YALC YewChung Arts & Language Centre 耀中語藝教育中心

For Office use										
R/D	CHK	APR	D/I	AUD	NC	ReD/I	ReAud	FL	A/C	Ackn

Course Application Form 課程報名表格

* Please complete the form below in English in Block Letters.
請用英文正楷填寫下列表格

◎ Student's Personal Particulars 學生個人資料

Name (English) 學生姓名 (英文)

Surname 姓氏 First Name 名字

Name (Chinese) 學生姓名 (中文)

HKID / Passport No. 身份證 / 護照號碼

Date of Birth 出生日期 DD日 MM月 YY年

Age 年齡

Gender 性別 ◯ M 男 ◯ F 女

Correspondence Address (English only) 地址 (請以英文填寫)

Home Tel. 住宅電話

Fax 傳真

Email 電郵

◎ Education 教育

School Name 學校名稱

Class 年級及班別

Are there any medical details regarding your child that you want our staff to be aware of? 貴子女是否有任何健康情況需要本中心職員特別留意？

◯ No 沒有 ◯ Yes 有, Please specify 請註明：

◎ Course(s) Applied 報讀課程

Course Code 課程編號	Course Title 課程名稱	Date 日期	Time 時間	Fee 學費	Cheque No. 支票號碼
1.					
2.					
3.					
4.					

Application Fee 報名費： Course Code 課程編號： Fee 費用： Cheque No. 支票號碼：

Course Materials Fee 材料費： Course Code 課程編號： Fee 費用： Cheque No. 支票號碼：

◎ Guardian's Particulars 監護人資料

Name of Guardian (English) 監護人姓名 (英文)

Relationship 關係

Occupation 職業

Contact No. 聯絡電話

Day 日間 Night 夜間

Mobile Phone / Pager No. 手提電話 / 傳呼機號碼

◎ Emergency Contact 緊急聯絡

Name (English) 聯絡人姓名 (英文)

Contact No. 聯絡電話

Relationship 關係

◎ YALC Club Membership No. 語藝親子會會員號碼 — (if applicable 如適用)

◎ Other Information 其他資料

How did you know about our courses? 如何得知本中心舉辦之課程? (You can choose more than one 可選擇多項)

◯ Friends 朋友 ◯ School 學校 ◯ Internet 互聯網 ◯ Direct Mailing 郵政通函 ◯ Banner 橫額 ◯ Newspaper 報章 ◯ Magazine 雜誌

◯ Others, please specify 其他，請註明

Guardian's Consent 監護人同意書：

In enrolling my child on the YALC programme, I agree that my child will abide by the rules and regulations set out in the brochure. I will not hold YALC or its employees responsible for any injury or damage to myself, my family members or my property as a result of participation in the programme.

本人已知悉報名注意事項及入學須知，並同意各項安排。本人明白敝子女在參加耀中語藝教育中心之課程時，如有任何損傷或造成任何財物損失破壞，該中心概不負責。

Name of Guardian 監護人姓名

Date 日期

Signature of Guardian 監護人簽署

* Personal Data Collection Statement : The Personal data provided on this form will be used for the purpose of processing your child's application for the stated course(s).
* 個人資料收集聲明：此報名表格上所提供的個人資料，將用作處理貴子弟報讀課程的有關事宜。
* Enrolment form cannot be processed unless all required information is completed and all procedures are followed.
* 如報名表上填報之資料不全，本中心將不予受理。

☐ Please "✓" if you do not wish to receive our information in future.
如不欲收到本中心其他課程或活動資料，請於方格內加上"✓"。

* We accept photocopies of this form 本表格可影印使用

報名注意事項及入學須知

❶ 報名手續

●1.1 請以**英文正楷**填寫報名表格。
●1.2 每項課程之費用，請**各以1張支票分開支付**。支票抬頭請填寫**「耀中語藝教育中心有限公司」**。
●1.3 請於支票背面寫上學生姓名、聯絡電話號碼及課程編號。
●1.4 只接受**支票付款**，恕不接受期票、現金或信用卡付款。
●1.5 請將填妥的報名表格連同支票及其他文件(如有需要)寄交***九龍塘多福道3號一耀中語藝教育中心註冊組收***。
若資料、支票及/或文件不全，恕不辦理。
●1.6 取錄通知：除個別課程設有特定的入學要求外，報名以先到先得為準。學生最遲將於開課4天前收到取錄通知。
如在開課前2天內尚未收到任何通知，請致電本中心查詢。
●1.7 語文課程課前評估費用：新生如需進行課前評估，費用為HK$100，此費用不得退回，亦不能轉讓。
●1.8 請在截止報名日期前報讀，以助確定課程各項安排。
●1.9 電郵地址：本中心將以電郵方式通知家長最新消息，敬請家長清晰填寫電郵地址。

