

Student name: _____ **Student number:** _____

Please fill in the appropriate option(s) according to the timetable. 請跟據時間表填寫適當的班別資料：

A) Class choice details 所選課程資料

Course 課程：_____ Venue 上課地點：_____

Class day and time 上課日期及時間：_____ Course Fee 學費：_____

B) Contact details 聯絡資料(must completed 必須填寫)

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.

如透過傳真/郵寄報名，將會於一星期內收到電郵確認報名成功。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。

*Contact number 聯絡電話 _____ / _____

*Email 電郵：_____

C) 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 信用咭授權** (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：_____-_____-_____-_____
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：_____
<small>(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</small>	

* The installment payment plans are only applicable for in person registration and use the designated HSBC, Hang Seng Bank, Bank of China and Citibank credit cards to pay for selected courses for a minimum amount of HK\$6,000. The 12-month payment plan is only applicable when using designated HSBC, Bank of China and Citibank credit cards and register for selected courses for a minimum amount of HK\$10,000 in one transaction. Terms and conditions apply.

免息分期須親臨報名並使用指定的匯豐銀行、恒生銀行、中國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、中國銀行及花旗銀行信用卡報讀金額不少於港幣 10,000 元之指定課程。須受有關條款及細則約束。

D) Refund Policy 退款政策

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. 10 per cent of the course fee will be charged as an administration fee. Classes cancelled due to teacher sickness will be made up. If you are unable to attend the make-up class, course credits will be offered (valid for a year) on a pro-rata basis. If make-up classes cannot be arranged, we'll offer you a refund on a pro-rata basis. Classes cancelled due to bad weather will be made up. If you are unable to attend the make-up class, no refund or course credits will be offered. If make-up classes cannot be arranged, we will offer you course credits (valid for a year) on a pro-rata basis.

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。凡課堂因老師生病取消，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保留於一年內報讀本會課程之用。如本會無法安排補課，則有關課堂的學費將會退回。凡課堂因惡劣天氣情況下取消，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不會退回，亦不可保留作下一次報讀本會課程之用。如本會無法安排補課，則有關課堂的學費將可保留於一年內報讀本會課程之用。

Customer Services Centre 顧客服務中心

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

Opening hours 辦公時間:

Monday – Friday 星期一至五 9.00a.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