

**20% Discount offered to  
HKICPA members in 2016 Sep – 2017 Sep Enrolment Form**  
**HKICPA 會員享有**  
**2016 年九月 - 2017 年九月課程 八折優惠 報名表**

Welcome to HKAPA EXCEL part-time courses in performing arts. HKAPA EXCEL courses are all listed on <http://excel.hkapa.edu/index.php> for selection. To enrol, please fill out this enrolment form and mail or bring it to our office, together with the course fee(s).

歡迎報讀 HKAPA EXCEL 表演藝術短期課程。可享優惠之課程已詳細列於 <http://excel.hkapa.edu/index.php>。申請者請填妥此報名表格連同課程費用，郵寄或親身交回 HKAPA EXCEL 辦公室。

**HKAPA EXCEL**

1 Gloucester Road, Wanchai, Hong Kong

Office hours: Mon-Fri – 10:00-18:30 (lunch hour: 13:00-14:00)

辦公時間: 星期一至五 – 早上 10 時至下午 6 時 30 分 (午飯時間: 下午 1 時至 2 時)

Cheques should be made payable to EXCEL Ltd.

支票抬頭請註明「EXCEL Ltd」

**Enrollee Information 參加者資料:**

Enrollee's Surname (Mr. / Ms.) \_\_\_\_\_ Enrollee's Name \_\_\_\_\_

參加者 姓氏 (先生/小姐)

參加者名字

Tel No. \_\_\_\_\_ Email \_\_\_\_\_

電話

電郵

Course applied for 報讀課程 \_\_\_\_\_ Term: \_\_\_\_\_

**HKICPA Member Information HKICPA 會員資料:**

HKICPA Member's Name \_\_\_\_\_ HKICPA (Member)/ (Student member) Number \_\_\_\_\_

HKICPA 會員姓名

HKICPA (會員) / (學生會員) 之號碼

Relationship with enrollee, if applicable \_\_\_\_\_

與參加者之關係，如適用

**Enrollee's Declaration 參加者聲明:**

The undersigned has read and understood terms and conditions for enrolling in HKAPA EXCEL part-time courses.

本人/吾等已閱讀及同意遵守報讀 HKAPA EXCEL 短期課程之有關課程服務條款及細則。

Enrollee's Signature \_\_\_\_\_ Date \_\_\_\_\_

參加者簽署

日期

I do not wish HKAPA EXCEL to use my personal data in direct marketing via Electronic Channels (please use "✓" to select) If you return this Form without ticking the above box, it means that you do not wish to opt-out from Electronic channels of HKAPA EXCEL direct marketing.

本人不欲 HKAPA EXCEL 使用本人的個人資料經「電子渠道」作推廣。(請以✓選擇) 如您沒有在以上方格內以“✓”號選擇，即代表您並不拒絕 HKAPA EXCEL 經電子渠道進行推廣。

*For official use only*

Official receipt issued by: \_\_\_\_\_ on (date): \_\_\_\_\_

Data updated by: \_\_\_\_\_ on (date): \_\_\_\_\_

# Enrolment Terms and Conditions

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## Application Important Notes

Unless otherwise specified, applications for courses run at the Wanchai campus will be accepted up to one hour before the commencement of each course. However it is advisable to register well in advance as places are limited. Applications will be handled on a first-come first-served basis unless otherwise specified.

## Enrolment and Payment Methods

When enrolling for a course, applicants should provide accurate names (as shown on your HKID card), postal addresses, contact telephone numbers and email addresses, so that EXCEL can contact you in case of class change as and when necessary.

Applications can be made by a representative, however, the applicant's name and contact details must be accurately presented at the time of enrolment so that EXCEL will be able to verify course participant identity, and more importantly, to contact every participant in the case of class change.

## Course Discount

A 20% discount will be offered to the HKICPA members in the September 2016 – 30 September 2017. The discount stated above cannot be used in conjunction with other discount offers.

EXCEL reserves the right to a final decision in case of dispute.

## Course Cancellation, Change of Course Specification

EXCEL reserves the right to cancel any course whether it has started or not; and to alter the course content, course instructor, date and/or time, venue and number of sessions to accommodate unforeseen circumstances. EXCEL will endeavour to inform all participants who have submitted contact details at enrolment should necessary changes occur. If in doubt, participants are encouraged to enquire on 2584 8721. The above changes, when necessary, do not constitute a basis for requests for refunds.

EXCEL reserves the right to cancel a course within a reasonable timeframe before the course commences if the number of applicants is below the requisite minimum, in which case course fees will be refunded in full. In the event of course cancellation, EXCEL will notify the affected participants as soon as possible and all refunds will be issued within one month by EXCEL after all necessary documents are received.

## Course Refund

Irrespective of the commencement date of a course, no refund will be made except in the following circumstances:

a) The course is cancelled, in which case the course fees will be refunded to the participants in full. All refunds will be issued within a month by EXCEL after all necessary documents are received. Refunds will be made in the same format that course fee was initially received from each participant.

b) The participant cannot attend 40% or more of the course due to injury or illness. In this case, the participant needs to inform EXCEL in writing as soon as the injury occurs, accompanied by relevant medical certifications, and no later than 5 working days of the injury. Applications later than that date will not be entertained. Only remaining class sessions of not more than 40% of the course will be refunded.

Applicants for withdrawal and refund will need to fill in the Course Refund Form issued by EXCEL, and return the form together with an administrative fee of \$100 cheque payable to EXCEL Ltd as administrative charge. (If the course is cancelled by EXCEL, no administrative charge is required.)

