

A 報名須知 Application information

1. 名額有限，先到先得。額滿即止。
2. 課程滿3人即可開班。
3. 本中心未能接受電話或傳真預約。
4. 歡迎自組特別課程及上課時間，本中心將盡量與您配合。
5. 已報名之項目，均不得轉讓他人或改報其他項目。(學生人數不足及待定之活動除外)
6. 新生報名費HK\$100.00。
7. 請保留收據，直至活動及課程完結，並請於活動當天或第一課堂時帶備收據。
8. 凡持續性之課程/活動，舊學員須於每月最後一堂，到本中心繳交下月學費，否則將視作退出，其名額將給予後補學員或再作公開招生。
9. 有進階性的長期課程/活動的收生須按學員能力、程度及導師推薦而定。
 1. Places are offered on a "first come, first served" basis in person.
 2. Classes are formed when there are at least 3 students enrolled.
 3. We do not accept reservations by fax or by phone.
 4. We provide a tailor-made curriculum to suit individual needs. Please contact us to request your own curriculum needs and timetable.
 5. Once enrolled in a programme, transfers cannot be made. (except by the centre for low enrollment or course cancellation)
 6. New students' registration fee: HK\$100.00
 7. Please keep your receipt until the end of the course or activity. Please also bring along your receipt on the first lesson or on the activity day.
 8. For regular courses, existing students should pay tuition fees on or before the last lesson every month. Otherwise, the places will be reserved for waiting students or opened for application.
 9. For regular courses with levels, they are enrolled according to students' abilities, level or teachers' recommendation.

B 付款安排 Payment Arrangement

1. 請把報名表格連同學費交回本中心。學費請以現金或劃線支票繳付，抬頭請寫「**Learning Garden Company Limited**」或「**陞鋒學之園有限公司**」，並在支票背面寫上學生姓名及聯絡電話。
2. 學生必須在上課前繳付全數學費，學位方可作實。如以支票付款，則以支票過數作實。
3. 請勿以HK\$1,000.00面額大鈔繳付。
 1. Please submit the enrollment form along with the appropriate fees (in cash or by cheque) to our centre in order to reserve a place. Cheques should be made payable to "**Learning Garden Company Limited**". Please write your child(ren)'s name and contact no. on the back of the cheque(s).
 2. Places are not valid until full payment has been settled in cash or, if by cheque, until it has cleared before the classes start.
 3. Please do not pay with HK1,000.00 bank notes.

C. 守則 Regulations

1. 「陞鋒學之園教育中心」、「陞鋒(藍灣)教育中心」將保留一切權利，並於必要時更調課程或導師。
2. 未經本教育中心同意，一律不可在校內拍照、錄音或錄影課堂內容。
3. 學生於疏忽、故意不守秩序或其他情況下造成之財物損失或身體損傷，「陞鋒(藍灣)教育中心」概不負責。
4. 學生如損壞本校任何物件或設備，學生家長須負責賠償、維修或更換有關設備之費用。
5. 陞鋒學之園教育中心或陞鋒(藍灣)教育中心會在課堂或活動進行後，有權使用學生的作品、上課的照片及錄影片段作宣傳推廣用途(包括印刷小冊子)。
 1. "Learning Garden Education Centre" and "Learning Garden (Island Resort) Education Centre" reserve the right to change the programme(s) and/ or teacher(s) when necessary, such as sick leave.
 2. Without prior permission from the centre, no audio or video recording, and/or photo taking is allowed within the centre's premises.
 3. "Learning Garden Education Centre" and "Learning Garden (Island Resort) Education Centre" take no responsibility for any injuries or loss of personal property within the centre's premises.
 4. The parents of student(s) who cause damage to any Education Centre property or equipment will be responsible for their repair or replacement.
 5. Learning Garden Education Centre or Learning Garden (Island Resort) Education Centre, after obtaining permission from parents and students, reserve the right to use students' masterpieces, photos and videos for promotional purposes only (including programme guides). Learning Garden Education Centre or Learning Garden (Island Resort) Education Centre need not inform parents in advance.

D. 取消/退出及退款安排 Cancellation / Withdrawal Policy and Refund arrangement

1. 在黑色暴雨及八號或以上颱風信號的情況下，課程將會取消及不設補堂或撥款該堂之學費。
2. 如因人數不足而取消有關活動或課程，本中心將會於活動及課程舉行前通知參加者以辦理退款手續。並於一個月內安排退款事宜，敬請保留收據。
3. 恆常班學生如要退學，須於一個月前通知本教育中心。
 1. No make-up classes or refund will be arranged under any circumstances due to typhoon signal no. 8 or above, or if a black rainstorm warning issued by Hong Kong Observatory.
 2. For unconfirmed outdoor activities, please submit the application form and fee first. If the visit is cancelled, all fees paid will subsequently be refunded by cheque within one month. Please keep your receipt.
 3. If regular class students plan to withdraw from the class, one month notification period is required.