❷ 退學 / 退費

●2.1 除報名不獲取錄或課程取消外，所繳學費恕不退回，亦不能轉讓。
●2.2 如有特別理由，本中心將考慮是否接納退款申請。申請必須於開課前以書面提出。如本中心接納其退款申請，退款事宜將作如下處理：
- 開課前不少於14個工作天提出退款申請者，將從退款中扣除港幣200元作行政費用。
- 開課前14個工作天至10個工作天提出退款申請者，將獲退還一半學費。
●2.3 課程如因按教育局指引而取消，將不獲安排退費或補課。
●2.4 退款將於申請批核後四個星期內，以支票形式支付。

❸ 上課日期、時間及地點

●3.1 所有課程將於耀中九龍塘之校舍舉行(請參閱章程內之地圖)。
●3.2 上課之日期、時間及地點將詳列在取錄通知書內。
●3.3 請留意取錄通知書內所列之假期。如無更改，本中心將不再另行通知。
●3.4 本中心部份上課地點設有傷殘人士設施，詳情請致電查詢。

❹ 颱風及暴雨警告

●4.1 若天氣情況惡劣，請家長留意以下上課安排。

天氣訊號	課堂安排
1. 早上 7:30 發出 / 生效 a) 八號或以上颱風訊號，或 b) 紅雨或黑雨警告，或 c) 教育局宣佈所有全日制或上午校停課。	所有早上 (9:00a.m. 至 12:55p.m.開始) 之課堂將會取消。
2. 早上 11:30 發出 / 生效 a) 八號或以上颱風訊號，或 b) 紅雨或黑雨警告，或 c) 教育局宣佈下午校停課。	所有下午 (1:00p.m. 或以後開始) 之課堂將會取消。
3. 課堂進行時發出 a) 八號或以上颱風訊號，或 b) 紅雨或黑雨警告，或 c) 教育局宣佈所有學校停課。	已開始之課堂將繼續進行，直至該課堂完結，而家長可隨時到上課地點接回 貴子弟。

●4.2 因受天氣影響而取消之課程，均不獲補課或退款。
●4.3 上述情況校方將不作個別通知，學生家長請留意香港天文台的天氣報告。如天氣情況不穩定，家長須自行決定是否送子女回校上課。

❺ 其他細則與規定

●5.1 家長及監護人須全權負責學生於上課前和下課後的安全。
●5.2 如學生因生病，或私人事宜缺席，將不獲補課或退款。
●5.3 為了不影響課堂進行，當老師進入課室後，請家長儘快離開(親子課程除外)。
●5.4 每堂為時兩小時或以上之課程，設小息時間，學生可帶備簡單小食及飲料，於小息時享用。
●5.5 小學或以下之學生家長在下課後接回 貴子弟時，必須出示接送咭。若未能出示該咭，須登記香港身份證號碼及簽署，方可接回該生。而本中心工作人員有權要求家長出示香港身份證，以便核實。(報讀中學或以上程度課程之學生，將於放學後自行離去，本中心不會發出接送咭。)
●5.6 如家長之通訊方法(地址、電話、電郵、傳真)、學生就讀之學校及年級等有變動，請以書面通知本中心，以便更新紀錄。
●5.7 本中心有權：(a)於報名人數少於最低要求的情況下，取消該課程；
(b)更改課程之時間、日期、上課地點及授課導師；及
(c)語文課程每班人數調整至15 (加設助教，以確保教學質素及師生比例不超越原來之比例)。
●5.8 本中心保留刊登課程或活動參加者之姓名、照片及錄像之權利，以作本中心宣傳之用。如不欲 貴子弟上鏡，請以書面通知本中心。
●5.9 為個人私隱原故，本中心只保存學生報名表格一年。
●5.10 若學生遇上意外急需醫理，卻無法即時與家長聯絡取得指示，本中心將召喚救護車將之送往醫院，並會儘快通知家長。

❻ 辦公時間

星期二至五 ：上午10時至下午1時；下午2時至6時
星期六 ：上午9時至下午1時；下午2時至5時
星期日、一及公眾假期：休息
查詢電話：2337-0369 傳真號碼：2337-0815 電子郵件：info@yalc.edu.hk 網址：www.yalc.edu.hk

此冊子內所刊載資料於附印時乃正確無誤，本中心保留因情況需要而作更改的權利。

Enrolment Information

1 Enrolment

- 1.1 Please complete all items on the enrolment form in **BLOCK** letters.
- 1.2 **Issue separate cheque(s) for each individual course**, make the cheque(s) payable to **"Yew Chung Arts & Language Centre Ltd."**.
- 1.3 Write the student's name, contact phone number and course code on the back of the cheque(s).
- 1.4 Only **cheque(s)** are accepted. Post-dated cheque(s), cash and visa are not accepted.
- 1.5 Please send completed application form, cheque(s), and other documents if necessary to ***Enrolment Section – YewChung Arts & Language Centre : 3 To Fuk Road, Kowloon Tong***. The Centre reserves the right not to process any application if the necessary items are not furnished.
- 1.6 Enrolment is on a first-come-first-serve basis unless special admission requirements are stated. Applicants will receive notification of admission (or otherwise) at least 4 days before course commencement. If no notification is received within 2 days of course commencement, please call us to enquire.
- 1.7 Language courses new student pre-admission assessment fee : HK$100. The fee is non-refundable and non-transferable.
- 1.8 To facilitate arrangements, parents are requested to apply before the closing date.
- 1.9 The Centre will send lastest news to parents via email. Please write your email address clearly.

