

Student name 學生姓名: _____ **Student Number 學生編號:** _____

A) Course details 課程資料

(Please fill in the appropriate option(s) according to the timetable. 請根據時間表填寫適當的選擇)

Course 課程: _____

Semester 所選學季: 2017 September Semester 2017年9月學季 2018 February Semester 2018年2月學季

First choice 首選班別: _____

Venue 上課地點: _____ **Class day 上課日:** _____ **Class time 時間:** _____

Second choice 次選班別: _____

Venue 上課地點: _____ **Class day 上課日:** _____ **Class time 時間:** _____

We will register your child into the class of your second choice only if the first choice is full. We will contact you for further options if both classes are full. 若首選班別學位已滿，我們將自動為你的子女報讀次選班別。如所選的班別全部額滿，我們將與你聯絡。

Places for the 2018 February Semester 2018年2月學季之學位安排

Places are NOT automatically reserved for the February Semester. You may enrol for the February Semester at the same time as you enrol for the September Semester, or as soon as you are sure of your child's availability. This will help to ensure a place in your preferred class and time slot.

Places are booked on a first-come-first-served basis and are not guaranteed without registration.

本會不設預留2月學季學位的安排。家長可為子女一併報讀9月及2月學季的課程。由於學位是以先到先得的方式分配，如家長希望能為子女報讀心儀的上課時間，請盡早辦理報名手續。

B) Contact details 聯絡資料

For fax/postal registration, you will receive a confirmation email once your registration has been processed. Please contact us on 2913 5100 if you do not receive an email from us within 10 working days. The booking confirmation and the payment receipt will be sent to you by post within 14 working days.

我們將發出電郵確認以傳真或郵寄遞交的報名。如在10個工作天內仍未收到有關電郵，請致電2913 5100查詢。我們將於14個工作天內寄回報名確認信及收據。

Parent/Guardian's contact no. 家長或監護人聯絡電話: _____ / _____ **(must be completed 必須填寫)**
Email 電郵: _____ **(must be completed 必須填寫)**
C) Payment methods 付款方法
 By Cheque 支票 (made payable to 'The British Council' 支票抬頭請寫「英國文化協會」)

 By Credit Card Authorisation 信用卡授權 (Please fill in your credit card details 請填寫信用卡資料)

Not applicable for American Express and Union Pay card 不適用於美國運通咭及銀聯咭

| | |
|-----------------------------------|--|
| Cardholder's Name 持卡人姓名: _____ | Credit Card Number 信用卡號碼: _____ - _____ - _____ |
| Tel no. 聯絡電話: _____ | Expiry Date 到期日: _____ / _____ <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard |
| Amount 費用: HK\$ _____ | Cardholder's Signature 持卡人簽署: _____ |

By signing, I hereby authorise the British Council to charge the specified credit card account at the amount indicated. I promise to pay the total amount subject to and in accordance with the agreement governing the use of the card. 本人授權英國文化協會在上述信用卡戶口內扣除所需金額。本人承諾將根據信用卡使用條款，全數支付款項。
 Faxed registration forms without credit card details will NOT be accepted or processed. 未填上信用卡資料的報名表將不會受理。

 In person 親臨報名 (Admiralty Customer Services Centre Only 只限金鐘顧客服務中心)

We accept VISA/Mastercard, EPS or cheque. We do not accept post-dated cheques or cash.

本會接受信用卡、易辦事及支票付款。不接受期票及現金付款。

Note: Interest-free instalment plans are available for in-person registration only and with the designated HSBC, Standard Chartered Bank, Bank of China and Citibank credit cards. The minimum amount eligible for payment by 6-month instalment plan is HK\$6,000. The 12-month instalment plan is only applicable to registrations for regular English courses (September and February semesters) in a single transaction. The minimum amount eligible for payment by instalment is HK\$10,000.

注意: 享用免息分期計劃須親臨報名並使用指定的匯豐銀行、渣打銀行、中國銀行及花旗銀行信用卡報讀。六個月免息分期計劃之最低分期付款金額為港幣6,000元。十二個月免息分期計劃只適用於同時報讀9月及2月份兩個學季之常規英語課程。最低分期付款金額為港幣10,000元。

D) Declaration 聲明
 The student plans to study permanently overseas or leave Hong Kong in _____ (month) _____ (year).