E. 私隱 Privacy

有關個人資料只用於本教育中心校內行政工作。

Personal data collected will be used for administrative purposes only.

學生/考生的個人資料因應學生的需求而作為辦理考試/比賽程序所使用。學生可自行決定是否提供這些資料。倘提供了不準確或不完整的資料，考評機構或比賽主辦機構，可因而拒絕接受有關申請。已提交的個人資料，亦可能作以下用途：

- (甲) 協助高等院校、政府或公營機構處理錄取申請；
- (乙) 回應合法要求，證明考生的成績；
- (丙) 協助高等院校、政府或公營機構處理有關獎學金、補貼或其他資助的申請；
- (丁) 以不記名及在不披露考生身份的方式，進行教育研究及分析；
- (戊) 向學生考生、家長及考試報名人提供與考試相關的資料。

Personal data of students or candidates may be needed for delivery of examination services or competition application purposes. The provision of the requested personal data is voluntary. If any of the data is inaccurate or incomplete, the examination organization or competition organization may not be able to accept the entry. The personal data submitted may also be used for:

- (a) assisting tertiary institutions and other government/public organisations in their processes for admission purposes;
- (b) certifying candidates' examination results in response to legitimate requests;
- (c) assisting tertiary institutions and other government/public organisations in respect of their requests for information in granting scholarships/financial assistance or other forms of subsidization;
- (d) conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable;
- (e) providing information related to the examination or education concerned to the candidates, parents or applicants.

根據個人資料(私隱)條例，任何人士若能向考試機構/陞鋒(藍灣)教育中心證實其資料當事人之身份，可在繳交手續費後查閱個人資料，或考試機構向陞鋒(藍灣)教育中心或陞鋒學之園有限公司索取考生資料。有關資料，包括學生/考生個人資料、信件及其他資料，可能會被送交相關考試機構。一般而言，該等資料在考試後由考試機構決定處理方法。

In compliance with the Personal Data (Privacy) Ordinance, access to all personal data will be made available, on payment of a fee, to anyone who can establish his/her right to be informed of such data as are retained by the Learning Garden (Island Resort) Education Centre or Learning Garden Company Limited. Please also note that candidates' personal data/correspondence/other information received by Learning Garden (Island Resort) Education Centre and Learning Garden Company Limited may be referred to the Examination Board concerned. In general, upon completion of an examination, all such data should be at the disposal of the Examination Board of the related organization.

報名表格 Application Form

甲部 PART I: 報讀課程資料 Application For Enrollment		有#必須填寫 # Required fields	
課程名稱 Course title	上課日(星期) Day	時間 Time	學費 Fee
1.			\$
2.			\$
3.			\$
總金額 Total Amount:			\$

乙部 PART II: 個人資料 Personal Particulars			
# 學員中文姓名 Student Chinese name: (姓 Surname)		(名 First name)	
# 學員英文姓名 Student English name: (姓 Surname)		(名 First name)	
出生日期(日/月/年)Date of Birth(dd/mm/yyyy):	年齡 Age:	性別 Sex:	
就讀學校 School Name:		班級 Class:	
學生手提電話 Student Mobile No.:			
健康情況(例如食物或藥物敏感) Health Condition (e.g. food or medical allergy):			<input type="checkbox"/> 正常Normal
# 遇上緊急情況，我們須要聯絡學生家長或其親屬。 In case of emergency, we need to contact student's parents or other relatives.			
# 電話1 Phone1:		# 與學生的關係 Relationship with the student:	
電話2 Phone2:		與學生的關係 Relationship with the student:	
# 如未聯絡上述人士，本人 <input type="checkbox"/> 同意 / <input type="checkbox"/> 不同意 貴教育中心送本人之子女往 <input type="checkbox"/> 公立醫院急症室 / <input type="checkbox"/> 其他指示: _____ # If the person(s) listed above cannot be reached, I <input type="checkbox"/> agree / <input type="checkbox"/> disagree my child(ren) to be taken to: <input type="checkbox"/> the closest Accident and Emergency Ward of a public hospital. / <input type="checkbox"/> Other: (Please state) _____			

丙部 PART III: 家長/監護人資料 Parent/ Guardian Particulars	
# 中文姓名 Chinese name:	# 英文 English name:
# 關係 Relationship:	# 電郵地址 E-mail address:
# 通訊地址 Correspondence Address:	
# 流動電話 Mobile Phone:	住宅電話 Home Phone:
辦公室電話 Office Phone:	

