



**此表格只適用於報讀急救課程**

## 成人心肺復甦法及自動體外心臟去纖維性顫動法證書課程申請表格

課程編號		
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 號碼：_____	
	<b>*劃線支票抬頭為「中國香港體適能總會有限公司」</b> <b>背面寫上申請人姓名、聯絡電話、身份證號碼及所報讀之課程/考試編號。</b>	
<b>個人資料</b> * 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"/> 學生/ <input type="checkbox"/> 團體) 會員號碼： _____	<b>報名須知</b> - 於課程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，信封面須註明：中國香港體適能總會 課程/考試申請）報名申請。 - 如選擇以郵寄形式遞交表格，可於寄出後約 3 個工作天請自行致電本會查詢是否接納有關申請。 - 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。 - 此課程是因聖約翰救護機構主辦，學員必須有 <b>100%出席率</b> ， <b>不能遲到或早退</b> ，否則會喪失上課及應考資格。 <b>不能出席上課和考試也不獲退款</b> ，敬請留意。 - 如於課程或考試截止日期後報讀，以郵戳為準，必須繳付港幣\$50 行政費。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(不被取錄或該課程/考試取消除外)。 - 所有「成人心肺復甦法及自動體外心臟去纖維性顫動法證書課程」均 <b>恕不辦理任何改期申請</b> 。 - 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。 - 於課程/考試截止報名日期後，本會將以 <b>電郵方式</b> 通知學員有關課程上課/考試事宜，如申請人於開課前仍未收到任何通知，請致電本會查詢。
	<input type="checkbox"/> 非會員 <input type="checkbox"/> 會員申請中	
姓名 (必須與身份證相同)	中文	
	英文	
身份證號碼	( ) (按照聖約翰救護機構指引，必須提供完整身份證號碼)	
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：	電郵地址：
	手提電話：	
	通訊地址：	
<small>請用英文/中文正楷清楚填寫電郵及通訊地址</small>		
下方簽署以 同意右方 聲明：	* 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。 * 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。 * 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

- 程字(一): 在下列課程及考試報名表 Step 1: Get the application form from the following:
- 課程: PPA 辦事處/ 通曉沙田村徑 9-11 號展廳中心 17 樓 Visit PPA office (17/F Cheuk Ngan Centre, 9-11 Hollywood Road, Tsim Sha Tsui, Kowloon)
  - 於本會網頁下載 (<http://www.hkpa.org.hk>) Downloaded from PPA website (<http://www.hkpa.org.hk>)

- 程字(二): 遞交報名表後及有關程序 Step 2: Submit application form and relevant information
- 報名表格式須填: 遞交報名表前務須填妥及工作坊註冊表格。\*Two types of application forms: Course & Exam Application form and Workshop Application form
  - 填妥報名表、填妥學歷及其他有關的證明文件(如由本會派發之由本會派發、測驗須知表等) \*Complete the form, together with copies of academic and other relevant documents (if certificate is issued by PPA, copy is not required)
  - 申請人可選擇以 ERS 或現金支票繳付課程/考試費: 工作坊費用可選擇以現金或 ERS 支票繳付。\*Course/ exam fee can be paid by cash or by cheque with ERS or cash. \*Workshop fee can be paid by cash or ERS if applicants visit PPA or paid by cheque via post
  - 課程/考試費交與本會後須填妥「中國香港教育學院註冊表」。\*After fee is paid, please visit the applicant's name, contact no. and course/workshop name on the back of each cheque.

- 程字(三): 填妥 ERS 支票後 Step 3: Received cash/ exam notice
- 如申請人於課程或考試前 3 個工作天仍未收到支票收據, 請致電 PPA 查詢(電話: 2838-9594)。\*If applicants do not get any notice from PPA 3 days before course/ exam date, please call PPA (Tel: 2838-9594) for inquiry.
  - 如申請人於課程或考試前 3 個工作天仍未收到支票收據, 請致電 PPA 查詢(電話: 2838-9594)。\*If applicants do not get any notice from PPA 3 days before course/ exam date, please call PPA (Tel: 2838-9594) for inquiry.

- 程字(四): 出席課程、工作坊或考試 Step 4: To be present for classes, workshops or exam
- 除特別通知外, 出席課程/考試必須準時出席, 課程/考試前 15 分鐘前到場。\*Only if special notice is made, the accepted applicant should attend the class on the date, time and venue specified.
  - 於課程/考試開始前, 請致電 PPA 查詢(電話: 2838-9594)。\*Please call PPA (Tel: 2838-9594) for any inquiry.
  - 如以現金支票付款, 學員須繳納即時支票收據。\*If payment is made by cash/ERS, receipt will be issued immediately.

- 課程: 考試及工作坊繳費辦法 Course exam and workshop payment methods
- 每人可選擇以 ERS 或現金支票繳付學費。\*Workshop fee can be paid by ERS if applicants visit PPA or paid by cheque via post. \*Workshop fee can be paid by cash.
  - 支票抬頭請寫: 中國香港教育學院有限公司。\*After fee is paid, please visit the applicant's name, contact no. and course/workshop name on the back of each cheque.
  - 如以現金支票繳付學費, 請於支票背面填妥報名表及測驗須知表。\*If more than one course/exam are applied, please use separate application forms and cheques for PPA to proceed.
  - 支票抬頭請寫「中國香港教育學院有限公司」。\*After fee is paid, please visit the applicant's name, contact no. and course/workshop name on the back of each cheque.
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- 學費/考試/工作坊退還程序 Refund procedures for course/exam/workshop fee
- 每名一經修畢, 不得獲退還。\*Transfer of admission is not permitted once the application has been accepted.
  - 除不獲取錄或課程/工作坊取消外, 已繳之學費/考試費/工作坊費不得退還。\*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
- 於課程/考試/工作坊截止後, 有關之課程/考試/工作坊不得取消。\*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 或現金支票繳付學費。\*Workshop fee can be paid by ERS if applicants visit PPA or paid by cheque via post. \*Workshop fee can be paid by cash.

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#### 個人資料收集聲明 Personal data collection statement

本會將收集每位申請者的個人資料, 以作處理報名課程/考試/工作坊之用。\*The personal data collected on enrolment forms are used by PPA only for purpose relating to enrolment process of PPA course or exam. All information is kept confidentially.

如需要, 本會將根據香港個人資料保護條例之導師、上課考試時間、地點及內容安排。\*If necessary, PPA reserves the right to change course/ lecturer/ course scheduled exam time, venue and content when it is necessary. If there is insufficient enrolment, PPA reserves the right to cancel the class/ exam/workshop.

如有必要, 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。\*If necessary, PPA lecturer and staff reserve the right to request student to show identity card for verification when it is necessary.

其他事宜 Others

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警告信號 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掛黑雨傘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掛黑雨傘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 before 11am	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掛黑雨傘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 4pm	晚上的日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 before 4pm	晚上的日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

本會將收集每位申請者的個人資料, 以作處理報名課程/考試/工作坊之用。\*The personal data collected on enrolment forms are used by PPA only for purpose relating to enrolment process of PPA course or exam. All information is kept confidentially.

#### 其他事宜 Others

如有需要, 本會將根據香港個人資料保護條例之導師、上課考試時間、地點及內容安排。\*If necessary, PPA reserves the right to change course/ lecturer/ course scheduled exam time, venue and content when it is necessary. If there is insufficient enrolment, PPA reserves the right to cancel the class/ exam/workshop.

如有必要, 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。\*If necessary, PPA lecturer and staff reserve the right to request student to show identity card for verification when it is necessary.