### **Course Transferral**

Once admitted to a course, participants may not change to another course without valid reasons and prior approval from EXCEL.

Fees and places on courses are not transferable from one enrollee to another.

Students who cannot attend a course due to unforeseen circumstances, such as a business trip or alteration in work hours, are advised to apply to transfer to another course. Such unforeseen circumstances do not constitute a basis for requests for refunds.

Transfers can only be made to the courses run in the same term and at the same campus location. An administrative fee of HK\$100 will be levied when applying for transfer between courses. Applicants need to fill in the Course Transferral Application Form available from the EXCEL office, and the completed form should be return to the EXCEL office together with a \$100 cheque payable to EXCEL Ltd as administrative charge.

EXCEL may, at its discretion, reject any application for transfer of course.

The application fee cheque will be returned should the application for transferral be rejected.

### **Course Participant Identity**

Applicants accepted to a course will be issued an official receipt. The official receipt must be presented at the first class for verification. Participants may not enter the class without an official receipt. Applicants who apply via the mail must ensure you get the receipt in time for presentation at the first class. For assistance, please call our office on 2584 8721. Only enrolled participants whose names are on official receipts are allowed to attend course sessions. A participant cannot find a replacement to attend a session that the participant cannot attend. Unless specified or approved by EXCEL, participants cannot invite their friends / relatives to observe the class. EXCEL may request participants to show their Hong Kong Identity Card or produce other sufficient proof of identity and/or age.

The age range for courses is set in consideration of (1) students' learning abilities and (2) the overall management of student safety in the class. Parents who wish to enrol their under-aged children please carefully assess the above two points before doing so.

## Statement of Attendance

Students can apply for a Statement of Attendance at a cost of \$80 each if they have attended no less than 75% of the classes.

To apply for a Statement of Attendance, please fill in the Statement of Attendance Application Form (available from the EXCEL office or downloadable from EXCEL's website) and submit the form by post or in person to EXCEL with a crossed cheque of HK\$80 handling fee. The cheque should be made payable to EXCEL Ltd.

The Statement of Attendance will take about 4 weeks to process, and it will be posted to the student at the address shown in the Statement of Attendance Application Form.

## Typhoons and Rainstorms Arrangement

If Typhoon Signal No. 8 or above is hoisted by the Hong Kong Observatory

**For classes that have already started: Classes will be suspended automatically.**

**For classes that have not yet started: Classes for the day will be cancelled.**

If Typhoon Signal Pre-No. 8 or above is announced by the Hong Kong Observatory

**For classes that have already started: Classes will be continued until Typhoon Signal No. 8 or above is hoisted.**

**For classes that have not yet started: Classes for the day will be cancelled.**

If Black Rainstorm Warning is in force by the Hong Kong Observatory

**For classes that have already started: Classes will be continued**

**For classes that have not yet started: Classes for the day will be cancelled.**

If Typhoon Signal No. 8 or above is lowered, or the Black Rainstorm Warning is withdrawn:

At or before 7:00am - **All classes to be held from 9:00am and thereafter will take place as usual**

At or before 10:00am - **All classes to be held from 1:00pm and thereafter will take place as usual**

At or before 2:00pm - **All classes to be held from 5:00pm and thereafter will take place as usual**

Classes will continue as usual if Typhoon Signal No. 1 or 3 or Amber or Red Rainstorm Warning are hoisted. (For children and teenagers courses, parents are reminded that they are solely responsible for the safety of their children under such conditions).

No make-up class or refund will be arranged for classes cancelled due to bad weather.

## Discipline

1. Eating and drinking are not permitted in teaching venues. Smoking is prohibited in all indoor areas of the Academy.
2. Please switch off the beeping devices on mobile phones and pagers during classes.
3. All course notes, course materials and information supplied to students by EXCEL are for private study purposes only.

4. The copyright of all these materials belongs to EXCEL and all rights are reserved.
5. Audiotaping, videotaping and photography is not permitted during classes, except with the prior permission of EXCEL.
6. No street shoes are allowed in dance studios.
7. EXCEL reserves the right to exclude from class any participant whose behaviour disturbs the rest of the class, or who does not comply with Academy regulations. If a participant has caused damage to school property, a fine will be levied based on the market value of the damaged item.

### **Insurance Policy**

Although Third Party Insurance is covered within the Academy's campus, participants should attend lessons within their own abilities to reduce the risk of injury.

### **Personal Data Collection Statement**

Applicants should provide personal contact information when enrolling for EXCEL courses. If the information provided is inaccurate or incorrect, EXCEL may not be able to contact the participants when necessary, for example in the event of re-scheduled or cancelled classes.

Personal data provided as part of an application for admission will only be used by EXCEL for purposes relating to the process of enrolment and for distribution of course information.

### **Personal Data (Privacy) Ordinance**

The Ordinance requires us to seek your consent for continuing the use of your personal data maintained by us to send to you information about our programmes and activities.

We are seeking your agreement for us to continue to use your personal data for student data updates and direct marketing purposes, which include providing information about our programmes and activities, newsletters, courses, training, seminars, awards and other services. We guarantee that none of your personal data would be released or divulged to any third parties without your personal consent.

Unless we receive your instruction to remove your name from our database, we will continue the same practice and send our information to you.

If you decide not to be included in our database, please contact us at [excel@hkapa.edu](mailto:excel@hkapa.edu).

## **Copyrights**

EXCEL assumes the right to take photos during classes, rehearsals and performances, and will use such photos for course promotion purposes without the prior consent from persons in the photos.