

新約舞流 PASSOVERDANCE

季度課程 報名流程及須知 Enrollment Procedures and Information for Seasonal Courses

2018 年 10 月更新
Oct 2018 updated

此資料不適用於短期課程、暑期課程及其他特別課程或工作坊。

Please information is NOT applicable to short courses, summer courses or any other special courses/workshops.

1 報名前須知 Important Notes Before Application

1.1 請仔細閱讀此「季度課程報名流程及須知」才填寫報名表。本團將以報名者於報名表內填寫的一切資料為準。

1.1 Please read this “Enrollment Procedures and Information for Seasonal Courses” carefully before filling in the application form. Please note that the final decision on admission will be subject to the information as written on the application form.

1.2 報名者須準確填寫報名表上的聯絡資料，包括中英文全名、聯絡電話及電郵，以便本團職員聯絡。

1.2 Applicants should provide accurate information for company’s contact use, including Chinese and English name, contact number as well as email, so that our staffs can contact the applications when necessary.

1.3 請於收到本舞團的確認電郵後，透過以下方法付款：1. 把現金親身交至新約舞流辦公室（香港灣仔港灣道二號香港藝術中心 1602 室）；或 2. 把劃線支票（抬頭請填寫「新約舞流有限公司」，支票背面寫上申請者姓名及聯絡電話）親身交至新約舞流辦公室；或 3. 轉帳至新約舞流有限公司戶口（東亞銀行 015-514-68-02301-6），並拍下收據相片並電郵至 info@passoverdance.org。

1.3 Please pay by the following methods after receiving the confirmation email from the company: 1. Pay in-person the cash to Passoverdance Office (Rm 1602, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong); or 2. Submit in-person the crossed cheque (payable to "Passoverdance Limited", and write the applicant's name and contact no. at the back of the cheque) to Passoverdance Office; or 3. Bank transfer to the account of Passoverdance Limited (The Bank of East Asia 015-514-68-02301-6), and email the photocopy of receipt to info@passoverdance.org.

1.4 請勿郵寄現金或支票。

1.4 Please do not send cash or cheques.

1.5 若劃線支票因郵遞錯誤而發生問題，本團恕不負責。

1.5 The company will not be responsible for any mail undelivered for mailed cheques.

1.6 如以劃線支票付款者，未能兌現該款項，本舞將即時取消該申請者報名資格，如不另行通知。

1.6 For those who pay by cheque, the company will cancel the enrolment immediately without further notice if transaction fails.

1.7 如以支票或轉賬支付學費，請勿超出該付金額。

1.7 If applicant pay by cheque or bank-transfer, please do not overpaid.

1.8 如申請者未能於確認電郵所指示的截止日期前繳交學費，本團不會為該申請者保留學額。

1.8 If applicant fails to settle the tuition fee before the deadline indicated in the confirmation email, the company will not retain the offer for the applicant.

1.9 如申請者於課程開始後才完成學費繳付，本團會向申請者收取額外港元\$150 作行政費用。

1.9 Applicants will be charged an additional HKD \$150 for administrative fee if they settle the tuition payment after the course starts.

1.10 若課程開始後（必須於第八節課或之前）仍尚有名額，學員可以插班。學員須繳交報讀節數之學費（每節 \$ 130）及行政費 \$ 150，並須於上課前一星期全數繳交。

1.10 If there is still vacancy available after the course begins (needed to be before the 8th sessions), applicant can still submit application form to enroll. Applicant is required to pay the tuition fee (\$130/per session) and the administrative fee \$150, and payment must be settled a week prior the class starts.

2 上課須知 Important Notes For Attending class

2.1 學員請按課程時間表日期及時間準時上課，如有任何課堂改動，舞團會於上課前三小時於 FACEBOOK 及本團網頁更新，恕不另行通知。

2.1 Student please attends the classes according to the timetable. For any changes or updates, the company will release information on Facebook and websites before at least 3 hours prior the class starts. No phone-calls or emails will be made.

2.2 學員應穿著舞蹈服裝或輕便運動服上課，於舞蹈室內不可穿著任何街鞋。

2.2 Students are advised to wear leotard, causal wear or sports wear to class, shoes are not allowed inside the studio.

2.3 為保障個人衛生，建議學員上課前更換汗衫及乾淨的襪子。

2.3 For the sake of personal hygiene, students are encouraged to wear T-shirt and clean sock to class.

2.4 如課堂開始後十五分鐘沒有學員出席，課堂將會取消。

2.4 Class will be cancelled if no students are shown up after 15 minutes after the class starts.

2.5 學費及學額均不可轉讓他人，只有成功報名者方能上課。

2.5 Fee and places of the courses cannot be transferred. Only enrolled students can attend the courses.

2.6 本團職員可按需要，要求學員提供身份證明，以核對學員資格。如未能出示者，本團有權拒絕該學員上課。

2.6 Our staff may require students to provide their identity certificates so as to verify students' identities. The company reserves the right to stop those who fail to prove their identities from taking classes.

