the valid report slip to the enrolment form when enrolling for those courses bearing the . Symbol
- The YMCA of Hong Kong has the right to take photo of or video-record the class activity for the purpose of pub licity and course promotion. Participants who do not wish to be captured by photo or to be shown in any other means, please kindly notity staff in advance. The YMC A of Hong Kong will then make proper arrangement

POSTAL/ DROP BOX/ ON-SPOT ENROLMENT GUIDELINES

- Applications collected by postal / drop box will be processed on the day follo wing the "Application Process Start Date" as announced by the YMCA of Hong Kong (hereinatter 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 Studen For details, please refer to the Aquatics Re-Enrolment Drop Box and Guidelines

- Please affix sufficient postage if enro Iment is submitted by post. YMCA does not accept underpa id ma ils 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
 Applicants will be notified of their enrolment result before course commencement. If enrolment is successful, applicants will receive an "official receipt"
 Please attach a sell-addressed return envelope with sufficient postage to the completed enrolment form to ensure the enrolment result (official receipt) or "waiting list acknowledgement lettle 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
- If cheque is not attached or enrolment form is uncompleted, fine enrolment registration will not be processed

 Applicant will receive the enrolment result (official receipt) or "waiting list acknowledgement lette and relevant materials by post upon the completion of the enrolment registration by the staff of the Member Services Section
- If no enrolment result (official receipt) or "waiting list acknowledgement lette is received 3 days before the commencement date of the course / activity, please call 2368 7070, send email to ms @ ymcah k.org.hk or fax 2722 4004 to 12
- Member Services Section for details

 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