



**Primary 3 to 6 Course
Registration Form
小學三年級至六年級
課程報名表格**

Course No. 課程編號

OFFICE USE ONLY 請勿填寫

Student No. 學生編號

Please fill in the form in English 請用英文填寫此表格

STUDENT NAME 學生姓名

H.K.I.D. Card No. / Passport No.
香港身份證號碼 / 護照號碼

Surname 姓 _____ Other names 名 _____

Date of Birth 出生日期 Day 日 _____ Month 月 _____ Year 年 _____

Sex 性別: Male 男 Female 女

ADDRESS 地址

Room 室 _____ Floor 樓 _____ Block 座 _____

Building 大廈 _____

Street 街道 / Estate 屋邨 _____

_____ District 區域 _____

H.K. 香港 Kln. 九龍 N.T. 新界

Parent's or guardian's name 家長或監護人姓名: _____

Parent's or guardian's e-mail address 家長或監護人電郵地址: _____

Parent's or guardian's mobile no. 家長或監護人手機號碼: _____

* We may deliver important messages to parent by SMS or e-mail.
我們或會透過手機短訊或電郵傳送重要通告給家長

Parent's or guardian's home tel. no. 家長或監護人住宅電話號碼: _____

Class choice details 所選課程資料

First choice 第一選擇

Course name 課程名稱: _____

Teaching centre 教學中心: _____

Class day 上課日期: _____

Class time 上課時間: _____

Second choice 第二選擇

Course name 課程名稱: _____

Teaching centre 教學中心: _____

Class day 上課日期: _____

Class time 上課時間: _____

* Please submit the registration form with a copy of your student identity card or proof of your class at your school.
請連同校內學生證或手冊影印本辦理報名手續。

DATA COLLECTED FOR MARKETING PURPOSES 資料只用作市場推廣用途

1) Where did you learn about our courses? (You can tick more than one option.) 你從何得知本會英語課程? (可選擇多個答案)

- Newspapers/Magazines 報紙/雜誌
- Radio 電台
- Outdoor Advertisements (e.g. MTR, Bus Shelter)
戶外廣告 (如港鐵、巴士廣告)
- Online adverts/Search engines 網上廣告/網上搜尋器
Which site? 哪一個網址? _____
- Facebook 面書
- E-mail 電郵
- SMS 短訊
- Direct Mailing 郵寄宣傳單張
- Schools / Teachers / Relatives / Friends 學校 / 教師 / 親戚 / 朋友
- Others 其他 _____

OFFICE USE ONLY 請勿填寫

Level at School: _____

Overall: _____

Counsellor: _____

*If you do not enrol within a 6 month period, you will need to take a further placement test.

*若閣下於六個月內沒有修讀本會課程，將另需參加編級試。

Enrolment Procedures 報名手續

1. When you have been assessed and recommended an appropriate course and level, you should choose a suitable time and centre from the timetable.
2. Payment Method and Registration:
You can pay either by credit card, EPS or cheque and register immediately.
Postal Registration: Send a crossed cheque made payable to "British Council" together with the registration form to Customer Services, British Council, 3 Supreme Court Road, Admiralty, Hong Kong.
Please write your full name on the back of the cheque. Do not send cash or post-dated cheques.

1. 當你得悉所屬的級別及課程後，請選擇合適的上課時間及地點。
2. 報名及付款辦法：
可用信用卡、「易辦事」或支票付款，並即時辦理報名手續。
郵寄報名：將劃線支票連同報名表格郵寄至香港法院道3號，英國文化協會-顧客服務中心收。
支票抬頭請寫上「英國文化協會」，並於支票背面寫上學生姓名。請勿郵寄現金或期票。

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 for the course fee. In this case, 10 per cent of the course fee will be charged as an administration fee. Classes cancelled due to bad weather, teacher sickness or other circumstances will be made up. If make up classes cannot be arranged or the rescheduling of the makeup lesson(s) is on a date or at a time that you are unable to attend, we will offer you course credits on a pro-rata basis. While we make every effort to run courses as advertised, we reserve the right to change the time, place and teacher and to cancel classes. We also reserve the right to suspend any student who disrupts a class by his or her unacceptable behaviour.

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作下一次報讀本會課程之用。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。如無法安排補課或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作下一次報讀本會課程之用。本會保留更改上課時間、地點、教師及取消課堂的權利，唯本會定必竭力避免更改之事宜發生。如有任何學員妨礙課堂進度，本會有權終止其上課權利。

Disclaimer 聲明

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可不正確的個人資料。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、活動和服務的詳請。
如果你不想接收這些資料，請勾選此框。

Parent's or guardian's signature 家長或監護人簽署：_____

Date 日期：_____