



## Children and Family Services Centre (Kowloon City) Program Enrollment Form

28/05/2024 Updated

# Please put the 「✓」 in the appropriate boxes

A) Participants Information <b>Membership No : 61- _____</b>						<b>**Please read the “Notes on Program Enrollment” before fill in the Form</b>		
B) Program Enrollment								
	Program Code	Please write down the Membership No •(01/ 02/ 03/ 04/ 98/ 99)	Age (For eligibility identification)	Reg. Fee	Program Fee (HK\$)	Official Use (Fill after Enrollment)		
						Payment Method <b>*Cross out the inappropriate</b>	Waiting List Program	Application Result
1	61-    -    -					Cash/ Cheque (_____)		<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected
2	61-    -    -					Cash/ Cheque (_____)		<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected
3	61-    -    -					Cash/ Cheque (_____)		<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected
4	61-    -    -					Cash/ Cheque (_____)		<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected
5	61-    -    -					Cash/ Cheque (_____)		<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected
6	61-    -    -					Cash/ Cheque (_____)		<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected
Contact No : _____ (For Waiting List Program Announcement)				<b><u>Total Amount</u></b>		<b>Responsible Staff</b>		<b>Form Collection Date</b>
<b><u>I understand and agree the “Notes on Program Enrollment”</u></b>						Sign:		
<b>Name of Applicant :</b> _____		<b>Signature :</b> _____		<b>Date :</b> _____				

•Membership No (Father : 01    Mother : 02    Elder Brother/Sister : 03    Younger Brother/Sister : 04    Grandfather : 98    Grandmother : 99)

\*For details, please contact our staff

**Where did you know about our services?**    Relatives/ Friends    Internet    Organization Referral    Newspaper/Magazine    Others : \_\_\_\_\_

**Personal Privacy Declaration and Consent**

1. I understand and agree that the centre may shoot during programs, and the photos and / or videos taken may be used in the agency's or collaborating organization's website and / or any publications for the purpose of service promotion.
2. I hereby declare that the above given information is true and correct. Subject to any false information is found, the centre reserves the right of not allowing me / my family members to participate the enrolled program, and not accepting any request of refund or replacement of programs.
  - We have been using your personal data such as your name, telephone number, fax number, e-mail and mailing addresses, etc. to keep in touch with you for the purposes of sharing information, promotion of services and activities, fundraising, volunteer recruitment and collection of opinions. Apart from the purposes above mentioned, your personal data will not be sold or transferred to any other parties or organizations. If you refuse to receive such information in future, please tick the box as appropriate.

## **Notes on Program Enrollment:**

1. Please make the payment in cash or cheque. If you choose the payment by cheque, please make the cheques payable to “HKSPC”.
2. Please issue the cheque payment for each program separately.
3. No refund or replacement will be allowed after enrollment, except cancellation, postponement or full capacity enrollment of program.
4. Please keep the official receipt for payment record and refund, if applicable.
5. For parent-child or family activities, children must be accompanied by their parents.
6. To ensure children’s safety and the effectiveness of programs, the Centre would only accept enrollment of those children who meet the designated age requirement in the month of the group/ program commencement.
7. Applicants of waiting list programs will receive notification result by electronic media at the announcement date. For unsuccessful applicants, please bring along the official receipt to our counter for **refund collection within 1 month starting from the refund notification date.**
8. For applicants who did not receive any notification of application result on the announcement date, please contact the Centre. No individual call will be given.
9. For applicants who are entitled to get refund of registration fee, please bring along the official receipt to our counter for collection **within 1 month starting from the refund notification date.**
10. **All refund must be collected within 1 month by presenting official receipt.** Uncollected refund will be regarded as donation to HKSPC and no refund request will be entertained afterward.
11. The Centre reserves the rights of final decision about program enrollment.

## **Special Program Arrangement:**

- i. In case of bad weather conditions, special leave of instructor or government guidelines causing class suspension, the class will be postponed. No individual refund request will be provided for postponement.
- ii. Only when it is not possible for postponement, partial refund calculated in pro-rata will be arranged.
- iii. Please refer to the “Arrangement for Centre under Inclement Weather Conditions” in the quarterly program newsletter for activities details.

### **For Non-members use**

Name of Parent : \_\_\_\_\_ Contact no : \_\_\_\_\_(Residential)\_\_\_\_\_ (Mobile)

Address : \_\_\_\_\_