Alliance Française 香港法國文化協會 Hong Kong

APPLICATION FORM
報名表

AFHK student nº
□□ — □□□□□□□□
Do not fill in this part 請勿填寫此欄

APPLICANT

PLEASE WRITE IN CAPITAL LETTERS 請用大階填寫

- Hong Kong ID° 身份証號碼 : □□□□□□□□ M. 男 □ F. 女 □
- Name in English 姓名（英文）- (*as printed on HKID* 與香港身份證相同)
  Surname first, then first name 先填姓氏，後填名
- Name in Chinese 姓名（中文）(*if applicable*): _____
- Date of Birth 出生日期 - (dd/mm/yyyy): □□ □□ □□□□
- Nationality 國籍 : □□□□□□□□□□□□□□□□□□□□
- Phone : □□□□□□□□ ☎ □□□□□□□□
- E-mail 電郵地址 : _____
  Would you like to receive our e-newsletter about courses and cultural activities? 閣下是否願意接受我們以電子郵件方式發放之課程或文化活動通訊？ □ Yes 是 □ No 否
- Address 住址 :
  □□□□□ Flat/Room □□ Block □□ Floor □□□□□□□□□□□□□□□□□□□□□□□□ Name of building
  □□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□□ Number & name of street/estate □□□□□□□□□□□□ District

Applicant's GUARDIAN

Only fill in if applicant is under 18
如申請者未滿十八歲，監護人必須填寫此欄

- Relationship with the applicant: _____
  與申請人的關係
- Name in English (as *printed on HKID*) 姓名（英文）:
- Name in Chinese (*if applicable*): _____
  姓名（中文）
- Phone : □□□□□□□□
- E-mail 電郵地址 : _____

Would you like to receive our e-newsletter about courses and cultural activities? 閣下是否願意接受我們以電子郵件方式發放之課程或文化活動通訊？ □ Yes 是 □ No 否

Registration:
- Registration can be done in person, either at our Wanchai Centre, Jordan Centre or Shatin Centre, or online. Class vacancies are on a first-come first-served basis, students should register as soon as possible to guarantee a place. (Registration by post will not be accepted).
- All courses must be paid in full at registration.
- Payments may be made in cash, by EPS, by credit card or by crossed cheque payable to "Alliance Française de Hong Kong." Please note that the cost of textbooks and course material is seperated from the tuition fees.

General conditions
- Courses will run subject to a minimum number of participants. Alliance Française de Hong Kong reserves the right to cancel a class (Standard class) with fewer than 8 students registered.
- Classification of classes: Standard classes consist of 8 to 16 students and Small classes consist of 5 to 9 students. Once the category of a class is decided prior to registration, no change will be made during the term.
- No refund or make-up class will be arranged due to absence of the student for any reason.
- Tuition fees, class schedules and tutors are subject to change without prior notice.
- Only the person registered for the class is allowed to attend, no sit-in on class or substitute by another person is allowed.
- There will be no make-up or refund for classes that are cancelled due to adverse weather condition (such as typhoon nº 8 or Black rainstorm warning). Detailed information is posted on our website: https://afhongkong.org (Under menu bar : "Learn French" →"Weather").

Concessions, credits and transfers
All requests must be made in writing. No verbal notification is accepted. All requests will be considered on an individual basis. In case of dispute, the decision of Alliance Française de Hong Kong shall remain final.

Tuition fees are neither refundable nor transferable.
However, refund/class transfer application may be considered under the following circumstances:-
- permanent departure before the term starts (full proof is required), a full refund may be granted (Administration fees applies). However, no partial refund is considered once the term has started.
- serious illness or hospitalization occurred before the term starts, a credit or a refund may be granted upon presentation of a medical certificate (Administration fee applies). All request must be made before the end of the second week of the term .
- All transfers from one course to another will be considered on an individual basis. Application time for class-transfer is indicated in the STUDENT MEMO which is distributed upon registration. If the application is made within the period indicated (in STUDENT MEMO), no fee will be charged, otherwise, a HK$100 administration fee will be charged.

AFHK reserves the right to accept or reject any such application.
Request for "certificate of attendance" must be in writing. First copy free of charge. Extra copy (Administration fee applies).

Administration fees: HK$100

報名手續
- 可親臨本會的灣仔中心、佐敦中心或沙田中心或在網上辦理報名手續。因課室可容納的人數有限，本會採取先到先得，額滿即止的方法，同學請盡早報名。（本會恕不接受郵寄報名）
- 報名時必須繳交全部學費。
- 學費並不包括課本或教材。繳費可用現金、易辦事、信用卡或劃線支票，支票抬頭請寫「香港法國文化協會」。

章程及規則
- 如報名人數少於八人，香港法國文化協會有權取消該班（標準班）課程。
- 班別分類：「標準班」的學生人數八至十六人，「小班教學」的學生人數五至九人。班的類別在公佈後將不會作任何更改。
- 如學員自行缺課，不論任何理由將不獲補課。
- 本會保留更改學費、上課時間、課程內容及導師的權利。
- 各課程只准申請表上的登記者上課，別人不得代替或旁聽。
- 課程若因天文台懸掛八號風球或黑色暴雨警告而被取消將不會獲得改期補課或退款。（有關這方面的詳細資料請瀏覽本會網址：https://afongkong.org 選單「學習法語」→「章程及規則」）

退款、延期或轉班規則
所有申請必須以書面形式遞交。任何形式的口頭申請決不受理。所有申請將作個別情況處理。

除課程被取消外，已繳付的學費恕不退還。
然而，若發生下列情況，本會或會考慮學員的退款 / 轉班申請：
- 學員必須永久離開香港（必須提交有效之證明文件），而學期仍未開始，學員可申請退回已繳的全部學費（手續費適用），但學期一經開始，學費絕不退回。
- 學員在開課前因患重病或必須住院而未能預期上課，並能提交有效之醫生證明文件，本會將會考慮退回已繳的學費，或以「備用學費證明」保留學費至下一個學期的報名之用（手續費適用）。所有申請必須在學期的首兩個星期內辦理。
- 學員若因患重病或必須住院而未能預期上課，並能提交有效之醫生證明文件，本會將會考慮退回已繳的學費，或以「備用學費證明」保留學費（手續費適用）作日後報讀課程之用
- 任何轉班申請將作個別情況處理（本會保留接受轉班申請與否的權利）。同學可在每個學期指定的時間內（日期列明在每學期派發的「學生備忘錄」上）申請同級轉班。在指定時間以外之任何轉班申請必須繳付 HK$100 之手續費。

香港法國文化協會保留接受或拒絕以上之任何申請的權利。

申請出席證明：必需以書面申請，如需額外的副本，必須繳付 HK$100 之手續費。

（手續費：HK$100）

_____
Signature of applicant/guardian

I have read and accept the terms and conditions outlined above
我已閱讀並接受上述的條款

All personal data contained in this application form are solely for the purpose of internal record keeping, and will be kept strictly confidential.
本表格內的個人資料只作法國文化協會內部檔案記錄之用，資料將絕對保密。