2.7 一切已繳費用概不發還，但可因應情況作酌情權處理，而本團擁有最終決定權。

2.7 No refunds will be made except special circumstances. The company reserves the right of final decision.

2.8 本團有權取消有關課程，堂費將以支票郵寄回各學員提供之地址。

2.8 The company reserves the right to cancel courses. Course fee will be mailed to the corresponding address provided in the application form submitted.

2.9 學員必須承擔上課之個人風險，並根據個人能力，作出判斷是否適合上課。懷孕婦女不適宜上課；有關上課之個人風險，本團概不負責。如有需要，建議學員可自行購買有關保險。

2.9 Students should bear his/her own risk and attend classes accordingly to their own abilities. Pregnant women are not recommended to attend classes; the company would not be liable for any injuries or illnesses sustained during classes. Students can consider applying for insurance on their own if needed.

2.10 本團有權拍攝或錄影學員上課情況以作日後宣傳及記錄之用。

2.10 The company reserves the data to carry out photography and filming during the class for promotion and record purposes.

2.11 學員提供之資料將會用作電郵通訊及「新約舞流」節目宣傳資料之用途。根據個人資料(私隱)條例，學員有權查詢及更正所提供的個人資料。如欲查詢、翻閱或更改任何個人資料，請與本團聯絡。

2.11 The personal data provided in the application form would be used for newsletter and promotion of the company's programme. In accordance with the Personal Data (Privacy) Ordinance applicants have the right to request access to and to correct personal data. To access their personal data, please contact the company.

3 颱風及暴雨警告 Typhoons and Rainstorms

3.1 未開始之課堂 For classes that have not yet started :

如天文台懸掛一號或三號颱風訊號，或發出黃色/紅色暴雨警告訊號懸掛時，則所有課程照常舉行。 Class will continue as usual if Typhoon Signal No. 1 or No. 3, or Amber/Red Rainstorm Warning signal is hoisted.

如八號或以上颱風訊號，或黑色暴雨警告訊號於 When Typhoon Signal No. 8 or above, or Black Rainstorm Warning is in force :

- 上午 7 時或之後，所有上午 11 時或以前的課堂將會取消 At or after 7am, all classes at or before 11 am will be cancelled ;

- 上午 10 時或之後，所有中午 12 時至 4 時之課堂將會取消 At or after 10am, all classes from 12:00 noon - 4pm will be cancelled ;

- 下午 5 時或以後，所有下午 8 時或以後之課堂將會取消 At or after 5pm, all classes at or after 8pm will be cancelled 。

3.2 已開始之課堂 For classes that have already started:

當一號或三號颱風訊號，或黃色/紅色暴雨警告訊號懸掛時，課程繼續進行。 When Typhoon Signal No. 1 or No. 3, or Amber/ Red Rainstorm Warning is in force, all classes will continue.

當八號或以上颱風訊號，或黑色暴雨警告訊號懸掛時，課程立即終止。 When Typhoon Signal No. 8 or above, or Black Rainstorm Warning is in force, all classes will be immediately suspended.

3.3 本舞團可按照實際情況而決定課堂是否繼續進行。

3.3 The company may decide whether to continue the classes according the actual situation.

3.4 以上只作一般情況參考。任何情況下，學員請考慮各地區之天氣、道路及交通情況，決定是否前往本中心參與課堂。在此情況缺席課堂，將不獲補課或退款。

3.4 The above arrangement is for reference only. In all cases, students should consider the weather and transport situation to decide whether to attend the classes. No make-up class or refund will be arranged to the absentee for these cases.

3.5 因颱風或其他惡劣天氣而被取消之課堂，恕不另行通告，亦不設安排補課及退款。

3.6 No make-up class or refund will be arranged for classes cancelled due to bad weather.

3.6 如有任何查詢，請致電 5407 6047 與本中心職員聯絡。

3.6 For any enquiries, please contact us at 5407 6047.

4 補堂安排 Make-up class arrangement

4.1 學生必須在最少一天前以電郵通知本團缺課，以便安排及通知老師。若未經預先通知本團而缺課，將不獲補堂。本團擁有最終決定權。

4.1 Please inform at least **one day in advance by e-mail** of classes to be missed so that we can schedule the make-up classes and inform our teachers. Classes missed without proper notice will not be made-up later. The company reserves the right of final decision.

4.2 恕不能為未出席之補堂或已安排的補堂重新安排。

4.2 We cannot reschedule a **missed** or **pre-arranged** make-up class.