

FM001b Promotional Course/ Seasonal Course Enrollment Form

Please read the “Notes For Application” overleaf carefully before completing this form
This form can be photocopied for the purpose of enrolling in other courses

Please complete this form in BLOCK LETTERS

Course applied for:

Course Code	Course Title	Course Fee
	<input type="checkbox"/> 評估課 Evaluation Lesson <input type="checkbox"/> 成人試學課程 Adult Promotional Course <input type="checkbox"/> 兒童試學課程 Junior Promotional Course <input type="checkbox"/> 季度課程 Seasonal Course ELE/INT/ADV/PROF <input type="checkbox"/> 合奏課程 Ensemble Seasonal Course	HK \$

Part I Personal Particulars	
Name in English: (姓氏 Surname) (名字 First Name) (Must be the same as shown on HKID card)	Name in Chinese:
Hong Kong Cellist Society Membership No.:	
Title: Mr. <input type="checkbox"/> Miss. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>	Date of Birth (dd/mm/yy) _____-__-_____-__
Nationality:	HKID Card / Passport No. (For verification of the applicant's identity)
Education Level:	
Correspondence Address:	
<input type="checkbox"/> Hong Kong <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories <input type="checkbox"/> Islands	
Phone No. :	E-mail:
Emergency Contact Person:	
Relationship:	Phone No. :

Part B Qualifications

I) Instrument Experience, Academic and Professional Qualifications in music (in chronological order)

From MM/YYYY	To MM/ YYYY	Issuing Authority (Eg ABRSM) Instructor Full Name	Academic/ Professional Qualifications	Date of Issue

e). Please provide copies of documentary proof for the Academic and Professional Qualifications (if applicable).

II) Language Skills

Language	Level
English	
Cantonese	
Mandarin	
Other Language (Please specify)	

III) How did you learn about Cello Factory private lesson course information? (You may choose more than one option)

<input type="checkbox"/> In Person	Venue visit date _____	<input type="checkbox"/> Google.com	
<input type="checkbox"/> Referrals	Name of Referee	<input type="checkbox"/> Yahoo.com.hk	
<input type="checkbox"/> Cello Factory Website		<input type="checkbox"/> Cello Factory Facebook	
<input type="checkbox"/> Hong Kong Cellist Society Website		<input type="checkbox"/> Hong Kong Cellist Society Facebook	
<input type="checkbox"/> Leaflet at		<input type="checkbox"/> Advertisement on	
<input type="checkbox"/> Others:			

Personal Data Collection Statement

- 1) The personal data provided in this form will be used by Cello Factory Limited for purposes related to the processing of enrolment and student administration. Personal data of unsuccessful candidates will be destroyed.
- 2) The personal data provided in this form will be used by Cello Factory Limited for delivering information including any events and functions to be held, courses to be organized, discount, benefit and service offers. This person data will not be transferred to other external parties for purposes as stated above, except commissioned research consultants for marketing activities as stated above.
- 3) Under the provision of the Personal Data (Privacy) Ordinance, applicants have rights to request the correct of their person data. Applicants wishing to amend their data should submit written requests to Cello Factory Limited by using Personal Data Amendment Forms which can be

downloaded from Cello Factory Limited. Website.

Applicants' Declaration

1. I declare that the information provided in this form and the attached documents is accurate and complete. I authorize Cello Factory Limited to obtain information about my public examination results and records of studies form concerned institutions (if necessary).
2. I understand that provision of any false or misleading information therein shall lead to disqualification of my application for admission and any resulting registration. Any fees paid will not be refunded under any circumstances and conditions..
3. I consent that if admitted, I will complete all the Rules and Regulations stipulated by Cello Factory Limited.
4. I have noted, understood and agreed to the contents of the Personal Data Collection Statement and Notes for Application.
5. I have read the FM001b terms and regulations and fully understand all the content of within. I am willing to all of comply the regulations.

