



中國香港體適能總會

Physical Fitness Association of Hong Kong, China

課程及考試申請表格 Course & Exam Application Form

課程編號	
考試編號	
費用	
付款方式	<input type="checkbox"/> 支票 (支票號碼: _____, 銀行 _____) <input type="checkbox"/> EPS (只適用於親身報名)

*報讀體適能基礎理論課程及公開考試者，請連同中五或以上學歷證明副本一併遞交；
 如報讀之導師證書課程及考試需要甄別試，請使用獨立一張支票繳付甄別試費用。

個人資料

會員資格	<input type="checkbox"/> 會員 (<input type="checkbox"/> 個人 <input type="checkbox"/> 團體) 會員號碼: _____ <input type="checkbox"/> 非會員 <input type="checkbox"/> 會員申請中	報名須知 *申請表格必須連同相關文件及劃線支票一併交回。切勿郵寄現金。 *如以劃線支票或銀行本票繳付學費，抬頭為「中國香港體適能總會有限公司」。										
姓名	中文 _____ 英文 _____	*於課程/考試截止報名日期或之前，親臨或郵寄到總會辦事處(九龍尖沙咀山林道 9-11 號卓能中心 17 樓)，封面註明中國香港體適能總會收。 支票背後寫上申請人之姓名、聯絡電話、課程或考試編號(支票日期上請寫上課程或工作坊的截止日期前七天的日子)。										
學歷	<input type="checkbox"/> 中五 <input type="checkbox"/> 預科 <input type="checkbox"/> 大專或以上	*如於本會課程/工作坊截止日期後，親臨或郵寄表格(以郵戳日子為準)報讀課程或工作坊，必須繳付行政費(課程\$200, 工作坊\$50)。行政費分項計算。 *如因地址不全引致郵誤，本會恕不負責。資料不全之申請恕不受理。										
聯絡方式	住宅電話 _____ 手提電話 _____ 電郵 _____	*申請獲接納後，如申請人需要更改任何課程或考試安排，請填寫特定申請表格，並須另行繳付行政費(工作坊/考試為港幣\$50; 課程為港幣\$50-\$200)。任何上述之申請，請於原定上課或考試日期七個工作天前提出，以郵戳為準，逾期者恕不辦理。										
身份證號碼	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td>X</td><td>X</td><td>X</td><td>(</td><td>X</td><td>)</td> </tr> </table>					X	X	X	(X)	*於課程/考試截止報名日期後，本會以郵寄及電郵方式，寄出上課通知書，如申請人在開課前還未收到任何通知，可致電本會詢問。
				X	X	X	(X)			
職業	_____	性別 _____ 年齡 _____ 出生日期 _____ 年 _____ 月 _____ 日										
通訊地址	*請用英文正楷清楚地填寫地址，以免郵遞失誤。如因地址不全引致郵誤，本會恕不負責。											
其他資歷	<input type="checkbox"/> 中五或以上學歷證明副本 (只適用於 體適能基礎證書) <input type="checkbox"/> 體適能基礎證書 (如有請列明: PFF _____) <input type="checkbox"/> 本會導師/領袖/私人教練證書 如有請列明: _____ <input type="checkbox"/> 心肺復甦法證書 <input type="checkbox"/> 急救證書 <input type="checkbox"/> 其他 如有請列明: _____											

※ 聲明 Declaration:

*本人已知悉並同意中國香港體適能總會收集並持有本人所填寫之個人資料作日常運作之用。

*本人同意參加上述課程/考試，亦已詳細閱讀及明白報名須知章程內容並同意遵守。

本人若在課程/考試中發生意外或任何財物損失概與主辦機構無涉。

日期 _____

申請人簽署 _____

報名須知 Notices for Enrollment

報名及入學程序 Application and enrollment procedures

程序(一)： 學生須按課程報名表格 Step 1: Get the application form from the following

1. 課程 PFA 辦事處/ 龍運山山莊 9-11 號樓中心 17 樓 Visit PFA office (17/F, Civic Nam Centre, 9-11 Hillwood Road, Tsim Sha Tsui, Kowloon)