本人/學生有意於_____月_____年內計劃離開香港前往海外升學或居住。

I hereby certify that I have read and understood the Registration Terms and Conditions.

本人已閱讀、明白並同意報名條款及細則。

 The British Council Hong Kong will use the information that you provide for administration purposes and internal British Council communication only. We will not make this information available to any other organisation. You have the right to ask for a copy of the information we hold on you, for which we may charge a fee. You also have the right to ask us to correct any inaccuracies in that information. If you would like more information on this, please contact our local office or our Data Protection Team: dataprotection@britishcouncil.org or check our website: <http://www.britishcouncil.org/home-data-protection.htm>

We may use your details to send you information about British Council offers, discounts, events and services which you may find of interest.

 Please tick this box if you do not wish to receive this information.

 英國文化協會將使用你所提供的資料來協助處理報讀英語課程的申請及提供本會會訊。我們不會將這些資料發放給其他機構。你可向我們索取存放在本會有關你的個人資料的影印本，但本會可能就此收取行政費用。你亦可要求我們更改任何不正確的個人資料。若你想了解更多有關這方面的資訊，請聯絡香港英國文化協會或英國文化協會的保障資料組：dataprotection@britishcouncil.org 或查閱我們的網站：<http://www.britishcouncil.org/home-data-protection.htm>

我們可能根據你提供的資料，發放你可能對本會感興趣的優惠、折扣、活動和服務的詳情。

 如果你不想接收這些資料，請勾選此框。

Signature of parent/guardian of student

家長或監護人簽署: _____

Date

日期: _____

Registration Terms and Conditions 報名條款及細則

Important Notes 重要資訊

- The British Council reserves the right to assign any teacher to any class.
- We are committed to providing an inclusive learning environment in which children are supported to achieve their potential in a spirit of inclusion and acceptance. We value the abilities and achievements of all our students and recognise that parents hold key information and knowledge of their child which support these. If your child needs any additional support in class, please notify us by filling in the form available at our Customer Services Centre at the time of registration. Having this information enables us to help your child more effectively. Your information is held in the strictest confidence.
Should any special educational need be identified in your child at any point during their studies with us please ask our customer service staff for more information about how we can support your child and complete the necessary Special Education Needs form.
If a previously identified special educational need is found to have been withheld British Council reserves the right to reassess the suitability of the learning environment provided and, in some cases, this may also result in the withdrawal of admission of the student from class.
In order to ensure a secure and happy environment that is conducive to learning for all students, we expect all our students to behave appropriately. Behaviour that causes harassment, alarm or distress to others is contrary to British Council values and any inappropriate behaviour may result in the withdrawal of admission of the student from class. In extreme cases, a student may be immediately and permanently excluded.
Should any student cause class disruptions and prevent lessons proceeding as normal, students aged 9 years old and over will be placed on a behavioural contract. Should the student fail to adhere to the guidelines set out in the contract they may be excluded. In cases where the student has been withdrawn from class, unconsumed fees will not be refunded and alternative compensation will not be offered.
For more details, please refer to Important Information for Students and Parents, which can be found on our website.
- 英國文化協會保留課堂教師安排的權利。
- 我們致力為孩子提供一個共融的學習環境，以助他們實踐其潛在的包容和接納精神。我們重視所有學生的能力和成就，亦相信家長能充份了解你的孩子並能掌握他們不同的需要。因此，如你的孩子於課堂上需要我們的特別照料，請告知我們客戶服務中心的職員。這些資料將更有效地幫助你孩子的學習，而你所提供的資料將嚴加保密。
如你於孩子就讀本會課程期間發現他們有特殊教育需要，可隨時向我們的客戶服務中心查詢並填妥相關表格。
若你發現孩子有特殊教育需要而未有向英國文化協會透露，我們有權重新評估孩子是否適合於現有學習環境繼續上課，在某些情況下你的孩子有可能被終止上課。
為確保所有學生均能於安全和愉快的環境上課以有效地學習，我們期望所有學生能遵守紀律。任何對他人構成騷擾、驚恐或困擾的行為，均違反英國文化協會的價值。若學生有任何不當的行為，可能會被開除學籍。在嚴重的情況下，學生更有可能被即時及永久地開除。
任何九歲或以上的學生若於課堂內作出任何破壞課堂秩序或影響課堂正常進行的行為，我們將提供一份行為契約助他們遵守課堂的紀律。若學生未能遵守契約上的行為指引，他們將會被終止上課。在此情況下，該課程餘下的課堂學費將不會獲任何形式的退款或賠償。
如欲了解更多資訊，請參閱我們網站上載之「學生及家長重要資訊手冊」。

Places for the February Semester 2016年2月學季之學位安排

Places are NOT automatically reserved for the February Semester. Students may enrol for the February Semester at the time they enrol for the September Semester or as soon as you are sure of your child's availability to ensure a place for your preferred class and time. Places are booked on a first-come-first-served basis and are not guaranteed without registration.