重要報名須知 Important Application Information
1. 新生報名費HK\$100.00。 2. 凡持續性之課程/活動，舊學員須於每月最後一堂，到本中心繳交下期學費，否則將視作退出，其名額將給予後補學員或再作公開招生。 3. 在黑色暴雨及八號或以上颱風信號的情況下，課程將會取消及不設補堂或撥款該堂之學費。 4. 不論任何理由，每8堂只可獲安排於當月補堂一次。但必須要於課堂開始前兩小時請假。(個別課程除外) 1. New students' registration fee: HK\$100.00. 2. For regular courses, existing students should pay tuition fees before the last lesson of each month. Otherwise, the places will be reserved for waiting students or opened for application. 3. No make-up classes or refund will be arranged under any circumstances due to typhoon signal no. 8 or above, or a black rainstorm warning issued by the Hong Kong Observatory. 4. Only 1 absence (any personal reason including sickness that leads to lesson cancellation) is permitted in every 8 successive lessons (the current 4 lessons and the previous 4 lessons). Notice of absence should be given prior to the lesson schedule (at least 2 hours before the lesson). Any extra cancellation (more than one absence) within the 8-lesson period will incur the regular tuition fee.

學生編號 Student Number:

聲明 Declaration:	
1. 陸鋒學之園教育中心或陸鋒(藍灣)教育中心會使用 貴子女的作品、上課的照片及錄影片段作宣傳推廣用途(包括印刷小冊子)，而毋須事先知會家長。如有異議，必須於報讀時以書面通知本教育中心。 Learning Garden Education Centre / Learning Garden (Island Resort) Education Centre will use your child(ren)'s masterpieces, photos and videos for promotional purposes only (including programme guides). The education centre need not inform parents. In case of disagreement, parents should submit a notification letter to the reception. 2. 如有需要，陸鋒學之園教育中心、陸鋒(藍灣)教育中心、陸鋒學之園有限公司將會以手機短訊、直接來電、傳真或電郵方式與家長聯絡有關學生事宜。 We will share students' learning progress through SMS messages, direct call, fax or email from Learning Garden Education Centre, Learning Garden (Island Resort) Education Centre and Learning Garden Co. Ltd if needed.	
# 免責聲明 Disclaimer	
下列須由18歲或以上人士簽署，18歲以下人士須由家長或監護人代簽署。 Below has to be signed by an adult at the age of 18 or above, and/or by a parent or an adult guardian on behalf of child/youth under the age of 18.	
本人要求此申請被接納並願意遵守陸鋒(藍灣)教育中心所有條例與規章和克制行為以顧及自身和他人的安全。本人、本人之子女或本人的承繼人清楚了解本人自願承擔因參加活動、使用場地、器材或設施而可能引致的損傷或疾病的風險，本人明確接受陸鋒(藍灣)教育中心毋須為本人、本人之子女或本人的承繼人因參加活動、使用場地、器材或設施而可能引致的損傷或疾病承擔責任。本人同意免除陸鋒(藍灣)教育中心及其代理人、服務人員和僱員的責任，不會因本人、本人之子女或本人的承繼人參加活動、使用場地、器材或設施而可能蒙受的損傷、疾病、死亡、遺失或傷害向該機構和人士進行任何和所有索償。本人明白陸鋒(藍灣)教育中心毋須負上在其建築物範圍或任何活動範圍或地點內個人財物遺失或被竊的責任。 I request that this application should be accepted and agree to abide by all rules and regulations of Learning Garden (Island Resort) Education Centre and otherwise undertake to behave in such a manner as to contribute to the safety and well being of myself and others. I understand that Learning Garden (Island Resort) Education Centre assumes no responsibility for injuries or illnesses which my children, my heirs or I may sustain as a result of my children's, my heir's or my physical condition or from my children, my heirs or my participation in any of its activities, use of its venues, equipment and facilities, and expressly acknowledge on behalf of myself and my heirs that I assume the risk for any and all injuries and illnesses which may result from participation in these activities, use of its venues, equipment and facilities. I hereby release and discharge Learning Garden (Island Resort) Education Centre, its agents, servants and employees from any and all claims for injuries, illnesses, death, loss or damage which my children, my heirs or I may suffer as a result of participation in these activities, use of its venues, equipment and facilities. I understand that Learning Garden (Island Resort) Education Centre is not responsible for personal property lost or stolen while on its premises and other premises or locations of the activities.	
本人已詳閱及明白「課程條款及事項」內的資料，並同意遵守「陸鋒學之園有限公司」或「陸鋒(藍灣)教育中心」的規則。 I have read and understood the "Program Policies and Regulations" contained in this pamphlet and agree to abide by the "Learning Garden Company Limited" or "Learning Garden (Island Resort) Education Centre" regulations.	
# 家長簽署 Parent/Guardian's Signature :	# 填表日期 Date :
簽署人姓名 Full name of the person who signs :	
關係 Relationship with the student (s) :	
陸鋒(藍灣)教育中心(教育局註冊編號: 582212)乃陸鋒學之園有限公司(商業登記號碼: 36062880)轄下管理。 Learning Garden (Island Resort) Education Centre (EDB registration number: 582212) is the subsidiary of Learning Garden Company Limited (Business Registration No. 36062880).	
職員簽署 Staff's Signature:	收表日期 Date: