

活動/ 訓練程序報名須知

Notes on Training Course/ Programme and Activity Enrollment

報名流程 Enrollment Procedures

1. 凡活動/ 訓練程序之參加者必須為本會會友，會友有效期須覆蓋所參加活動/ 訓練程序之整個時段；
All activities, programmes & training courses are for members only, whose membership must be valid and covering the entire period of the activities, programmes or training courses attended;
2. 參加者必須為6-24歲青少年或其家庭成員，參加者如未滿6歲或逾24歲者，須有最少1位6-24歲之家庭成員為本會會友；
If the participant is under the age of 6 or over 24, he/ she must be affiliated with a family member aged 6-24 with valid YMCA membership;
3. 參加者未滿12歲，須於報名表上選擇接送安排；
If the participant is under the age of 12, please choose the method of pick-up and drop-off on the registration form;
4. 參加者須為本會有效會友，並請預先填妥「活動/訓練程序報名表」或「家庭活動報名表」辦理報名手續。上述表格可於本會所網站：<http://jdc.ymca.org.hk/>下載或於會所接待處索取。18歲以下參加者之申請表必須獲家長/ 監護人簽署作實；
Enrolment is open to valid members only. Please complete the “Programme/ Activity/ Family Activity Enrolment Form”. All forms can be downloaded from the Jordan Centre website: <http://jdc.ymca.org.hk/> or obtained at the counter. For participants aged under 18, the enrolment form must be signed by a parent/ guardian;
5. 參加者可以現金、八達通、支票、易辦事(EPS) (\$100或以上)、信用卡(VISA/MASTER) (\$200或以上) 繳交活動/ 訓練程序費用，支票抬頭請寫上：「香港中華基督教青年會」或“Chinese YMCA of Hong Kong”；
Participants may pay with cash, octopus card or cheque regardless of the transaction amount. EPS is accepted for transactions \$100 or above. Credit card payment (VISA/ MASTER) is accepted for transactions \$200 or above. Please make the cheque payable to “Chinese YMCA of Hong Kong” and write the activity/ programme/ training course title and your name on the back of the cheque;
6. 參加者出席第一節活動/訓練程序時，必須出示收據，並請妥善保存收據，直至活動或訓練程序結束；
Please bring the receipt at the first session of each activity/ programme/ training courses. In addition, please keep all receipts for records until the completion of activities/ programme/ training courses;
7. 參加者請自行留意活動/訓練程序日期及時間，本會所恕不作另行通知；
No reminder regarding any activity/ programme/ training course will be given;
8. 缺席者將不獲退款或補堂；
Refund or make-up lesson will not be given to absentees;
9. 所列出之活動/訓練程序費用只供參考之用，一切費用以本會所報名時公布為實。如有任何查詢，歡迎聯絡本會所職員。
Fees depicted in the brochure/ newsletter are tentative and for reference only. Updates will be posted on the bulletin board at the centre. Phone-call or walk-in inquiries are welcome.

注意事項 Notice

1. 活動/ 訓練程序之相片/ 影片，本會所有可能作服務推廣及網上媒體宣傳之用，參加者若不希望在程序活動及訓練程序過程中被攝影或攝錄，可填寫「相片不予展出及刊登表」或直接向負責職員提出；
Photographs or videos taken during activities/ programmes/ training courses are for service promotion and/or online media promotion, which may be published on social media. Participants who do not wish to be photographed or video-recorded during activities and training procedures can fill out the form "Photos and videos not to be displayed and published" or inform the responsible staff not to record their images in photographs or videos;
2. 個別教授之訓練程序，如鋼琴、小提琴研習坊等，學費會以該月上課之堂數計算（即以本會所之開放日計算）。考慮到學員及服務提供者的個別需要，學員每月最多可請假一節，該節無需繳費；惟學員必須於每月25號或之前繳交下月費用，並同時確定下月請假日期，否則一概不接受減免申請；
For private lessons such as piano and violin classes, fees are charged based on the number of lessons each month (i.e., calculated based on the opening days of our club). Taking into account the individual needs of students and service providers, students can take up to one leave per month without forfeiting any fees for the missed session. However, students are required to pay the fees for the following month on or before the 25th of the current month and confirm the date of leave for the next month. Otherwise, the application for exemption will not be accepted;
3. 所有活動/ 訓練程序必須於開課前7天繳費作實，逾時繳費者，本會所有權終止其參與權利。
Please settle the payment 7 days before the start of the activities/ programmes/ training courses. For any participant who misses the payment deadline, Jordan center reserves the right to suspend the enrollment until the payment is made, or to terminate the enrollment.