本會不設預留 2 月學季學位的安排。家長可為子女一併報讀 9 月及 2 月學季的課程。由於學位是以先到先得的方式分配，如家長希望為子女報讀心儀的上課時間，請盡早辦理報名手續。

Refund Policy 退款政策

- Registered courses are neither transferable nor refundable except when a course is cancelled.
- No refund, make-up class or alternative compensation will be given under any circumstances for absences from the class by the student. This includes but not limited to illness, truancy or other personal / school / work commitments.
- Class cancellations due to bad weather will be made up. If the student is unable to attend the make-up class, no refund or alternative compensation will be offered. If make-up classes cannot be arranged, no refund will be offered. Course credits (valid for 1 year) on a pro-rata basis will be issued. There will be no refund for unconsumed credits under any circumstances.
- Class cancellations due to teacher sickness will be made up. If you are unable to attend the make-up class, no refund will be offered. Course credits (valid for 1 year) will be offered on a pro-rata basis with valid documentation. No refund will be offered for unconsumed credits under any circumstances. If make-up classes cannot be arranged, a refund on a pro-rata basis will be offered.
- No refund, make-up class or alternative compensation will be given for class cancellations due to circumstances beyond the control of the British Council. This includes but not limited to outbreak of riot, civil commotion, epidemic, natural disaster, unanticipated class disruption such as necessary building evacuation due to fire.
- Any request for withdrawal due to serious medical conditions must be submitted in writing, together with valid documentation. If request is approved, a credit note (valid for 1 year) for the course fee will be issued. Ten per cent of the course fee will be charged as an administration fee. No refund will be offered for unconsumed credits under any circumstances.
- 所有已報讀之課程，除非有關課程取消，已繳付之學費不得轉讓或退還。
- 學生凡因任何私人理由缺席上課（包括生病、私人理由、工作安排和學校活動），本會不會作出退款、補課或任何形式的賠償。
- 凡因天氣惡劣而取消之課堂，本會將安排補課。若學生未能於指定時間參與補課，本會將不會安排退款、補課、或任何形式的賠償。若本會無法安排補課，有關課堂之學費餘額將可保留於一年內報讀本會課程之用。所有未經使用之學費餘額，於任何情況下，將不會安排退款。
- 凡因老師生病而取消之課堂，本會將安排補課。若學生未能於指定時間參與補課，本會將不會安排退款。有關課堂之學費餘額將可保留於一年內報讀本會課程之用。學生必須遞交相關有效的證明文件並以書面形式向本會提出申請。若本會無法安排補課，有關課堂之學費餘額將可安排退款。
- 凡因本會未能控制之外在情況（包括任何形式之騷亂、遊行、疫症、自然災害或在本會範圍內因意外或火警所引起的緊急疏散而中斷之課堂），本會不會作出課程費用退款、補課、或任何形式的賠償。
- 凡因嚴重疾病而必須終止已報讀之課堂，學生必須連同有效之證明文件以書面形式提出申請。若經批核，本會將收取已付學費之百分之十作行政費用，學生可保留有關課堂之學費餘額於一年內報讀本會課程之用。

The British Council reserves the right to change the Registration Terms and Conditions, as it deems necessary, without advance notification. Please check our website www.britishcouncil.hk for the latest terms and conditions.

英國文化協會將保留更改報名條款及細則之權利，而不作任何事前通知，請瀏覽本會網頁查閱最新版本之報名條款及細則。

Customer Services Centre 顧客服務中心

Address 地址: 3/F, British Council, 3 Supreme Court Road, Admiralty, HK

Hotline 電話: 2913 5100 | Fax 傳真: 2913 5102 | Email 電郵: enquiries@britishcouncil.org.hk

Website 網頁: www.britishcouncil.hk/english