2. 於本會網頁下載 (<http://www.hkpa.org.hk>) Download from PFA website (<http://www.hkpa.org.hk>)

程序(二)： 繳交報名表格及有關資料 Step 2: Submit application form and relevant information

報名表格分為兩類：課程/ 證書/ 證書後及工作坊申請表格。* Two types of application forms: Course & Exam Application form and Workshop Application form

- 填妥表格，將報名表格及其他有關的證明文件副本(如有)隨表格寄交本會。Complete the form, together with copies of academic and other relevant documents (if certificate is issued by PFA, copy is not required)
- 申請人可選擇以現金或支票方式繳交報名費。課程/ 證書/ 證書後及工作坊申請表格，報名費可於繳交報名表格時，以現金或支票方式繳交。Workshop application form can be paid by cash or EPS if applicants visit PFA or paid by cheque via post. PFA staff informed. Seat will not be reserved. Otherwise course/ exam qualification will be cancelled.
- 課程/ 證書/ 證書後及工作坊申請表格，報名費可於繳交報名表格時，以現金或支票方式繳交。Workshop application form can be paid by cash or EPS if applicants visit PFA or paid by cheque via post. PFA staff informed. Seat will not be reserved. Otherwise course/ exam qualification will be cancelled.
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程序(三)： 收到上課/ 考試通知 Step 3: Received class/ exam notice

於課程/ 考試/ 工作坊截止報名日期後，本會會於兩週前，以電郵及電話發出上課通知。After course/ exam/ workshop deadline, PFA issue the notice of enrollment of course/ exam/ workshop by post and email.

- 如申請人於兩週前收到上課通知，請致電 PFA 查詢(電話：2838-9594)。If applicants do not get any notice from PFA 3 days before course/ exam date, please call PFA (Tel: 2838-9594) for inquiry.
- 程序(四)：** 出席課程/ 工作坊/ 考試 Step 4: To be present for class, workshops or exam
- 除特別通知外，所有已獲錄取的學生必須於上課/ 考試前 48 小時前，親臨本會。Only if special notice is made, the accepted applicant should attend the class on the date, time and venue specified.
- 如有任何查詢，請致電 PFA 查詢(電話：2838-9594)。Please call PFA (Tel: 2838-9594) for any inquiry.
- 本會將不派發收據。PFA will issue receipt on the first day.
- 如以現金/ 支票方式繳交報名費，請於上課/ 考試前 48 小時前，親臨本會。If payment is made by cash/ EPS, receipt will be issued immediately.

課程/ 考試及工作坊繳費辦法 Course, exam and workshop payment methods

- 申請人可選擇以現金或支票方式繳交報名費。課程/ 證書/ 證書後及工作坊申請表格，報名費可於繳交報名表格時，以現金或支票方式繳交。Workshop application form can be paid by cash or EPS if applicants visit PFA or paid by cheque via post. PFA staff informed. Seat will not be reserved. Otherwise course/ exam qualification will be cancelled.
- 課程/ 證書/ 證書後及工作坊申請表格，報名費可於繳交報名表格時，以現金或支票方式繳交。Workshop application form can be paid by cash or EPS if applicants visit PFA or paid by cheque via post. PFA staff informed. Seat will not be reserved. Otherwise course/ exam qualification will be cancelled.
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- 課程/ 證書/ 證書後及工作坊申請表格，報名費可於繳交報名表格時，以現金或支票方式繳交。Workshop application form can be paid by cash or EPS if applicants visit PFA or paid by cheque via post. PFA staff informed. Seat will not be reserved. Otherwise course/ exam qualification will be cancelled.
- 課程/ 證書/ 證書後及工作坊申請表格，報名費可於繳交報名表格時，以現金或支票方式繳交。Workshop application form can be paid by cash or EPS if applicants visit PFA or paid by cheque via post. PFA staff informed. Seat will not be reserved. Otherwise course/ exam qualification will be cancelled.

