

**Student name 學生姓名:** \_\_\_\_\_ **Student ID 學生編號:** \_\_\_\_\_

**Current Class 現就讀班別:** \_\_\_\_\_

**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:**  2021 September Semester 2021 年 9 月學季  2022 February Semester 2022 年 2 月學季

First choice 首選班別		Second choice 次選班別	
<b>Venue 上課地點:</b>	<input type="checkbox"/> MAIN / <input type="checkbox"/> APS / <input type="checkbox"/> LHK / <input type="checkbox"/> WSC / <input type="checkbox"/> YCP	<b>Venue 上課地點:</b>	<input type="checkbox"/> MAIN / <input type="checkbox"/> APS / <input type="checkbox"/> LHK / <input type="checkbox"/> WSC / <input type="checkbox"/> YCP
<b>Day 上課日期:</b>	<input type="checkbox"/> Mon / <input type="checkbox"/> Tue / <input type="checkbox"/> Wed / <input type="checkbox"/> Thu / <input type="checkbox"/> Fri / <input type="checkbox"/> Sat / <input type="checkbox"/> Sun	<b>Day 上課日期:</b>	<input type="checkbox"/> Mon / <input type="checkbox"/> Tue / <input type="checkbox"/> Wed / <input type="checkbox"/> Thu / <input type="checkbox"/> Fri / <input type="checkbox"/> Sat / <input type="checkbox"/> Sun
<b>Time 上課時間:</b>		<b>Time 上課時間:</b>	

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。

**Teaching mode for the 2021/22 Academic Year 2021/22 學年之課堂模式安排**

Classes may be held online due to circumstances beyond the control of the British Council. The time of online classes may change, but notification will be sent by email or SMS in advance. If the class is online, joining instructions and other details will be sent to you by email. 在英國文化協會未能控制之外在情況下，課堂可能安排以網上課堂進行。上課的時間或可能會有所更改，但會提前通過電郵或短訊發送通知。如課堂改以網上課堂進行，上課詳情將通過電郵發送給您。

**B) Contact details 聯絡資料**
**Parent/Guardian's contact no. 家長或監護人聯絡電話:** \_\_\_\_\_ / \_\_\_\_\_ (must be completed 必須填寫)

**C) Payment methods 付款方法**

- Online payment 網上付款** (Full payment only 只適用於一次性付款)  
Please provide your email address for receiving payment details 請提供電郵以供接收付款詳情。

**Email 電郵:** \_\_\_\_\_

**Note 注意:** Online payment is not applicable for American Express. We will send the payment details to the above email. Please complete the payment within 3 days upon receipt of the payment details, otherwise the place would not be confirmed. Please contact us on 2913 5100 if you do not receive an email from us within 10 working days. 網上付款不適用於美國運通卡。本會將電郵付款鏈結予你進行付款。請於該電郵發出起 3 天內完成付款手續，否則學位不獲確認。如在 10 個工作天內仍未收到有關付款電郵，請致電 2913 5100 查詢。

- Postal Cheque and Credit Card Instalment\* 郵寄支票及信用卡分期付款計劃\***

**Note:** We will contact you for payment details upon receiving this form. 我們會先與你聯絡確認付款金額及詳情。

\* Interest-free instalment plans are available for pre-arranged in-person registration only and with the designated HSBC, Standard Chartered Bank and Bank of China credit cards. The minimum amount eligible for payment by 12-month instalment plan is HK\$10,000. 享用免息分期計劃須預約及親臨報名並使用指定的匯豐銀行、渣打銀行及中國銀行信用卡報讀。十二個月免息分期計劃之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, understood and agree to the enclosed Privacy Notice, Registration Terms and Conditions.  
本人已閱讀、明白並同意附頁的私隱訊息及報名條款及細則。

Signature of parent/  
guardian of student  
家長或監護人簽署: \_\_\_\_\_

Date  
日期: \_\_\_\_\_

## Privacy Notice 私隱訊息

British Council will use the information that you are providing in connection with processing your registration. The legal basis for processing your information is in agreement with our terms and conditions of registration.

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office. We will keep your information in accordance with our data retention policies from the time of collection.

英國文化協會將會使用您提供的資料來處理您的報名。我們處理您的報名法律依據是符合申請列明的條款及細則。

英國文化協會遵守英國的資料保障法以及符合國際標準的其他國家的法律。您有權要求索取我們持有的有關您的資料的副本，並有權要求我們更改其中不準確的資料。如果對於我們使用您個人資料的方式有任何疑慮，您也有權向私隱監管機構提出申訴。如果您希望瞭解更多相關資訊，請瀏覽我們網站內有關私隱的內容 ([www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy)) 或聯絡您當地的英國文化協會辦公室。自資料被收集之日起，我們將按照我們的資料持有政策，對您的資料進行規定時限的保存。

## 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, and arrange or change the venue, date and time of any scheduled or make-up 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 exclusion. 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 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.
- 英國文化協會保留更改恆常課堂及補課安排的權利(包括教師、上課地點、日期及時間)。
- 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」。

### 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 or other personal / school / work commitments.
- Class cancellations due to bad weather will be made up either in-centre or online. 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 or circumstances within the control of the British Council will be made up either in-centre or online. If the student is 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.
- The venue and/or time of class may change due to circumstances beyond the control of the British Council. Notification will be sent in advance. If the student is unable to attend the 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.
- 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 is 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。
- 凡因惡劣天氣而取消之課堂，本會將安排以面授或網上課堂補課。若學生未能參與，將不獲安排退款、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，將不獲安排退款。
- 凡因老師生病或在英國文化協會可控制之情況下而取消之課堂，本會將安排以面授或網上課堂補課。若學生未能參與，將不獲安排退款。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。
- 在英國文化協會未能控制之外在情況下，上課地點或時間或兩者如須作出更改，本會將安排適時通知。若學生未能參與，將不獲安排退款。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。
- 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](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。

### Customer Services Centre 顧客服務中心

**Address 地址:** 3/F, British Council, 3 Supreme Court Road, Admiralty 香港金鐘法院道3號英國文化協會3樓

**Hotline 電話:** 29135100 | **Email 電郵:** [enquiries@britishcouncil.org.hk](mailto:enquiries@britishcouncil.org.hk)

**Website 網頁:** [www.britishcouncil.hk/english](http://www.britishcouncil.hk/english)