

REGISTRATION FORM 報名表

(Student Aged above 18) 18 歲以上學生

Ref. No. _____

Student Name(Chinese)學生中文姓名: _____		* Gender 性別: M 男/ F 女	Age 年齡: _____
Date of Birth 出生日期 (DD/MM/YY): _____			
(English 英文) First 名字: _____		Surname 姓氏: _____	Nationality 國籍: _____
* HKID No. 身份證號碼/ Passport No. 護照: _____		Mobile 手提電話: _____	
Tel 家居/公司電話: _____		Email 電郵: _____	
Correspondence Address 聯絡地址: _____			
(District 地區) _____		* HK 香港/ Kowloon 九龍 / New Territories 新界	
<input type="checkbox"/> Student 學生	<input type="checkbox"/> Employed 就業	<input type="checkbox"/> Unemployed 待業	<input type="checkbox"/> Retired 退休
其他: _____			
Company 公司/School 學校: _____		Occupation 職業: _____	
Facebook Username/registered email address Facebook 用戶名稱/註冊電郵: _____			
Promotion Code (Applicable to enjoy special offer) 優惠碼: _____			

Health Condition 健康狀況: Normal 沒有特別 / Allergy 敏感 (Please specify 請註明): _____ /

Others 其他: _____ Emergency Contact Person 緊急聯絡人: _____ Relation 關係: _____
 Contact Number 聯絡電話: _____

How did you find out about Spanish World HK? 你是從何得知 Spanish World HK?

- Google Yahoo Baby-Kingdom Facebook
 Friend 朋友 University Program 大學 Spanish Chamber 西班牙商會 Spanish Consulate 西班牙領事館
 Magazine 雜誌 (Please specify 請註明): _____ Others 其他 (please specify 請註明): _____

Terms & Conditions 條款及細則:

- Please return the completed form with course fee to "Room 404, 4/F, Lap Fai Building, 6 – 8 Pottinger Street, Central".
請將填妥的報名表連同學費到中環砵典街6-8號立輝大廈4樓404室
- Fee paid is not refundable unless the enrolled course is full or cancelled by Spanish World HK. Fees paid are not refundable regardless of whether students have attended class or not
無論學生有否上課, 已繳費用概不退還。除非就讀課程滿額, 取消或被 Spanish World 視為特殊情況, 否則已繳費用概不退還。
- **Withdrawal / Retention:** Written request of Withdrawal/Retention of course fee via email will only be allowed 1 week before the commencement date of the course. An administration fee of **HK\$100** will be charged per course. There will be no withdrawal/retention after the commencement of the term. (Expect for special case)*
退出申請: 報名後, 學生可於課程開課前一星期以電郵提出退出請求, Spanish World Hong Kong 將收取行政費港幣\$100, 餘額將以支票形式退還。課程開課後, Spanish World Hong Kong 不接受任何退出的申請。(特殊情況除外)*
- **Change of class:** Written request for change of class via email is allowed before the commencement of the term with an administration charge of **HK\$100** per course, subject to vacancy. Thereafter no further changes will be allowed. (Expect for special case)*
轉班申請: 學生可於課程開課後以電郵提出轉班請求, Spanish World Hong Kong 將視課程人數決定接受申請與否, 每次轉班 Spanish World Hong Kong 將收取行政費港幣\$100。(特殊情況除外)
- If a scheduled class starts late for any reason pertaining to the school we will make up for that time at no cost to the student. If the student arrives late to a scheduled class, the class will finish at the scheduled original time and cannot be extended for any reason
如果課堂的開始上課時間比原定計劃遲, 我們將免費彌補當中的差異時間給學生。無論任何原因, 如果學生遲到, 課堂將在原定時間結束而不能推遲。
- A **Private class** can be canceled by a student by notifying Spanish World HK ADMINISTRATION (not the teacher) and subject to **a minimum of 24 hours notice**. A canceled class with more than 24 hours will be either caught up or discounted on the next invoice. If a student cancels a class with less than 24 hours, the class will be counted as taught and thus debited.
私人課學生可在課堂**24小時前**通知 Spanish World HK 行政部 (非教師) 以取消或更改課堂時間。已取消的課堂學費 (若已付款) 將於下一期帳單中抵扣。如果學生在小於課堂 24 小時前取消課堂, 該堂將被視為已完成而學生需要繳交相應學費。
- Students from Spanish for Teens, Kids and Playgroup courses can cancel or be **absent from 1 class ONLY every month**. This onetime per month absence will not be charged and thus can be credited for next month invoice (i.e. deduction from next month invoice). **If a student misses more than one class per month for whatever reason there will NOT be any further credit.**
常規課程學生每月最多可請假一次 (不論原因)。學生無需就這一節課堂繳交任何學費 (已繳付的學費將於下期帳單中抵扣)。無論任何原因, 如果學生缺席多於每月一節, 相關學費不會再有抵扣, 學生仍需繳交學費。Please note that enrollment **without payment** is considered **invalid**.
請注意, 未付款的報名將視為無效。
- *For more details on students right and school policy, please refer to "Spanish World Hong Kong Student Manual". Regarding the class arrangement on bad weather, please check document "Arrangement on Bad Weather" or consult our administration staff.
*更多有關學生權益及學校政策, 請查閱 "Spanish World Hong Kong 學生手冊" 有關惡劣天氣下的課堂安排, 請查閱文件 "有關惡劣天氣下的課堂安排" 或向職員查詢。

