



工作坊申請表格

工作坊編號 1	<input type="checkbox"/> 資歷認證 (需另加港幣\$150)	總費用：港幣\$
工作坊編號 2	<input type="checkbox"/> 資歷認證 (需另加港幣\$150)	總費用：港幣\$
工作坊編號 3	<input type="checkbox"/> 資歷認證 (需另加港幣\$150)	總費用：港幣\$
付款方式： <input type="checkbox"/> 現金 <input type="checkbox"/> EPS <input type="checkbox"/> 劃線支票：(1) (2) (3)		
* 劃線支票抬頭為「中國香港體適能總會有限公司」 背面寫上申請人姓名、聯絡電話、身份證號碼及工作坊編號。 * 每一個工作坊的報名費用請使用獨立一張支票。		
個人資料 * 下列每項均必須填寫 *		
會員資格	<input type="checkbox"/> 會員 (<input type="checkbox"/> 個人 / <input type="checkbox"/> 團體) 會員號碼： <input type="checkbox"/> 非會員 <input type="checkbox"/> 會員申請中	報名須知 - 於工作坊截止報名日期或之前，可親臨或郵寄到本會(地址：九龍尖沙咀山林道 9-11 號卓能中心 17 樓·信封面註明：中國香港體適能總會 工作坊申請)。 - 除特別註明外，合符資格之申請以先到先得形式處理，額滿即止。 - 如於工作坊截止日期後報讀，以郵戳為準，必須繳付行政費工作坊港幣\$50。而有關行政費會分項計算。 - 如日後因個人資料書寫錯誤而需重印證書，必須繳付行政費港幣\$200。而有關行政費會分項計算。 - 報名一經接納或取錄，不得轉讓名額，已繳納之費用概不發還。(不被取錄或工作坊取消除外)。 - 申請獲接納後，如申請人必須更改任何工作坊安排，請以書面形式申請，並須另行繳付行政費為港幣\$50。而任何上述之申請，請於原定上課日期的七個工作天前提出申請，以郵戳為準，逾期者恕不辦理。 - 如因閣下所提供的聯絡方式或資料不全或錯誤而導致郵誤，本會恕不負責及不受理。
姓名 (必須與身份證相同)	中文 英文	
身份證號碼	X X X (X)	
出生日期	年 月 日	
性別	<input type="checkbox"/> 男 <input type="checkbox"/> 女	
學歷	<input type="checkbox"/> 中五 <input type="checkbox"/> 大專或以上 <input type="checkbox"/> 其他(請註明)：	
職業		
聯絡方式	住宅電話： 手提電話： 通訊地址： 請用英文/中文正楷清楚填寫電郵及通訊地址	電郵地址：
其他資歷	<input type="checkbox"/> 體適能基礎證書 <input type="checkbox"/> 急救證書 <input type="checkbox"/> 導師證書 (請註明： <input type="checkbox"/> 其他 (請註明：))
下方簽署以 * 本人同意上述申報之個人資料及原因均為屬實，亦已詳細閱讀及明白報名須知內容並同意遵守。 同意右方 * 本人已知悉並同意中國香港體適能總會收集並持有以上所填寫的資料作日常運作之用。 聲明： * 本人同意參加上述工作坊，並明白若在工作坊中發生任何意外或財物損失，一概與本會及主辦機構無關。		
填寫日期： 申請人簽署：		

報名須知 Notices for Enrolment

報名及入學程序 Application and enrolment procedures

- 程序一：提交申請表及報名手續 Step 1: Get the application form from the following
- 課程中心：香港中文大學通識課程中心17樓 PFA 辦事處 (17/F Civic Main Centre, 9-11 Hollywood Road, Tsim Sha Tsui, Kowloon)
 - 於本會網頁下載 (<http://www.hkma.edu.hk>) Downloaded from PFA website (<http://www.hkma.edu.hk>)

