

Student name 學生姓名: \_\_\_\_\_ (Student number 學生編號: \_\_\_\_\_)

**A) Class choice details 所選課程資料**

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

**Course 課程:** \_\_\_\_\_**First choice 首選班別:** \_\_\_\_\_**Venue 上課地點:** \_\_\_\_\_ **Class day and time 上課日期及時間:** \_\_\_\_\_**\*Second choice 次選班別:** \_\_\_\_\_**Venue 上課地點:** \_\_\_\_\_ **Class day and time 上課日期及時間:** \_\_\_\_\_

\*Please note that if you have selected a second choice class, you will be allocated to this when the first choice is full. You will only be contacted when the class in both choices are full. 若首選班別學位已滿, 本會將自動為你報讀次選班別。如所選的班別全部額滿, 我們將會聯絡你。

**B) Contact details 聯絡資料**

For fax/postal registration, we will send a confirmation email to you upon registration completed. Please contact us on 2913 5100 if no email is received within a week. The booking confirmation and the payment receipt will be sent by post within 2 weeks.

如以傳真/郵寄報名, 將會一星期內收到電郵確認。如沒有收到有關電郵, 請致電 2913 5100 查詢。我們亦會於兩星期內寄回報名確認信及收據。

**\*Student's contact no. 學生聯絡電話:** \_\_\_\_\_ / \_\_\_\_\_ **(must completed 必須填寫)****\*Email 電郵:** \_\_\_\_\_ **(must completed 必須填寫)****C) 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。

 The student does NOT plan to study permanently overseas or leave Hong Kong in the near future.

本人 / 學生暫無計劃於短期內離開香港前往海外升學或居住。

I, \_\_\_\_\_, hereby certify that I have read and understood the enclosed Registration Terms and Conditions.

本人 \_\_\_\_\_ 已閱讀、明白並同意附頁報名條款及細則。

Signature of parent/guardian of student

Date

學生/家長或監護人簽署: \_\_\_\_\_ 日期: \_\_\_\_\_

**D) Payment methods 付款方法** **By Cheque 支票** (made payable to '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 請填妥信用卡資料)

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: _____

*(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。)*  
By signing, I hereby authorise British Council to charge the specified credit card account the indicated amount. I promise to pay such total subject to and in accordance with the agreement governing the use of such 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

 **In person 親臨報名**

We accept Visa, Master card, EPS or cheque. We do not accept cash or post-dated cheques.

本會接受 Visa 卡、萬事達卡、易辦事及支票付款。不接受期票及現金付款。

Instalment plans are only applicable for registrations **in person** with designated HSBC, Bank of China and Citibank credit cards. You can use these to pay for selected courses at a minimum amount of HK\$6,000. The 12-month payment plan is only applicable when using designated HSBC, Bank of China, Standard Chartered Bank and Citibank credit cards in one transaction. The minimum instalment amount is HK\$10,000. Terms and conditions apply. 免息分期須親臨報名並使用指定的匯豐銀行、中國銀行、渣打銀行及花旗銀行信用卡報讀金額不少於港幣 6,000 元之指定課程。12 個月之免息分期只適用於匯豐銀行、中國銀行、渣打銀行及花旗銀行信用卡繳交費用, 最低分期付款金額為港幣 10,000 元。須受有關條款及細則約束。

**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

**Opening hours 辦公時間:**

Mon - Fri 星期一至五 9.00 a.m. - 8.30p.m.

Saturday 星期六 9.00a.m. - 6.00p.m.

Sunday 星期日 10.00a.m. - 6.00p.m.

Public holidays 公眾假期 Closed

**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 students are supported to achieve their potential in a spirit of inclusion and acceptance. We value the abilities and achievements of all our students. If you need 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 you more effectively. Your information is held in the strictest confidence.

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 result in being removed 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 exclusion. In extreme cases, a student may be immediately and permanently excluded. In cases of exclusion, 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。
- 我們致力為學生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，如你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的學習，而你所提供的資料將嚴加保密。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。在此情況下，該課程餘下的課堂學費將不會獲得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」。

**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。

**Refund Policy – For Adult Students under the Continuing Education Fund (CEF)****退款政策(只適用於持續進修基金申請者)**

Registered courses are neither transferable nor refundable except when a course is cancelled. Any request for withdrawal due to special circumstances, once approved, will receive a credit note (valid for 1 year) for the course fee. Ten per cent of the course fee will be charged as an administration fee.

Class cancellations due to bad weather, teacher sickness or other circumstances will be made up. If you are unable to attend the make-up class, course refund or credits (valid for 1 year) on a pro-rata basis will be offered.

一經報名，除非有關課程取消，已繳學費不能轉讓或退還。因特殊情況下要求退學，若經批核，我們將收取學費的百分之十作行政費用，而學生可保留學費餘額於一年內報讀本會其他英語課程。

凡課堂因天氣惡劣、老師生病或其他原因取消，本會將安排補課。如同學不能於指定時間參加補課，則有關課堂的學費將可退回或保留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](http://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。