



GENERAL ENROLMENT FORM

請先仔細閱讀後頁之「報名指引」才填寫報名表格。 Please read "ENROLMENT GUIDELINES" at the back page carefully before filling in this enrolment form.

1. 請用英文正楷填寫此表格以便輸入資料。 Please fill in this form legibly to facilitate the data input process.

2. 聯絡途徑 Communication channel:

(i) 傳真 Fax \_\_\_\_\_ (ii) 電郵 Email \_\_\_\_\_ @ \_\_\_\_\_

(iii) 郵寄 Post 室 Flat/Room \_\_\_\_\_ 樓 Floor \_\_\_\_\_ 座 Block/Tower \_\_\_\_\_

屋苑/大廈 Estate/Building \_\_\_\_\_

街道 Street/Road \_\_\_\_\_ 區 District \_\_\_\_\_

電話 Telephone 日 Day \_\_\_\_\_ 晚 Night \_\_\_\_\_ 手提 Mobile \_\_\_\_\_

參加者資料 Particulars of Participant

姓 Surname \_\_\_\_\_ 名 Name \_\_\_\_\_

港青會員証號碼 YMCA Membership No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ 年齡 Age \_\_\_\_\_ ( ) 男 Male ( ) 女 Female

課程/活動名稱 Course/ Activity Title	編號 Code		(For Office Use Only)	
			Ref. No.	W/L
1. _____	_____	\$ _____	_____	_____
2. _____	_____	\$ _____	_____	_____
3. _____	_____	\$ _____	_____	_____

( ) 現金 Cash ( ) 優惠券 Coupon \$ \_\_\_\_\_ 總數 Total \$ \_\_\_\_\_

( ) 支票號碼 Cheque No. 1. \_\_\_\_\_ 銀行名稱 Bank Name 1. \_\_\_\_\_  
2. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 3. \_\_\_\_\_

緊急聯絡 Emergency Contact 姓名 Name \_\_\_\_\_

電話 Phone \_\_\_\_\_ 與參加者關係 Relation with Participant \_\_\_\_\_

課程/活動費用退款 Course/Activity Fee Refund

支票退款受益人姓名(須與銀行戶口姓名相同) \_\_\_\_\_

Cheque Refund Payee Name (must be the same name of a bank account) 大楷 BLOCK LETTERS

下列聲明需由 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。 The Disclaimer 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.

免責聲明 Disclaimer

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.

日期 Date: \_\_\_\_\_ 簽署 Signature: \_\_\_\_\_

# 報名指引 ENROLMENT GUIDELINES

## 注意事項 Important issues

- 凡報讀有 ✂ 標誌的課程，請遞交報名表格時附上有效成績單。Please attach the valid report slip to the enrolment form while enrolling to those courses bearing the symbol of ✂.
- 假若報名不足，本會有權取消該課程/活動。若課程/活動取消，將用支票及郵寄方式退還已繳費用。YMCA of Hong Kong reserves the right to cancel any course/activity in case of low enrolment. If course/activity cancelled, fees paid will be refunded by cheque and sent by post.
- 請仔細選擇最合適的課程/活動時間及日期，個人要求轉調或退出必須在課程/活動開始前十日向會員服務部提出，轉調或退出一經接納，每個課程/活動需繳交行政費用港幣一百元。Please choose the most appropriate course/activity time and date carefully. Personal request of course/activity transfer or withdraw must be tendered to Member Services Section 10 days prior the commencement of course/activity. An administration fee of HK\$100 will be charged for each course/activity on accepted transfer or withdraw.

## 1. 郵遞 / 投遞箱報名指引 POSTAL/DROP-IN BOX ENROLMENT GUIDELINES

1. 會員服務部職員將每日從郵遞/投遞箱收集回來的報名表格，於翌日以隨機抽籤定次序進行報名登記手續。在處理每日的報名表格時，港青會員的報名均可獲優先處理。 Member Services staff will collect all enrolment forms daily both by post and from drop-in box and proceed the enrolment registration by random draw for the sequential order on the following day. During the daily enrolment registration, enrolment of members of YMCA of Hong Kong will be handled in priority.
2. 請填妥報名表格並附上回郵信封。Please attach a self-addressed envelope to the completed enrolment form.
3. 每一個課程/活動，請附上一張劃線支票，支票上款為"香港基督教青年會"。請在支票背面寫上聯絡電話號碼、申請人姓名及課程/活動編號。 Issue a separate crossed cheque for each course/activity and make the cheque payable to "YMCA OF HONG KONG". Please write down the contact phone number, applicant name and course/activity code at the back of the cheque.
4. 為尊重公平守則，遺漏支票的報名表格將不獲慣常辦理；須待收妥支票時才辦理正式登記手續。Determined to see fair play, enrolment form without cheque will not be processed as usual. Official enrolment registration will resume when cheque is properly received.
5. 會員服務部職員完成報名登記手續後，會先傳真通知申請人報名結果(正式收據)，隨後郵寄報名結果(正式收據)及有關資料給申請人。Applicant will receive the enrolment result (official receipt) via fax first; and then receive the enrolment result (official receipt) and relevant materials by post after the completion of the enrolment registration by the Member Services staff.
6. 倘若課程/活動開始前三日仍沒有收到報名結果(正式收據)，請致電 2268 7070 會員服務部查詢。If not receiving enrolment result (official receipt) within 3 days of the starting date of the course/activity, please call 2268 7070 Member Services for details.

## 2. 即場報名指引 ON-SPOT ENROLMENT GUIDELINES

1. 有興趣參加課程/活動但錯過了郵遞/投遞箱報名日期的人士可親臨會員服務部以先到先得方式報名參加剩餘名額，辦公時間每日由早上 8 時至晚上 10 時。即場報名首數日情況一般較為擁擠，可能需要排隊輪候辦理報名。Any one interest in our course/activity but miss the postal/drop-in box enrolment dates can enrol in person at Member Services Section **on a first-come, first-served basis** for the remaining vacancy. We open from 8 a.m. to 10 p.m. daily. Normally crowded scene is seen on the first few days of the on-spot enrolment. Queuing up for enrolment registration may be required.
2. 只接受現金或支票付款。Only Cash or Cheque is accepted.
3. 如以劃線支票付款，上款為"香港基督教青年會"。請在支票背後寫上聯絡電話號碼及課程/活動編號。If pay by crossed cheque, please make the cheque payable to "YMCA OF HONG KONG". Please write down the contact phone number and course/activity code at the back of the cheque.