2 Withdrawals and Refund

- 2.1 No refund will be made unless application for enrolment is not accepted or the course applied for is cancelled.
- 2.2 Requests for refund due to withdrawal will be considered under special circumstances. Such requests should be made in writing before course commencement.
  If granted, the fee refunded will be as follows :
  – Written request received not less than fourteen (14) working days before course commencement: an administration fee of HK$ 200 will be levied.
  – Written request received fourteen (14) to ten (10) working days before course commencement: 50% of the course fee will be deducted.
- 2.3 If classes are cancelled in accordance with Education Bureau's (EDB) guideline(s) or announcement, no refund or make-up class will be arranged.
- 2.4 Refund will be made by cheque within 4 weeks after approval.

3 Class Date, Time & Venue

- 3.1 Please check class date, time and venue as listed in the confirmation letter.
- 3.2 Classes will be held at the Yew Chung campuses at Kowloon Tong (please refer to location map in this brochure). Parents will be informed of the exact venue in the confirmation letter.
- 3.3 Please note any holidays as outlined in the letter. No further reminder will be made unless there are changes.
- 3.4 Some of our learning centres have facilities for the disabled. Please call our office to enquire.

4 Typhoon and Rainstorm

- 4.1 Please note the following class arrangement when the weather condition is severe :

Weather Signal	Class Status
1. In force at 7:30a.m. a) Typhoon Signal No.8 or above; OR b) Red or Black Rainstorm; OR c) EDB announces that i) All whole-day schools shall be closed for that day, or ii) AM sections shall be closed for that morning.	All morning classes commencing between 9:00a.m. to 12:55p.m. will be cancelled.
2. In force at 11:30a.m. a) Typhoon Signal No.8 or above; OR b) Red or Black Rainstorm; OR c) EDB announces that all PM sections shall be closed for that afternoon.	All afternoon classes commencing at or after 1:00p.m. will be cancelled.
3. In force suddenly while classes are in progress a) Typhoon Signal No.8 or above; OR b) Red or Black Rainstorm; OR c) EDB announces that all schools shall be closed for that day.	Classes in progress will continue until normal class finish time but parents may come to collect their child at any time as needed; classes not yet commenced will be cancelled.

- 4.2 For classes cancelled due to severe weather conditions, no refund or make-up classes will be arranged.
- 4.3 Students will not be notified individually. Parents are requested to pay attention to the Hong Kong Observatory weather reports and exercise their discretion in deciding whether or not to send their children to school when the weather is unstable.

5 Other Rules and Regulations

- 5.1 Parents and guardians are solely responsible for the safety of the students before and after class.
- 5.2 Neither a replacement class nor a refund will be given to student absent from class due to sickness or personal affairs.
- 5.3 Parents are requested to wait outside the campus while class is in progress. Our staff have the right to ask any person to leave the premises.
- 5.4 For classes lasting for 2 hours or more each session, there is a short break. Parents are encouraged to prepare some drinks and snacks for their child to enjoy during the break.
- 5.5 Parents have to present the pick-up pass to our staff when they come to collect their children. Parents without a pick-up pass will be requested to fill out a form and provide their HKID No. and signature. Parents are also expected to present their HKID to our staff for verification when requested to do so. (Students at secondary school or above levels will not be issued pick-up pass. They will be dismissed and go home on their own after class.)
- 5.6 Please notify the Centre in writing if there is any change in the contact number, correspondence address, phone, fax, email and the student's school and/or year of study.
- 5.7 The provision of courses is subject to the sole discretion of the Centre. The Centre reserves the right :
  (a) to cancel courses if the number of applications falls below the required minimum;
  (b) to change the time, date, venue, and instructor of course should this be necessary, and
  (c) to change the class size of language courses to a maximum of 15 (with the addition of a teaching assistant to upkeep quality and to maintain a lower teacher-student ratio).
- 5.8 The Centre may take photos and videos from time to time for purpose of promotion to our students and parents or the public at large. The Centre retains the right and sole discretion to publish the name and likeness (photos/images, etc) of any course or activity participants. If you do not want your child to be included in the photos or videos, please notify our Centre in writing.
- 5.9 For personal privacy reason, student application form etc will be kept for only one year.
- 5.10 In case of serious accidents where immediate medical care is required, but parents cannot be contacted for immediate instruction, the Centre will call an ambulance and send the student(s) concerned to hospital.

6 Office Hours

Tuesdays to Fridays : 10:00a.m.~1:00p.m. ; 2:00p.m.~6:00p.m.
Saturdays : 9:00a.m.~1:00p.m. ; 2:00p.m.~5:00p.m.
Sundays, Mondays and Public Holidays : Closed
Telephone Enquiry : **2337-0369** Fax : **2337-0815** Email : info@yalc.edu.hk Website : www.yalc.edu.hk

The information contained in the brochure is correct at the time of printing. YALC reserves the right to make changes as needed.