



課程報名表
Course Application Form

I. 個人資料 Personal Particulars

中文姓名 (Chinese Name):	英文姓名 (English Name):	性別 (Sex):
聯絡電話 (Contact No.):	電子郵件 (Email Address):	出生日期 (Date of Birth):
會員證號碼 (如有) Membership No. (If any):	同意加入 WhatsApp 群組 (只用作發放資訊用途) Agree to join WhatsApp Group (Only for distribution of information):	

II. 課程資料 Course Information

請確認以下資料:
Please confirm information below:

課程編號 Course Code	課程名稱 Course Title	開課日期 Start Date	課程學費 Course Fee	備註 Remark

III. 一般守則 General Rules

- 上課時請攜帶有效之課程收據;
Please bring a valid course receipt when attending class;
- 課室內不准吸煙及飲食;
Smoking and eating are strictly prohibited inside the classroom;
- 上課時請關掉手提電話、或改成《震動模式》;
Please turn off your mobile phone or switch it to silent mode during class;
- 未經導師或本書院職員許可及安排, 學員不得擅用本書院之教學用具、電腦及其他文儀用具;
Without permission or arrangement by the instructor or staff, students are not allowed to use teaching equipment, computers, or other office supplies;
- 學員如有損毀本書院公物, 必須照價賠償;
Any damage to school property must be compensated at cost;
- 請愛護公物及尊重他人;
Please take care of public property and respect others;
- 個人重要物品, 如銀包、電話、身份證等, 應隨身攜帶;
Keep personal valuables such as wallets, phones, and ID cards with you at all times;
- 為保障知識版權和個人私隱, 上課期間不得擅自拍照、錄影及錄音;
To protect intellectual property rights and personal privacy, unauthorized photography, video recording, and audio recording are not allowed during class;
- 若上課期間身體不適或遇其他事故, 學員須盡快通知職員或導師, 以便即時處理。
If you feel unwell or encounter any incident during class, please notify staff or the instructor immediately for prompt assistance.

IV. 本書院聲明 College's Declaration

個人資料使用

青年會專業書院或使用閣下提供的個人資料, 包括姓名、聯絡電話、通訊地址、電郵地址等, 用作聯絡通訊、推廣課程或活動、研究調查及其他通訊之用途。若您希望停止接收上述各項資訊, 請將已登記之中英文全名、身份證號碼及電話號碼, 電郵予本書院 (programme@coc.ymca.edu.hk) 以安排相關刪除手續。如有查詢, 請致電 2783 3500。

Use of Personal Data

YMCA College of Careers may use the personal data you have provided—including your name, contact number, mailing address, and email address—for purposes such as communication, course or activity promotion, research surveys, and other correspondence. If you wish to stop receiving the above information, please email your registered full name (in both Chinese and English), Hong Kong Identity Card number, and contact number to programme@coc.ymca.edu.hk to arrange for data removal. For enquiries, please call 2783 3500.

青年會專業書院 (下稱「本書院」) 會遵守及履行個人資料 (私隱) 條例之規定, 並確保您的個人資料的準確性及安全性。

- 申請人 / 學員於其課程申請及入學登記時所填報的資料, 包括: 姓名、聯絡電話、通訊地址、電郵地址等。本書院將會用於:
 - 處理與課程有關的入學申請及行政相關用途;
 - 申請資料及學生記錄會用於統計及分析相關用途;
 - 報名表及有關個人資料會於本書院課程完結後銷毀;
 - 若申請人 / 學員沒有指示停止收到本書院的資訊, 則該申請資料將被保留;
 - 申請人資料和報讀記錄將儲存於本書院電腦系統內;
 - 本書院會對申請人 / 學員的資料絕對保密, 但可將申請人 / 學員的資料, 給予對本書院有保密承諾的任何人士或其代表, 用於入學申請、審計及行政等相關用途。
- 根據《個人資料 (私隱) 條例》, 申請人 / 學員有權:
 - 查閱本書院是否持有其個人資料;
 - 要求獲得上述資料的副本; 及
 - 要求本書院更正其個人資料。
- 申請人 / 學員必須提供足夠資料予本書院用以識別其身份, 否則本書院有權拒絕上述要求。
- 申請人 / 學員如欲查閱個人資料, 須以書面形式向青年會專業書院提出, 地址如下: 九龍窩打老道 23 號。
- 根據《個人資料 (私隱) 條例》, 本書院保留權利收取查閱資料所需之行政費用。

YMCA College of Careers ("the College") is committed to complying with the Personal Data (Privacy) Ordinance and ensuring the accuracy and security of your personal data Collection.

- Applicants/students are required to provide personal information during course application and enrollment, including name, contact number, mailing address, and email address. Such data will be used for the following purposes:
 - Processing course applications and related administrative matters
 - Using application and student records for statistical and analytical purposes
 - Destroying application forms and related personal data after course completion
 - Retaining application data unless the applicant/student requests to stop receiving information from the College
 - Storing applicant and enrollment records in the College's computer system
 - Keeping all personal data strictly confidential, though it may be disclosed to individuals or representatives who have committed to confidentiality, for purposes such as admissions, auditing, and administration
- Under the Personal Data (Privacy) Ordinance, Applicants/students have the right to:
 - Check whether the College holds their personal data
 - Request a copy of such data
 - Request correction of any inaccurate personal data
- To exercise these rights, applicants/students must provide sufficient information for identity verification. The College reserves the right to refuse requests if identification is insufficient.
- Requests for access to personal data must be made in writing to: YMCA College of Careers, 23 Waterloo Road, Kowloon, Hong Kong.
- The College reserves the right to charge an administrative fee for processing data access requests in accordance with the Ordinance.



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V. **申請人聲明 Applicant's Declaration**

請選取以下各項，確認聲明：

Please click the boxes below to agree with the declaration:

☐	本人明白及願意遵守課堂及活動規則並遵從青年會專業書院職員及導師指導。 I understand and am willing to comply with the rules of the classes and activities, and to follow the instructions of the staff and instructors of YMCA College of Careers.
☐	本人聲明身體並無任何疾病足令本人不宜參加以上課程或活動，如遇意外，本人願負全責。 I declare that I do not have any medical conditions that would make me unfit to participate in the above course or activity. In the event of an accident, I am willing to take full responsibility.
☐	本人聲明是次申請所填寫之資料真實無誤。 I declare that the information provided in this application is true and accurate.
☐	本人同意活動過程中會攝影／攝錄，照片／影片只供活動報告及推廣用途。 I agree that photography and videography may take place during the activity, and that the photos and videos will be used solely for activity reporting and promotional purposes.

緊急聯絡人

Emergency Contact Person: _____

緊急聯絡人電話

Emergency Contact Person No.: _____

報名日期

Enrollment Date: _____

參加者簽署（請輸入全名作為電子簽署，如申請人為18歲以下，則由監護人簽署）

Applicant Signature (Please enter your full name to serve as an e-signature. If the applicant is under 18 years old, this must be signed by the guardian.) _____

職員填寫 (Staff Only)

參加者已付款

Applicant has completed payment: _____

付款方式

Payment Method: _____

完成付款日期

Payment Date: _____

收據編號

Receipt No.: _____

職員姓名及簽署

Staff Name & Signature: _____