

## Application Guidelines

### 報名須知

1. Applicants should complete the appropriate application form and submit with a crossed cheque payable to “The Hong Kong Council of Social Service”. Applicants who enroll for more than one activity/course should issue a separate cheque for each activity/course. Please verify right payment for the required fee. Incomplete application form or wrong payment will not be processed.  
申請者須填妥合適表格，連同以「香港社會服務聯會」抬頭之劃線支票，郵寄或親身遞交。如報讀超過一個活動/課程，請分開支票。申請者應確認繳付正確費用，資料不全的報名表或支票恕不受理。
2. Activities of the HKCSS Institute are specially catered for HKCSS Agency Members. Early bird discount is subject to the application period of each course.  
HKCSS Institute 課程專為社聯機構會員而設。「提早報名優惠」須參考個別課程的報名日期。
3. Applicants are normally processed on a first-come-first-serve basis. Application result will be notified through email prior to the activity/course commencement. Please contact the Institute if you do not receive any notification one week before the activity/course starts (Tel: 2876 2454).  
學院一般以「先到先得」方式處理活動/課程報名，申請結果將於活動/課程前經電郵通知。申請者若在活動/開課一星期前仍未收到任何通知，請與學院聯絡(電話：2876 2454)。
4. Unless otherwise stated, the closing date for application is two weeks before the commencement of the activity/course. Late applications will only be considered if there are vacancies.  
除另行通告外，所有活動/課程均在開課前兩星期截止報名。若有餘額，逾期申請者才會被考慮取錄。
5. For award-bearing and professional programme, applicants will normally go through selection process. Please refer to specific programme descriptions for entry requirements. Admissions are subject to the selection criteria and availability of seats. Applicants meeting the minimum admission requirements are not guaranteed successful applications.  
申請者報讀學歷頒授或專業課程，一般須經過甄選程序。請參閱個別課程的簡介以了解有關取錄條件。甄選過程將視乎取錄要求及名額而定，符合基本要求的申請也不保證會被取錄。
6. Except for special occasions and subject to the approval from the Institute on individual cases, applicant cannot change to another programme, fees and seats of activities also cannot be transferred from one applicant to another upon acceptance of application. Fees paid are not refundable for withdrawal or absence from the enrolled programme. 一經取錄，申請者不得轉報其他活動/課程，費用及名額亦不得轉讓他人。無論申請者退出或缺席課程，已繳交之學費將不獲退還。對個別特殊情況，學院方會酌情處理。
7. The Institute reserves the right to make any change to the activity/course when necessary. The Institute also reserves the right to cancel an activity/course owing to insufficient enrollment or other special occasions, and to notify the applicants via email. Programme fee will be refunded in such case.  
如有需要，學院有權對活動/課程內容及安排作出改變。學院亦保留權利，在活動/課程人數不足或其他特殊情況時取消該活動/課程，並以電郵通知申請者。經學院安排後，申請者將獲退還該活動或課程的費用。
8. The personal data provided on application forms are used by the Institute only for enrollment and administration purposes. Under the provision of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to and make correction of their personal data. Applicants wishing to make amendments on personal data should submit written requests to the Institute by email to [institute@hkcss.org.hk](mailto:institute@hkcss.org.hk).  
報名表所提交的個人資料，只供學院用作處理報名及學生事務等相關事宜。根據個人資料(私隱)條例，申請者有權查詢及更改其個人資料。申請者如欲更改個人資料，請以書面方式提出申請，並電郵至 [institute@hkcss.org.hk](mailto:institute@hkcss.org.hk)。

## Application for Seminar, Forum & Course

Form 表格 01

### 研討會、講座及課程報名表格 (Photocopies are acceptable 接受影印本)

Please read the Application Guidelines before completing this form by using BLOCK LETTERS  
請細閱「報名須知」後，才以正楷填寫此表格。

### 1. Application for Seminar, Forum & Course 研討會、講座及課程報名

Course Code ^ 課程編號	Programme Title 活動名稱	Fee 費用	Cheque No.* 支票號碼

^Only applicable to courses and workshops. 只適用於課程及工作坊。

\*Please issue one cheque for each course. 請以一張支票支付一個課程。

I DO NOT want to record the hour-points of the above course(s) in the "HKCSS – Citi Continuous Learning Recognition Scheme 08/09".

本人不願意以上課程之參與時數記錄於「社聯·花旗集團持續學習獎勵計劃 08/09」之個人戶口內。



### 2. Personal Particulars 個人資料

Title 稱謂  Mr 先生  Mrs 太太  Ms 女士  Miss 小姐  Other 其他 ( )

Family Name 英文姓氏 \_\_\_\_\_ Name in Chinese 中文姓名 \_\_\_\_\_  
(as shown on HKID Card 如香港身份證所示)

Given Name 英文名字 \_\_\_\_\_

HKID first 5 digits (Alpha 字母) \_\_\_\_\_ Job Title 職位 \_\_\_\_\_  
香港身份證號碼首 5 字 \_\_\_\_\_

Organization 機構名稱 \_\_\_\_\_

Contact No. 聯絡電話 \_\_\_\_\_ E-mail 電郵 \_\_\_\_\_

(for Application Result & Course notice 報名結果將送往此電郵)

Please indicate 請指示  Organization Address 機構地址  Personal Address 私人地址

Correspondence Address 英文通訊地址 \_\_\_\_\_

Education Level 教育程度  Form 5 中五  Form 7 / Post-Secondary 中七 / 專上  Degree 學士  Master or above 碩士或以上  Other 其他 ( )

### 3. Declarations 聲名

1. I declare that all information given in this application form is, to my best knowledge, accurate and complete.

本人聲名本申請表之所載資料，依本人所知，均屬完整及正確。

2. I consent that if registered, I will conform to the Rules and Regulations of the Institute.

本人同意如本人獲取錄入學，本人當遵守學院的一切上課指引及規則。

3. I have noted, understood and agreed the content of the "Application Guidelines".

本人已細閱、明白並同意「報名須知」的全部內容。

Cheque payable to: The Hong Kong Council of Social Service  
支票抬頭 香港社會服務聯會

Address: HKCSS Institute, Room 1109, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, HK  
地址 香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 11 樓 1109 室 HKCSS Institute

Enquiry: Tel 電話: 2876 2454 / 2876 2470 Fax 傳真: 2864 2991 / 2862 2565 E-mail 電郵: institute@hkcss.org.hk  
查詢

I want to obtain the next Prospectus. 我想索取下期課程手冊。  Yes 是  No 否

Signature 簽署 \_\_\_\_\_

Date 日期 \_\_\_\_\_