



成人課程報名表格 Adult Class Enrolment Form

報名及繳付課程費用手續 Enrolment and Payment

在發放課程表當日上午 8 時後接受申請報名。請填妥此表格親身交回，或傳真至 2791 7293。課程費用必須於高爾夫訓練中心以書面回覆申請人成功報讀後的 7 天內繳交作實。如申請人未能在指定時間內繳交課程費用，即被視作自動放棄報讀，高爾夫訓練中心將會取消申請人的報名，而將機會給予在輪候名冊上的人士。若報名日期或高爾夫訓練中心以書面回覆申請人成功報名日期與開課日期相差少於 7 天，則課程費用必須在上課前一天繳交。

- 如以信用卡繳費，請在此表格上填上個人信用卡資料。
 - 如以支票繳費，抬頭請註明「賽馬會濶西洲公眾高爾夫球場有限公司」，並連同此表格郵寄至賽馬會濶西洲公眾高爾夫球場有限公司，西貢郵政信箱 88 號，高爾夫訓練中心收。
- Applicants are required to submit applications after 8 am on the schedule release date. Please fill in this entry form and return it in person or by fax to 2791 7293. The course fee has to be settled within 7 days of the date of the Golf Instruction Centre's written notification for successful enrolment. If the applicant fails to settle the course fee by the deadline, the Golf Instruction Centre will assume the applicant to withdraw the enrolment and the booking will be automatically cancelled by the Golf Instruction Centre without prior notice. The vacancy will be taken up by the applicant on the waiting list. If the application date or the date of Golf Instruction Centre's written notification for successful enrolment is less than 7 days from the class commencement date, the course fee has to be settled the latest 1 day before the class.
- For credit card payment: please fill in the credit card information below.
 - For cheque payment: please make it payable to "The Jockey Club Kau Sai Chau Public Golf Course Limited" and send together with this form to The Jockey Club Kau Sai Chau Public Golf Course Limited, P.O. Box 88, Sai Kung Post Office. Attn: Golf Instruction Centre.

學生姓名 Student Name (中文) (Eng)			
電話 Tel	傳真 Fax	電郵 Email	
課程編號 Course Code	課程日期及時間 Commencement Date & Time	人數 No. of Person	課程費用 Course Fee
			HK\$
			HK\$
			HK\$
總數 Total			HK\$

請在適當的方格內加上✓號 Please tick where appropriate

附上支票(詳細資料如下)以繳付課程費用 A cheque (with details as below) for paying the course fee is attached
(劃線支票抬頭「賽馬會濶西洲公眾高爾夫球場有限公司」Cheques must be crossed and made payable to "The Jockey Club Kau Sai Chau Public Golf Course Limited")

銀行名稱 Bank Name	支票號碼 Cheque Number
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請於以下信用卡(詳細資料如下)收取課程費用 Please charge the following credit card (with details as below) for course fee:

信用卡 Visa 萬事達卡 Master Card 美國運通卡 American Express

號碼 Card number:

信用卡發行銀行 Card Issuing Bank	有效日期 Card Expiry Date
信用卡持有者名稱 (請用正楷) Cardholder's Name (Please print)	信用卡持有者簽署 Cardholder's Signature

只供內部填寫 For Internal Use Only October 2017	授權編號 Auth. Code	日期 Date
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取消報名最後通知期限為開課前 3 天的下午 5 時 30 分以書面通知方為作實。詳情請參閱背頁的課程取消手續及政策。
Cancellation in writing must be received by the Golf Instruction Centre the latest by 5:30 pm three days before the day of class commencement. For details, please refer to the **Class Cancellation Policy** at the overleaf.

❖ 本人同意遵守有關申請報名及取消課程的所有規則及條款。 I agree to abide by the terms and conditions of booking and cancellation policy and procedures.

個人資料保護章 PERSONAL DATA (PRIVACY) ORDINANCE COMPLIANCE STATEMENT

本人確認本人已閱讀、明白及接納於球場網頁(http://www.kscgolf.org.hk/document/PrivacyNotice_chi.pdf)內刊載之球場私隱政策聲明中的所有條款。本人同意球場使用此表格所提供的個人資料作私隱政策聲明內所載的用途。 I confirm that I have read, understand and agree with the contents of the Golf Course's Privacy Policy Statement which is available at http://www.kscgolf.org.hk/document/PrivacyNotice_eng.pdf. I consent to the Golf Course using the personal data provided in this form for the purposes as stated in the Golf Course's Privacy Policy Statement.