活動/ 訓練程序改期、取消或退款安排

Activity/ Training Programme Rescheduling/ Cancellation and Refund

1. 報名一經作實，一般情況下本會所不會安排退款；
Once the enrollment is confirmed, no refunds will be given under ordinary circumstances;
2. 活動或訓練程序繳費作實後，不可轉讓。請勿自行轉換參加者；
Once confirmed, payment for the activity or training program is not transferable. Please do not switch participant on your own;
3. 一次性之活動（例如：日營、宿營、旅行、參觀等），如因惡劣天氣影響或特殊情況而未能如期舉行，本會所將盡可能另訂日期，如本會所未能另作安排，將作退款處理；
One-off programmes (e.g. day-camp, overnight camping, sightseeing, etc.) that are cancelled under the influence of inclement weather or for any special circumstances may be rescheduled if possible. Refund without charge will be processed if no reschedule can be made;
4. 兩節或以上之活動/ 訓練程序，如因惡劣天氣或特殊情況影響而未能如期舉辦，恕不補堂或退款；
No make-up classes will be offered for groups or training courses that have been conducted for 2 sessions or more and cancelled under the influence of inclement weather or for any special circumstances;
5. 如因人數不足，有關活動/訓練程序未能成辦，將作退款處理。請會友於接獲退款通知後7天內，攜同收據正本，到本會所辦理有關手續（入會費除外）；
Refund will be arranged when activities/ programmes/ training courses are cancelled due to inadequate enrollment. Please bring the receipt for refund arrangement within 7 days of rescheduling notice (except for membership fees);
6. 如因特殊原因未能參與有關項目，會友必須於活動開辦14天前提出書面申請；如退款申請獲批，須繳交\$80行政費（以每人每項計算處理）；
For any special circumstances that necessitate withdrawal from enrollment, a written request for refund 14 days before the start of the activity/ programme/ training course may be considered. An administration fee of HKD\$80 per person per program will be charged for an approved refund;
7. 以現金、八達通、易辦事(EPS)或支票付款，而退款金額於\$1,000以下者，可以現金退款辦理，如退款額高於\$1,000或有關付款之支票未能兌現者，須以支票辦理退款手續，支票抬頭人必須為年滿18歲參加者或年齡未滿18歲參加者之父母或其監護人；
Cash refund is available for cash payment, amounts under HKD \$1,000 paid with Octopus Card, EPS or cheque. For unclaimed payments made by cheque, or refund over HKD \$1,000, only refund by cheque is available. The cheque can be made payable to participants aged 18 or above or to parents or guardians;
8. 以信用卡付款者，退款辦理將經由信用卡中心退還予信用卡持有人，有關退款簽署必須與信用卡背面之樣式相同；
For payments made by credit card, refunds will be made to the credit card account through the card center. Credit card signature will be required;
9. 如需辦理退款手續，必須出示正本收據；若有遺失者須先以書面申報，方可繼續辦理退款手續。
To apply for a refund, the original receipt must be presented. If the original receipt is lost, a written declaration must be submitted before the application for refund can be made.

如以下活動編號為HAD，表示該活動正申請民政事務總署青年發展計劃贊助，若未能成功申請，活動內容及收費將有可能因應申請結果而有所更改，敬請留意。

鳴謝

Acknowledgment:



民政事務總署
Home Affairs Department