程序二：提交報名表格及有關資料 Step 2: Submit application form and relevant information

- 報名表格內須填明：課程/考試/研習班及工作坊名稱、*Two copies of application form; Course & Exam Application form and Workshop Application form
- 填妥表格，填妥學歷及其他有關的證明文件(如本會會員證、非會會員證、課程/研習班/工作坊、證書、執照等) *Complete the form, together with copies of academic and other relevant documents (if certificate is issued by PFA, copy is not required)
- 申請人可選擇以 ERS 或現金支票繳付課程/研習班/工作坊費用 *Application fee can be paid by ERS or cash cheque. If applicants visit PFA or paid by cheque via post, ERS fee should be paid by cheque via post. *Before course/ exam/ workshop deadline, applicants visit PFA office or by post (17/F Civic Main Centre, 9-11 Hollywood Road, Tsim Sha Tsui, Kowloon). If postage cannot be made due to mailing address, PFA has no responsibilities. Application will not be processed if information is missing.
- 課程/研習班/工作坊費用 *Course/ exam/ workshop fee can be paid by ERS or cash cheque. If more than one course/exam are applied, please use separate application forms and cheques for PFA to proceed.
- 受費人須在繳款後不逾三天，申請者須收到 PFA 傳真通知單(包括三項工作內容) *If cheque bank draft is incorrect, applicant should visit PFA to review the cheque/ bank draft within 3 days after PFA staff informed. Staff will not be responsible. Otherwise course/ exam qualification will be cancelled.
- 如課程/研習班/工作坊費用須以支票繳付，請在支票背面註明課程/研習班名稱 *If the course/exam fee requires a cheque, please use a separate cheque for paying the screening fee and course fee.

程序三：收到上課/考試通知 Step 3: Received class/ exam notice

- 課程/考試/研習班通知單 *Course/ exam/ workshop notice. After course/ exam/ workshop deadline, PFA will issue the notice of enrolment of course/ exam/ workshop by post and e-mail. 如申請人於課程/考試前二個工作天仍未收到有關通知，請致電 PFA 查詢(電話：2838-9594)。*If applicants do not get any notice from PFA 3 days before course/ exam date, please call PFA (Tel: 2838-9594) for inquiry.
- 如申請人於課程/考試前二個工作天仍未收到有關通知，請致電 PFA 查詢(電話：2838-9594)。*If applicants do not get any notice from PFA 3 days before course/ exam date, please call PFA (Tel: 2838-9594) for inquiry.
- 如申請人於課程/考試前二個工作天仍未收到有關通知，請致電 PFA 查詢(電話：2838-9594)。*If applicants do not get any notice from PFA 3 days before course/ exam date, please call PFA (Tel: 2838-9594) for inquiry.
- 如申請人於課程/考試前二個工作天仍未收到有關通知，請致電 PFA 查詢(電話：2838-9594)。*If applicants do not get any notice from PFA 3 days before course/ exam date, please call PFA (Tel: 2838-9594) for inquiry.

課程、考試及工作坊繳費辦法 Course, exam and workshop payment methods

- 每節個人可選擇以 ERS 或現金支票繳付學費。*Workshop fee can be paid by ERS or cash cheque. 課程/研習班/工作坊費用 *Course/ exam/ workshop fee can be paid by ERS or cash cheque. 課程/研習班/工作坊費用 *Course/ exam/ workshop fee can be paid by ERS or cash cheque.
- 受費人須在繳款後不逾三天，申請者須收到 PFA 傳真通知單(包括三項工作內容) *If cheque bank draft is incorrect, applicant should visit PFA to review the cheque/ bank draft within 3 days after PFA staff informed. Staff will not be responsible. Otherwise course/ exam qualification will be cancelled.
- 如課程/研習班/工作坊費用須以支票繳付，請在支票背面註明課程/研習班名稱 *If the course/exam fee requires a cheque, please use a separate cheque for paying the screening fee and course fee.
- 如課程/研習班/工作坊費用須以支票繳付，請在支票背面註明課程/研習班名稱 *If the course/exam fee requires a cheque, please use a separate cheque for paying the screening fee and course fee.

學費/考試/研習班退還程序 Refund procedures for course/exam/workshop fee

- 報名一經生效，不得退還報名費。*Transfer of admission is not permitted once the application has been accepted.
- 除不獲收錄或課程/研習班/工作坊外，已繳納之學費/考試/研習班費恕不退還。*Only if the enrolled course/exam/workshop is cancelled, the paid course/exam fee is non-refundable.