使用個人資料作直接促銷用途 USE OF PERSONAL DATA FOR DIRECT MARKETING

本球場(定義見「私隱政策聲明」)擬使用閣下的個人資料以促銷由本公司提供或安排的設施、服務、產品、支援及相關項目及活動。對於擬使用的個人資料種類及擬促銷的種類，詳見「私隱政策聲明」之「直接促銷」一欄。除非個人資料(私隱)條例有所豁免或本球場收到閣下的同意，否則不會如此使用閣下的個人資料。若閣下反對收取本球場發出的直接促銷資訊，請於下方的空格加上✓號。 The Golf Course (as defined in the Privacy Policy Statement) intends to use your personal data for marketing facilities, services, products, support, and related events and activities offered or arranged by the Golf Course. The intended kinds of personal data to be used and the intended classes of marketing subjects are specified in the Privacy Policy Statement of the Golf Course. However, we may not so use your personal data unless exempted by the Personal Data (Privacy) Ordinance or we have received your consent. If you object to receiving direct marketing communications, please tick the following box to indicate your objection.

本人反對球場使用本人的個人資料作直接促銷用途。 I object to the proposed use of my personal data in direct marketing.

簽名 Signature _____ 日期 Date _____

課程取消手續及政策 **Class Cancellation Policy**

1. 如何取消報名 **How to cancel**

- 甲. 親臨高爾夫訓練中心；或
- 乙. 傳真至 2791 7293 (以傳真時間為準)；或
- 丙. 電郵至 instruction.centre@kscgolf.org.hk (以電郵接收時間為準)

Cancellation can be made in one of the following ways:-

- a) In person - At the Golf Instruction Centre
- b) By Fax - 2791 7293 (determined by the time of fax transmission)
- c) By email - instruction.centre@kscgolf.org.hk (determined by email receiving time)

2. 取消已作實的報名 **Cancellation**

- 甲. 當申請人知道不能出席已預訂的課程，必須盡快以書面通知高爾夫訓練中心取消參加上課。最後通知期限為開課前 3 天的下午 5 時 30 分 (例如: 在星期日上課，必須在星期四的下午 5 時 30 分前以書面通知方為作實)。
- 乙. 如在課程開課前 3 天的下午 5 時 30 分前通知取消報名，可重選課程，但並不獲保證有空缺。
- 丙. 在完成任何課程第一節後，不會接受取消其後的節數的要求。
- 丁. 學生必須準時出席上課。不論任何理由而缺課，均不會接受轉到其他班別以代替缺席的課程的要求。
- 戊. 已作實的課程是不能轉讓第三者。
 - a) Applicants are required to inform the Golf Instruction Centre in writing if they are not able to show up at the booked lessons the latest 5:30 pm three days before the day of the class commencement (e.g. if a class is on Sunday, a written cancellation must be received by the Golf Instruction Centre before 5:30 pm on Thursday).
 - b) In the event of a cancellation before 5:30 pm three days before the course commencement date, the applicant can re-schedule the course although no guarantee can be given as to the time and date of the re-scheduled course.
 - c) Once Part I of any course has been attended, cancellations for subsequent sessions will not be accepted.
 - d) All students on courses are responsible for attending all sessions on time. Students who miss sessions for any reason will not be transferred and cannot request an alternative session to make up for the "Part" they have missed.
 - e) Instruction sessions are **NOT** transferable.

3. 延誤取消預訂 **Late cancellation**

- 甲. 所有在開課前 3 天的下午 5 時 30 分後取消已作實報名的通知均被視為延誤取消預訂。
- 乙. 成人課程延誤取消預訂者，必須在選擇新的課程前繳付“取消報名費”，此費用相等於已作實課程費用的百分之 50。
- 丙. 青少年課程延誤取消預訂者，學費將不獲退還，高爾夫訓練中心會沒收該次課程費用。
 - a) All cancellations received by Golf Instruction Centre after 5:30 pm three days before the booked lessons are LATE CANCELLATION.
 - b) For Adult Class, a cancellation fee will be imposed, payable prior to the re-scheduling of your class. It will be **50% of the appropriate course fee**.
 - c) For Junior Class, instruction fees will be forfeited and no refund will be made.