Signature: _____ ****** **Date:** _____

** (Applicants aged below 18 are required to provide the signature of a parent on legal guardian.

CF staff use only

Application Receive Date	Receipt No.	CF Staff
Instrument Arrangement	Accessories	Status

Remarks

申請須知 Notes for Application

報名程序 Enrolment Procedures

填妥報名表格必須連同支票/銀行入數收據郵寄式於辦公時間內交回報名中心辦事處。申請將於報名表格及繳費完整收妥後才獲處理。若申請人於開課前七天(或截止日期後)還未收到報名確認電郵，請致電報名查詢 2728 7906。除特別通知外，申請人須照課程之指定時間、日期和地點上課。本院將不會發出取錄通知書給課程申請人。

Please complete the correct enrollment form with cheque/bank receipt to the Office of Cello Factory by mail (please mark “Enrollment Form” on the envelope). And application will be processed only upon receive the completed form and payment. If you do not receive “Course Confirmation Email” seven calendar days prior to the course commencement date, please check with the staff at 2728 7906. Unless otherwise notified, applicants are expected to be present for class at the time and place indicated in the Website. No separate letter of acceptance will be issued.

繳費辦法 Payment Methods

(1) 支票 Cheque

如用劃線支票，請以「Cello Factory Limited」名義抬頭，連同報名表格一併遞交。本院恕不接受期票。如欲報讀之課程已額滿式取消，本院將退回支票/。為免因銀行結算而導致進一步延誤，如開課日期少於七個工作天，申請人請使用銀行入數或易辦事繳交費用。如支票不能兌現，有關申請人須於收到本院職員通知起的三個工作天內親臨本院辦事處繳付學費。逾期辦理將不獲保留學額或取消上課資格。

Crossed cheque should be made payable to “Cello Factory Limited” and returned together with your enrollment form. Post-dated cheque will not be accepted. Cheque will be returned if course enrolled are full or cancelled. If you are making close to course commencement (7 days before course start), you are advised against using cheque to pay the course fee. If a cheque is rejected by bank, the applicant concerned will be required to pay the course fee and an at enrollment centres in person within three working days upon receipt of notification from Cello Factory. Failure to do so will result in cancellation of the enrollment or suspension from taking subsequent classes.

(2) 銀行入數 Bank Deposit

如用銀行入數方式，請轉賬至「香港上海滙豐銀行」戶口 808-807671-001。銀行入數紙副本須於交費後連同報名表格郵寄或電郵至本學院報名中心。

Bank deposit should transfer to HSBC account “808-807671-001”. Bank slip copy should be returned together with enrollment form to School in person by mail or email.

(3) 易辦事 EPS

學院報名中心設有「易辦事」的繳費服務。

Course fees can be paid by EPS at Cello Factory.

課程轉修 Course Transfer and Reenrollment

課程額滿或取消的情況下，申請人可獲本院准許轉修另一課程。在其他任何情況下，申請人必須得到本院同意及以支票/銀行入數方式繳交手續費港幣 300 元才可轉讀另一課程。此項申請必須於已報讀課程之開課日期前十四天提出，逾期恕不受理。此外，申請人已繳交之學費及其學額不得轉讓他人。

Transfer to another course is permitted if the enrolled course is full or cancelled. In any other event, transfer to another course can only be made subject to the approval of Cello Factory and with an administrative charge of HK\$300 via cheque and bank deposit. This application must be made not less than 14 days before commencement date of the enrolled course. Late applicant will not be considered. Furthermore, fees paid and the related studentship cannot be transferred from one person to another.

課程更改 Course Changes

如報名人數不足，本院有權取消該課程，並於有需要時更改任何原定課程之導師、上課時間、班際人數、地點及內容。Cello Factory reserves the right to cancel a course if enrollment is insufficient and make alterations regarding instructors, class schedules, class size, class locations and the content of courses if necessary.

個人資料收集聲明 Personal Data Collection Statement

申請人於報名表格所提供的個人資料，本院只會用作處理報名或學生事務的有關事宜。根據個人資料(私穩)條例，申請人有權查詢及更改其個人資料。

The personal data provided on enrollment forms are used by Cello Factory only for purposes related to the processing of enrollment and student administration. Under the provisions of the Personal Data (Privacy) Ordinance, applications have right to request access to and make correction of their personal data.

聯絡通知 Notification

學院將向學生發放電子郵件以作確認及緊急通知。請準確填寫有關資料以便聯絡。如有任何更改，請儘快向學院提出更新。如申請人對接收電子郵件通知遇有困難，請聯絡本學院以便作適當安排。

School policy is to send confirmation and urgent messages to students via email. It is therefore important that the mobile phone and email address that the applicant provides are accurate. Any change should be reported to the School immediately. Those who have genuine difficulty in receiving urgent messages via email should contact Cello Factory for separate arrangements.