

**Hong Kong Society for the Protection of Children
Children and Family Services Centre (Kowloon City)
Program Enrollment Form**

01/09/2024 Updated

Please put the 「✓」 in the appropriate boxes

A) Participants Information		Membership No : 61- _____			**Please read the “Notes on Program Enrollment” before fill in the Form		
B) Program Enrollment							
	Program Code	Please write down the Membership No •(01/ 02/ 03/ 04/ 98/ 99)	Age (For eligibility identification)	Program Fee (HK\$)	Official Use (Fill after Enrollment)		
					Payment Method *Cross out the inappropriate	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)			<u>Total Amount</u>		Responsible Staff		Form Collection Date
<u>I understand and agree the “Notes on Program Enrollment”</u>					Sign: _____		
Name of Applicant : _____ Signature : _____ Date : _____							

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

*For details, please contact our staff

How 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. No refund or replacement will be allowed after enrollment, except cancellation or postponed of individual program with special approval. Please check the program details carefully before payment.
2. Please keep the official receipt of payment record for enrollment proof and refund, if applicable.
3. For parent-child or family activities, children must be accompanied by their parents. Enrollment qualification cannot be transferred to others. Otherwise, participants enrollment would be cancelled.
4. 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.
5. If the Centre discovered that the participants do not fulfill the active membership status or program age requirement, participants enrollment would be cancelled and voided.
6. Applicants of waiting list programs will receive notification result by electronic media at the announcement date. No individual call will be given. For applicants who did not receive any notification of application result on the announcement date, please contact the Centre.

Payment method:

1. Please make the payment in cash or cheque. Promissory notes are not accepted.
2. Please issue the cheque payment for each program separately. If you choose the payment by cheque, please make the cheques payable to "HKSPC". Please write down the participant name, membership number and program code on the back of the cheques.

Program suspension and postponement arrangement:

1. In case of severe weather warning conditions, special leave of instructor, epidemic or government guidelines causing class suspension, the class will be postponed. No individual refund request will be provided for postponement.
2. Only when it is not possible for postponement, partial refund calculated in pro-rata will be arranged.

Refund instructions:

1. **All refund must be collected within 2 weeks after received refund notification.** Uncollected refund will be forfeited as donation to HKSPC without further notice.
2. Please present membership card and official receipt for refund collection.

Others:

1. All programs and classes details are based on latest announcement. In case of any changes, the Centre would inform the participants as soon as possible.
2. For the arrangement for the Centre under inclement weather conditions, please refer to program newsletter and the Centre's website for details.
3. The Centre reserves the rights of final decision about program enrollment.