更改已獲接納的課程或考試申請 Application of change of course or exam being accepted

- 課程/考試/研習班/工作坊截止後，有關之課程/考試/研習班/工作坊費用將不退還。*After course/ exam/ workshop deadline, the application of course/ exam/ workshop cannot be cancelled, the paid fee is not refundable.
- 申請人可選擇以 ERS 或現金支票繳付課程/研習班/工作坊費用 *Application fee can be paid by ERS or cash cheque. If applicants visit PFA or paid by cheque via post, ERS fee should be paid by cheque via post. *Before course/ exam/ workshop deadline, applicants visit PFA office or by post (17/F Civic Main Centre, 9-11 Hollywood Road, Tsim Sha Tsui, Kowloon). If postage cannot be made due to mailing address, PFA has no responsibilities. Application will not be processed if information is missing.

懸風或黑色暴雨警告訊號的上課及考試安排 Arrangement of class and exam during typhoon or black rainstorm warning

警告訊號 Warning signals	上課及考試安排 Arrangement of class and exam
上午十一時以後天文台正懸掛八號或以上風球或黑色暴雨警告 When Observatory issuing Typhoon signal no. 8 or above or black rainstorm warning after 7am	上午的日間課程及考試照常舉行 Morning class and exam will be cancelled
上午十一時正或之前吹掛至三號或以上風球或黑色暴雨警告 When Observatory issuing Typhoon signal no. 3 or below or black rainstorm warning after 7am	上午的日間課程及考試照常舉行 Morning class and exam will be held as usual
上午十一時以後天文台正懸掛八號或以上風球或黑色暴雨警告 When Observatory issuing Typhoon signal no. 8 or above or black rainstorm warning after 11am	下午的日間課程及考試照常舉行 Afternoon class and exam will be cancelled
上午十一時正或之前吹掛至三號或以上風球或黑色暴雨警告 When Observatory issuing Typhoon signal no. 3 or below or black rainstorm warning after 4pm	下午的日間課程及考試照常舉行 Afternoon class and exam will be held as usual
下午四時以後天文台正懸掛八號或以上風球或黑色暴雨警告 When Observatory issuing Typhoon signal no. 8 or above or black rainstorm warning after 7am	晚上的夜間課程及考試照常舉行 Evening class and exam will be cancelled
下午四時正或之前吹掛至三號或以上風球或黑色暴雨警告 When Observatory issuing Typhoon signal no. 3 or below or black rainstorm warning is cancelled before 4pm	晚上的夜間課程及考試照常舉行 Evening class and exam will be held as usual

三號或以上風球、黃色及紅色暴雨警告生效時，除天文台發出特別警告訊號外，課程及考試照常舉行。如有任何疑問，請致電查詢(電話：2838-9594)。*When typhoon signal no. 3 or below, yellow and red rainstorm signals is hoisted, except Observatory has pre-warning signals, class and exam will be held as usual. For any inquiry, please call 2838-9594.

個人資料收集聲明 Personal data collection statement

申請者須填妥表格內有關個人資料，本會將用作處理有關本會課程或考試等事宜。所有個人資料均會妥善處理，並受有關法例保障。如申請人不同意，本會將取消其申請資格。*Applicants should fill in the personal data collection statement. The personal data collected on enrolment forms are used by PFA only for purpose relating to enrolment process of PFA course or exam. All information is kept confidentially. If applicants do not agree, their application will be cancelled.

其他事宜 Others

- 如有需要，本會有關課程或考試之導師、上課/考試時間、地點及內容安排，如報名人數不足，本會有關課程或考試工作坊之權利 PFA reserves the right to change course/ lecturer/ course scheduled/ exam time, venue and contents when it is necessary. If there is insufficient enrollment, PFA reserves the right to cancel the class/ exam/workshop.
- 如有需要，本會導師及職員有權要求學員出示身份證明文件，以核實學員身份。*PFA lecturer and staff reserve the right to require student to show identity card for verification when it is necessary.