

Registration Form for Young Learners Summer Courses 幼兒及中小學暑期英語課程報名表格

Special Offer 報名優惠*:

<u>On or before 6 August 2018</u>	<u>2018 年 8 月 6 日或之前</u>
> All students: 8%^ discount for 2 courses 10%^ discount for 3 courses or more	> 所有學生: 報讀二項課程可獲 92 折^ 報讀三項或以上課程可獲 9 折^

* The early bird discount offer does not apply for the following courses: Stay and Play, Phonics (27 hours), Phonics for Parents, IELTS Exam Skills Modular, IELTS Language Preparation Programme and IELTS Mock Exam, and this offer cannot be used in conjunction with other offers or discounts. 'Existing students' refers to students who studied with us in the February 2018 or May 2018 semesters. Terms and conditions are subject to change without prior notice.

^ Discounts are only applicable to a student registering for two or more selected Kindergarten, Primary or Secondary summer English courses at the same time.

* 優惠不適用於報讀「樂與學」英語啟蒙課程、英語拼音課程（27 小時）、家長英語拼音班、IELTS 應試技巧單元課程、IELTS 全方位應試課程及 IELTS 模擬考試，亦不能與其他優惠及折扣同時使用。

^ 優惠只適用於同一學生同時報讀兩個或以上指定幼兒或中小學暑期英語課程。

Customer Services Centre 顧客服務中心:

Enquiries 電話: 29135100 Fax 傳真: 29135102 Email 電郵: enquiries@britishcouncil.org.hk Website 網頁: www.britishcouncil.hk/english
Address 地址:
Admiralty Centre - 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
Tsim Sha Tsui Branch - 2/F, Fontaine Building, 18 Mody Road, Tsim Sha Tsui, Kowloon 九龍尖沙咀麼地道 18 號, 建泉大廈二樓

All fields must be completed in English 必須以英文填寫所有資料

A) Student Information 學生資料

New student 新生 Existing student 現就讀學生 (Student no. 學生編號: _____)

Student name 學生姓名: _____ Surname 姓 _____ Other names 名 _____

HKID no./ Passport no./ Birth cert. no. _____ 香港身份證 / 護照 / 出世紙號碼: _____

Date of Birth 出生日期 (DD/MM/YYYY): _____ Sex 性別: M 男 F 女

Address 地址⁺: _____

District 區域: _____ 香港 Hong Kong Island 九龍 Kowloon 新界 New Territories

⁺ For fax/postal registration, we will send the booking confirmation and the payment receipt to you by post within 2 weeks. Please contact us on 2913 5100 if you did not receive it in the set period.

如透過傳真/郵寄報名，我們將於兩星期內寄回報名確認信及收據。如沒有收到有關信件，請致電 2913 5100 查詢。

B) Class will be promoted in the coming academic year 新學年將升讀的級別 (2018-2019)

School 學校	<input type="checkbox"/> Kindergarten 幼兒園	<input type="checkbox"/> Primary 小學	<input type="checkbox"/> Secondary 中學
Class 年級	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6		
Current School 就讀學校:	School District 就讀學校地區:		

C) Parent's / Guardian's information 家長 / 監護人資料

Parent's / Guardian's name 家長 / 監護人姓名 _____ Relationship to child 與學生關係 _____

Contact numbers 聯絡電話 _____ / _____ / _____

We may deliver important message to parent / guardian by SMS or email. 我們或會透過手機短訊或電郵傳送重要通告給家長/監護人

Email address 電郵地址 _____

D) Course choice details 選讀課程資料

Course 1 課程一	Course 2 課程二
Course Name 課程名稱: _____ Days 上課日期: _____ <input type="checkbox"/> Tue & Thu class <input type="checkbox"/> Tue & Thu & Sat class <input type="checkbox"/> Mon & Wed & Fri class <input type="checkbox"/> Mon & Wed class <input type="checkbox"/> Wed & Fri class <input type="checkbox"/> Fri class <input type="checkbox"/> Others (Please Specify) _____ Time 上課時間: _____ Course Period 課程日期: <input type="checkbox"/> JUL <input type="checkbox"/> AUG Venue 上課地點: MAIN / APS / LHK / LTP / WYC / WSC	Course Name 課程名稱: _____ Days 上課日期: _____ <input type="checkbox"/> Tue & Thu class <input type="checkbox"/> Tue & Thu & Sat class <input type="checkbox"/> Mon & Wed & Fri class <input type="checkbox"/> Mon & Wed class <input type="checkbox"/> Wed & Fri class <input type="checkbox"/> Fri class <input type="checkbox"/> Others (Please Specify) _____ Time 上課時間: _____ Course Period 課程日期: <input type="checkbox"/> JUL <input type="checkbox"/> AUG Venue 上課地點: MAIN / APS / LHK / LTP / WYC / WSC
Course 3 課程三	Course 4 課程四
Course Name 課程名稱: _____ Days 上課日期: _____ <input type="checkbox"/> Tue & Thu class <input type="checkbox"/> Tue & Thu & Sat class <input type="checkbox"/> Mon & Wed & Fri class <input type="checkbox"/> Mon & Wed class <input type="checkbox"/> Wed & Fri class <input type="checkbox"/> Fri class <input type="checkbox"/> Others (Please Specify) _____ Time 上課時間: _____ Course Period 課程日期: <input type="checkbox"/> JUL <input type="checkbox"/> AUG Venue 上課地點: MAIN / APS / LHK / LTP / WYC / WSC	Course Name 課程名稱: _____ Days 上課日期: _____ <input type="checkbox"/> Tue & Thu class <input type="checkbox"/> Tue & Thu & Sat class <input type="checkbox"/> Mon & Wed & Fri class <input type="checkbox"/> Mon & Wed class <input type="checkbox"/> Wed & Fri class <input type="checkbox"/> Fri class <input type="checkbox"/> Others (Please Specify) _____ Time 上課時間: _____ Course Period 課程日期: <input type="checkbox"/> JUL <input type="checkbox"/> AUG Venue 上課地點: MAIN / APS / LHK / LTP / WYC / WSC