The Only Cervantes Institute Accredited Centre in Hong Kong

Spanish World Hong Kong Ltd. Room 404, 4/F. 6 & 8 Pottinger Street, Central, Hong Kong
 EB. no. 573779 Tel: +852 2526 9927 Fax: +852 3105 2231 Email: info@spanishworldhk.com
<http://www.spanishworldhk.com>

PAYMENT 繳費方法

- Cheque should be made payable to **Spanish World HK Ltd**, and please send to " Room 404, 4/F, Lap Fai Building, 6 – 8 Pottinger Street, Central, HK " ;
- Bank Transfer to:
Bank: **HSBC**
Account Name: **Spanish World HK Ltd.**
Account No.: **178-759163-838**
** Please send the **copy of deposit slip** for Spanish World HK reference, **fax: 3105 2231;**
email: **info@spanishworldhk.com** **
- Cash Payment during Office Hour
Monday – Friday: 9:30am – 6:30pm
Saturday: 9:00am – 6:00pm
- Credit Card & EPS NOT Available

- 以支票付款: 請以劃線支票抬頭寫上 "Spanish World HK Ltd", 並於支票背後寫上學生名稱及聯絡號碼
- 銀行轉帳:
銀行: **香港匯豐**
帳戶名稱: **Spanish World HK Ltd.**
帳戶號碼: **178-759163-838**
****請把存款單的複件發電郵至 info@spanishworldhk.com 或傳真 31052231 作核實****
- 現金繳費, 學生可於辦公時間到學校繳費
星期一至五: 9:30am – 6:30pm
星期六: 9:00am – 6:00pm
- 不接受信用卡或易辦事

Student's Acknowledgement 家長/監護人/學生聲明

Before enrolling in the following course, I am aware of the course information, including course guideline, fees, information on the principal and teachers and refund policies and procedures. If the school fails to operate the course as scheduled, the school will give me a full or partial refund according to the refund policies. The enrolled course is as below:

報讀下列課程前, 我已知道課程資料, 包括課程指引, 收費標準, 校長和教師的資料, 退款政策和程序。如學校未能按計劃提供課程, 學校將根據退稅政策, 將部分或全部費用退還給我。我報讀的課程如下:

- Course Code 課程編號: _____
- Course 課程: _____
- Course Day & Time 上課日期及時間: _____
- Course Venue 上課地址: Room 404, 4/F, Lap Fai Building, 6 – 8 Pottinger Street, Central 中環砵典乍街 6-8 號立輝大廈 4 樓 404 室

Notes 注意事項

- Please be punctual in attending the class as a mean of respect to other students and the teacher. If the student arrives late to a scheduled class, the class will finish at the scheduled original time and cannot be extended for any reason. 為尊重老師及其他學生, 請準時出席課堂。無論任何原因, 如果學生遲到, 課堂將在原定時間結束而不能推遲。
- Fees paid are not refundable regardless of whether students have attended class or not. Fees paid are not refundable unless the enrolled course is full, cancelled or in exceptional circumstance deemed acceptable by Spanish World. No class during public holidays. 無論學生有否上課, 已繳費用概不退還。除非就讀課程滿額, 取消或被 Spanish World 視為特殊情況, 否則已繳費用概不退還。公眾假期不用上課。

Personal Data Collection Statement 收集個人資料聲明

- Personal Data provided in this form will be used for processing your application for admission and for registration, academic, administrative, research, statistical and marketing purposes. The data will be solely handled by Spanish World HK employees or contractors who are authorised to do so and will be treated in strict confidential. 您在本表格提供的個人資料將被用於處理您的入學申請和註冊, 學術, 行政, 研究, 統計和營銷目的。這些資料只會由 Spanish World Hong Kong 已獲授權查閱該等資料的僱員或承辦商方將以保密的方式處理。
- Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and to request the correction of, their personal data. Applicants wishing to access or make corrections to their data, should submit written requests/ via email to Spanish World HK. 根據香港特別行政區法例第 486 章《個人資料(私隱)條例》, 你可隨時要求存取及更正我們紀錄中與你有關的個人資料, 你亦可要求我們從任何運作中的名單中刪除你的資料。倘你須行使任何應有權利時, 可以書面形式或電郵通知我們。

DECLARATION 聲明:

- I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete. 本人謹此聲明, 就本申請表所填報的各項資料皆盡我所知的準確及完整。
- I consent that if registered, I will conform to the Statutes and Regulations of the Spanish World HK. 我同意, 註冊後我會遵守 Spanish World HK 的條例和章程。
- I have noted, understood and agreed the contents of these NOTES and Spanish World HK policy on Personal data privacy. 我已理解並同意這些注意事項和 Spanish World Hong Kong 就個人資料的政策。

Signature of Student's Parent / Guardian* 學生簽名: _____

Name of Student's Parent / Guardian 學生姓名: _____

Date 日期: _____

Remarks 備註 (For Office Use Only Spanish World HK 職員專用)	
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