4. 補償班 (只適用於成人課程) **Make-up class (For Adult Class only)**

- 甲. 入門課程或練習與實踐的學生可參加補償班，但必須將缺課的班號及日期通知高爾夫訓練中心。
- 乙. 補償班的內容由教練決定。
 - a) Students may attend the special Make-up Classes for Introduction or Practice & Play, providing they have informed the Golf Instruction Centre of the class code and date that they missed.
 - b) The content of the Make-up class is at the discretion of the instructor.

5. 如未能取消報名 **Failure to cancel**

- 甲. 如未有出席上課，所有費用將被沒收。
- 乙. 學費將不獲退還。
 - a) In the event of a "no show", all fees paid will be forfeited.
 - b) There is no refund of any instruction fee.

6. 重選課程日期 **Re-schedule**

- 甲. 如有關人士符合上述(乙)項“開課前 3 天的下午 5 時 30 分前取消”的規則或其課程被高爾夫訓練中心取消，便可透過傳真、電郵或親臨高爾夫訓練中心安排重選同一課程的其他日期/時間或其他課程。重選課程的學費必須相等於或多於已作實報名課程的學費，**餘額將會被沒收**。高爾夫訓練中心有安排新的上課日期/時間的最終決定權。
- 乙. 申請人將有一次重選高球課程日期/時間的機會，而重選的日期必須在已繳費課程的開課日起的 3 個月內。如申請人未能在上述指定時限內重選高球課程，便會失去重選高球課程的資格，所有費用將不獲退還。
- 丙. 缺席課程人士不會獲得任何賠償。
- 丁. 在接受某重選課程日期後作第二次取消上課，將會被沒收所有已繳付的費用。
 - a) People who have met the appropriate criteria for cancellation as stated in "2b" or whose classes are cancelled by the Golf Instruction Centre may apply by fax, email or attending the Golf Instruction Centre in person for an alternative date of the same course or for an alternative course(s). For the latter, the instruction fee of the alternative course(s) should be the same as or higher than the booked lesson(s). **Balanced amount, if any, will be forfeited.** The Golf Instruction Centre reserves the final right to decide on the time and date that would be made available to the student.
 - b) Only **ONE request** for re-schedule from applicants will be entertained and the re-schedule has to be made within three calendar months of the original commencement date of the booked lesson. If the re-schedule cannot be made within this period, the right to re-schedule will be cancelled, and no refund will be made.
 - c) No compensation for untaken lessons will be given.
 - d) A second cancellation after acceptance of a date will result in all fees paid being forfeited.

7. 開班 **Class opening**

- 如少於 3 人申請報名，有關課程將會被取消。高爾夫訓練中心有權決定課程是否如期開班。
Group classes are not opened when less than 3 people enrolled. Golf Instruction Centre reserves the right of decision on conducting listed classes.

8. 遲到 **Late arrivals**

- 學生必須準時上課。高爾夫證書之學生，如在第二節開球時遲到，將會被取消參加資格。
Every attempt should be made to arrive on time. FOR GOLF PASS PART II, STUDENTS WHO MISS THE TEE OFF TIME WILL FORFEIT THE LESSON.

9. 在颱風/暴雨警告下之有關安排 **Arrangement for Typhoons/Rainstorms**

- 甲. 當黑色暴雨警告、3 號或以上颱風信號發出時，會立即停止所有課程。
- 乙. 任何其他原因而停止在球場打球時，只有高爾夫證書 (包括第一節及第二節) 和實地課程將會被即時取消外，其他課程將不受影響而如期上課。
 - a) In the case of Black Rainstorm or Typhoon Signal No. 3 and above, ALL courses are cancelled immediately.
 - b) In the case of Golf Course Closure for any other reasons, ONLY Golf Pass (Part I & II) and On-Course Lesson are cancelled. Other courses will be conducted as scheduled.