學費/ 考試/ 工作坊費退還安排 Refund procedures for course/exam/workshop fee

- 報名不獲錄取，不得領回報名費。Transfer of admission is not permitted once the application has been accepted.
- 除不獲錄取或課程/ 考試/ 工作坊取消外，已繳交的學費/ 考試費/ 工作坊費概不退還。Only if the enrolled course/exam/workshop is cancelled, the paid course/exam fee is not refundable.

更改已獲錄取的課程/ 考試/ 工作坊申請 Application of change of course or exam being accepted

- 課程/ 考試/ 工作坊截止報名日期後，有關的課程/ 考試/ 工作坊將不獲取消。After course/ exam/ workshop deadline, the application of course/ exam/ workshop cannot be cancelled, the paid fee is not refundable.
- 申請人必須更改任何課程/ 考試/ 工作坊申請，並須另行以現金或支票方式繳交報名費。課程/ 證書/ 證書後及工作坊申請表格，報名費可於繳交報名表格時，以現金或支票方式繳交。Workshop application form can be paid by cash or EPS if applicants visit PFA or paid by cheque via post. PFA staff informed. Seat will not be reserved. Otherwise course/ exam qualification will be cancelled.

颱風或黑色暴雨警告訊號的上課及考試安排 Arrangement of class and exam during typhoon or black rainstorm warning

警告訊號 Warning signals	上課及考試安排 Arrangement of class and exam
上午七時或以後天文台正懸掛八號或以上風球或黑色暴雨警告 When Observatory issuing Typhoon signal no. 8 or above	上午的日間課程及考試取消 Morning class and exam will be cancelled
上午七時正或之前改掛至三號或以下風球或除下黑色暴雨警告 When Observatory issuing Typhoon signal no. 3 or below	上午的日間課程及考試照常舉行 Morning class and exam will be held as usual
上午十一時或以後天文台正懸掛八號或以上風球或黑色暴雨警告 or black rainstorm warning after 11am	下午的日間課程及考試取消 Afternoon class and exam will be cancelled
上午十一時正或之前改掛至三號或以下風球或除下黑色暴雨警告 When Observatory issuing Typhoon signal no. 3 or below	下午的日間課程及考試照常舉行 Afternoon class and exam will be held as usual
下午四時或以後天文台正懸掛八號或以上風球或黑色暴雨警告 or black rainstorm warning after 4pm	晚上的夜間課程及考試取消 Evening class and exam will be cancelled
下午四時正或之前改掛至三號或以下風球或除下黑色暴雨警告 When Observatory issuing Typhoon signal no. 3 or below	晚上的夜間課程及考試照常舉行 Evening class and exam will be held as usual

三號或以下風球、黃色及紅色暴雨警告生效時，除天文台發出特別預警訊號外，課程及考試將照常舉行。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

申請者於填寫報名表格時提供的個人資料，本會將用作處理有關課程/ 考試的有關事宜。一切資料，絕對保密。The personal data collected on enrollment forms are used by PFA only for purpose relating to enrollment process of PFA course or exam. All information is kept confidentially.

其他事宜 Others

- 如有需要，本會將更改原定授課之導師。上課/ 考試時間、地點及內容安排，如屬不足，本會將有權調整課程/ 考試/ 工作坊之權利。PFA reserves the rights to change course teacher, course schedule/ exam time, venue and contents when it is necessary. If there is insufficient enrollment, PFA reserves the rights to cancel the class/ exam/workshop.
- 如有必要，本會將保留及隨時有權要求學員出示身份證明文件，以核實學員身份。PFA lecturer and staff reserve the right to request student to show identity card for verification when it is necessary.