E) Payment methods 付款方法

Please send this form together with a copy of your student identity card or proof of the class you are in at your own school.
 請連同校內學生證或手冊影印本辦理報名手續。

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 Issuing Bank 發卡銀行名稱: _____ Credit Card Number 信用卡號碼: _____

Tel no. 聯絡電話: _____ Expiry Date 到期日: _____ / _____ VISA 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 cheque.

本會接受信用咭，易辦事及支票付款。不接受期票及現金付款。

The 12-month installment payment plan is only applicable for in person registration and use the designated HSBC, Bank of China, Citibank and Standard Chartered credit cards to pay for selected courses for a minimum amount of HK\$10,000. Terms and conditions apply.

辦理 12 個月免息分期須親臨報名，並使用指定的匯豐銀行、中國銀行、花旗銀行及渣打銀行信用卡報讀金額不少於港幣 10,000 元之指定課程。

F) 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 1 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 1 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。

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

本人 _____ 已閱讀、明白並同意附上的報名條款及細則。

Parent's signature 家長簽署: _____ Date 日期: _____

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」。

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 cancelations 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 cancelations 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 cancelations 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。所有未經使用之學費餘額，於任何情況下，將不會安排退款。

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。

Student surname 學生姓氏: _____ Male/Female 男 / 女: _____

Student first name 學生名字: _____ Date of birth 出生日期: _____

Student Number 學生編號: _____ Semester/Term 學期: _____

Please read carefully, check the appropriate box(es) in accordance with your child's age group, and sign below to indicate your agreement or acknowledgement.

請家長根據子女年齡組別，細閱並選擇下列適用之選項後，簽署確認得悉並同意安排。

(For students aged between 12 months and 5 years (inclusive) Permission for British Council in Hong Kong to provide Intimate Care

(適用於 12 個月幼兒至 5 歲學童) 允許英國文化協會提供幼兒貼心服務

Intimate care involves helping children with aspects of personal care which they are not able to undertake for themselves, either because of their age and maturity or ability. Examples include but are not limited to washing, eating, toileting and dressing.

幼兒貼心服務涉及對年幼學童提供的個人護理服務。基於學童的年齡、個人發展及自理能力，我們將會為有需要的學童提供一些個人護理服務，例如：沖洗、餵食、如廁及更衣等。

- I give permission to the centre to provide appropriate intimate care to my child.
本人同意英國文化協會為本人子女提供幼兒貼心服務。
- I will advise the centre manager of any special arrangement or medical issues which impact on the intimate care of my child.
如本人子女需要特殊的照顧/健康問題，本人將會與英國文化協會的負責人商討。

(For students aged between 3 and 10 years (inclusive) Pick Up Policy Acknowledgement

(適用於 3 至 10 歲學童) 學童接送守則須知

As the British Council is unable to supervise any children outside of class time, we ask parents to ensure that students are dropped off and collected on time before and after classes.

We have an identity pass system to ensure that your child is picked up safely from our teaching centre at the end of their class. You or another responsible adult aged 18 or above must show the pass to the teacher each time you/they collect your child from the British Council. We will only allow your child to leave our premises with someone showing a valid Pick-up pass for your child.

為了確保你的子女在安全的情況下從我們的教學中心接回家中，請於每次你或你所委託十八歲或以上的負責人從本會接回你的孩子時，必需向老師出示<學生接送証>。我們只會讓持有有效學生接送証的人士從本會接回學生。

(For students aged between 11 and 17 years (inclusive) Permission for child to leave premises unaccompanied

(適用於 11 至 17 歲學童) 授權學生自行離開通知

I give permission for the above-mentioned student to leave the British Council premises unaccompanied and release the British Council from any liability arising therefrom.

我授權學生自行離開英國文化協會，並將承擔相關安全風險。

I do not give permission for the above-mentioned student to leave British Council premises unaccompanied. The student will be picked up in accordance with the procedures of the Pick Up Policy that is used for younger students, as described in the section above.

我拒絕授權學生自行離開英國文化協會，學生須根據以上學童接送守則安排離開。

I confirm that I am the parent or legal guardian of the above student. I hereby certify that I have read, understood and agreed to the Intimate Care, Pick Up Agreement.

我確認我本人為以上學生的家長或合法監護人。本人已閱讀、明白並同意以上幼兒貼心服務暨學生接送安排同意書之內容。

* Please complete and return this agreement to us by fax on 2913 5102, or by email to enquiries@britishcouncil.org.hk

*請家長填妥同意書，並以傳真 (2913 5102) 或電郵 (enquiries@britishcouncil.org.hk) 交回本會處理。

Parent / Guardian signature

Relationship to child

家長 / 監護人簽署:

與學生關係:

Parent / Guardian name

Date

家長 / 監護人姓名:

日期: