

Please return the completed Registration Form along with Payment (and the Identity Proof for any applicable discount) using one of the following methods:

請將已填妥的報名表連同費用（以及適用優惠的身份證明，如有），透過以下方式提交：

Email 電郵	shortcourses@hkac.org.hk		
Post 郵寄	HKAS Short Courses 短期課程 8/F, Hong Kong Arts Centre, 2 Harbour Road, Wan Chai, Hong Kong 香港灣仔港灣道 2 號 香港藝術中心 8 樓		
Payment can be made by Cheque or Bank Transfer 請以支票或銀行轉賬付款			
Bank Name 銀行名稱	HSBC	FPS ID 轉數快識別碼	107697286
Account Name 帳戶名稱	Hong Kong Arts Centre	Account No. 帳戶號碼	022-009575-001

Participant Information 參加者資料

Name in Chinese and English 中英文姓名 *As printed on Hong Kong ID Card or Passport 與香港身份證 / 護照相同*

English Surname 英文姓氏 English Last Name 英文名 Chinese Name 中文姓名

Phone No. 聯絡電話		Email 聯絡電郵	
Gender 性別	<input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女 <input type="checkbox"/> Others 其他		
Date of Birth 出生日期	Year 年	Month 月	Date 日
Living District 居住地區 <input type="checkbox"/> Central and West District 中西區 <input type="checkbox"/> Sham Shui Po District 深水埗區 <input type="checkbox"/> Sai Kung District 西貢區 <input type="checkbox"/> Eastern District 東區 <input type="checkbox"/> Wong Tai Sin District 黃大仙區 <input type="checkbox"/> Sha Tin District 沙田區 <input type="checkbox"/> Southern District 南區 <input type="checkbox"/> Yau Tsim Mong District 油尖旺區 <input type="checkbox"/> Tai Po District 大埔區 <input type="checkbox"/> Wan Chai District 灣仔區 <input type="checkbox"/> Island District 離島區 <input type="checkbox"/> Tsuen Wan District 荃灣區 <input type="checkbox"/> Kowloon City District 九龍城區 <input type="checkbox"/> Kwai Tsing District 葵青區 <input type="checkbox"/> Tuen Mun District 屯門區 <input type="checkbox"/> Kwun Tong District 觀塘區 <input type="checkbox"/> North District 北區 <input type="checkbox"/> Yuen Long District 元朗區			

For Participants aged under 18 參加者如未滿 18 歲需填寫以下資料

School Attending 現就讀的學校	
Parent/Guardian Name 家長 / 監護人姓名	
Parent/Guardian Phone No. 家長 / 監護人聯絡電話	
Parent/Guardian Email 家長 / 監護人聯絡電郵	

Course Enrol 報讀課程			
Code 課程編號	Course Name 課程名稱	Date & Time 日期及時間	Fee 學費
Total Fees 學費合計			

Discounts on tuition fees are available for the participants listed below (materials fee excluded). This offer cannot be combined with other promotions.

以下參加者可享學費優惠（不包括材料費）。此優惠不能與其他促銷活動同時使用。

5% Discount 95 折優惠

- Alumni of HKAS 香港藝術學院校友* • HKAC Current Art Ambassadors 香港藝術中心現任藝術大使
**Graduates from award-bearing programmes within the past three years 在過去三年內修畢學院頒授學歷課程的畢業生；or 或 Returning short course participants who have enrolled in our short courses three times or more within the last three years, based on the commencement date of each course 在過去三年內曾報讀短期課程達三次或以上（根據每個課程的開始日期）的學員*

10% Discount 9 折優惠

- HKAC Members 香港藝術中心會員 • Holders of Hong Kong Senior Citizen Card 香港長者咭持有人
- Current Members of Hong Kong Arts Administrators Association 香港藝術行政人員協會現任會員

Exclusive 20% Discount 專屬 8 折優惠

- HKAS Current Award-bearing Programme Students 香港藝術學院學歷頒授課程在學學生

Do you hold any of the above identities eligible for the discount 您是否擁有符合優惠資格的身份？

You are required to submit a copy of the relevant identity proof for verification 您需要提交相關身份證明的副本以供核實

Eligible Identity 符合優惠資格的身份	
Relevant Identity No. 相關身份證明文件號碼	

Have you taken any Short Course at HKAS before 您曾否於修讀 HKAS 舉辦的短期課？

- No 沒有
- Yes, please state 有，請註明：_____

The employment / business group(s) that you currently belong to 您目前所從事的行業：

- | | |
|---|---|
| <input type="checkbox"/> Arts / Arts Management 藝術 / 藝術行政 | <input type="checkbox"/> Movie / TV Production 電影 / 電視製作 |
| <input type="checkbox"/> Advertising / Design 廣告 / 設計 | <input type="checkbox"/> Full-time Student 全職學生 |
| <input type="checkbox"/> Education 教育 | <input type="checkbox"/> Other, please state 其他，請註明：_____ |
| <input type="checkbox"/> Information Technology 資訊科技 | _____ |

Terms and Conditions

Participants, or their parents or legal guardians if the participants are under the age of 18 ("PG"), should carefully read these Terms and Conditions before enrolling and making payment for any course, workshop, event, or activity (collectively, the "Course") offered by the Hong Kong Arts Centre and its division Hong Kong Art School (collectively "HKAC", "We", "Our", "Us"). By enrolling in the Course, the participant or PG is deemed to have understood and agreed to comply with, and be bound by, these Terms and Conditions.

1. **Enrolment**
Enrolment in any Course is non-transferable and non-refundable.
2. **Make-up Classes and Refunds**
No make-up classes or refunds will be provided under any circumstances, except as specifically provided for adverse weather conditions outlined in section 7.
3. **Attendance and Punctuality**
Participants are required to arrive at the venue 10 minutes prior to the scheduled start time for registration. Latecomers will not be entitled to make-up classes.
4. **Health, Safety, and Conduct**
 - 4.1 **Medical Declaration and Disclosure**
Participants or PGs must complete the medical record and authorisation for emergency situations form upon receiving the enrolment confirmation email, to disclose full details of any known medical condition, health problem or allergy/dietary restriction, or any concerns about the participant's health and safety to HKAC. Participants or PGs, should also update the HKAC in writing as soon as practicable, if the participant develops any known medical condition, health problem or allergy/dietary restriction, becomes unable to take part in any activities or has contracted any infectious disease.
 - 4.2 **Illness/Accident at HKAC premises**
In the event of illness or accident at our premises requiring medical attention, HKAC will try to contact the designated two emergency contacts of the participant.
 - 4.3 **Participants or PGs acknowledge that our Courses may include activities where the participant will use tools, pigments, materials, and food ingredients, which may contain allergens.**
 - HKAC will assume the participant does not have any dietary restriction, allergy or other medical conditions unless HKAC have been notified in writing.
 - HKAC shall not be held liable for any and all losses, injuries, claims, damages and liabilities arising from or related to the participant if the participant or PG, has not disclosed or notified us the participant's dietary restriction, allergy or other medical conditions in writing.
 - 4.4 **Attire**
Participants should wear comfortable clothes and shoes suitable for crafting during Courses. Participants should not wear necklace, bracelet, trinket or other similar ornaments as such can be potentially dangerous and HKAC will not be responsible for any losses or injuries caused by these ornaments.
 - 4.5 **Proper Use of Equipment**
 - Participants must use tools, equipment, and facilities properly according to the instructions provided by tutors. In the event of damage or loss, participants or PGs are required to compensate for the replacement costs.
 - HKAC will not be responsible for any damages or losses resulting from the improper use of equipment by participants. Participants or PGs should be aware that incorrect or improper use of equipment may lead to personal injury or property damage, and agree to assume all related liabilities.
 - 4.6 **Code of Conduct**
Participants are expected to respect fellow students, tutors, and staff, and to behave responsibly. They must use art supplies and equipment appropriately. Any disruptive or inappropriate behaviour or violation of the code of conduct may result in disciplinary action, including removal from the Course without a refund.

- 4.7 Health Monitoring
If a participant's body temperature is higher than normal, they should seek medical advice and refrain from attending the Course.
- 4.8 Respiratory Symptoms
Participants displaying mild symptoms of a respiratory tract infection, but without a fever, must wear masks to prevent the spread of infection.
- 4.9 Health and Safety Measures
HKAC reserves the right to introduce new health and safety measures at any time and change any existing measures from time to time subject to prevailing needs to safeguard the health and safety of all participants and staff.
5. Child Safety (for participants aged under 18)
 - 5.1 Child Collection
It is the responsibility of parents or legal guardians to ensure that HKAC is aware of who will be collecting their children. Parents or legal guardians should arrive at the venue 5 minutes prior to the scheduled end time to collect their children. HKAC will not be liable for any losses or incidents arising out of late collection of the children by parents or legal guardians.
 - 5.2 Emergency Contact
If any participant under the age 18 are unaccompanied by an adult when attending the Course, names, addresses and telephone numbers of two emergency contacts must be specified by the parents or legal guardians upon receiving the enrolment confirmation email. Should HKAC be unable to contact them it shall be authorized to make decision on behalf of the parent or legal guardian should consent be required for urgent treatment recommended by a doctor.
6. CCTV Monitoring
HKAC premises are monitored by CCTV for safety; video footage will be handled in compliance with the Personal Data (Privacy) Ordinance and applicable Hong Kong laws.
7. Adverse Weather Policy
 - In the event of adverse weather conditions such as a Tropical Cyclone Warning Signal No.8 or above, or a Black Rainstorm Warning Signal, and/or when the Hong Kong Government has made the "extreme conditions" announcement:
 - At or after 7am - All morning classes starting before 2pm will be cancelled
 - At or after 11am - All afternoon classes starting between 2pm and 6pm will be cancelled
 - At or after 3pm - All evening classes starting from 6pm will be cancelled
 - HKAC will endeavour to arrange make-up classes for cancelled sessions but cannot guarantee suitability for all participants. No refunds or compensation will be provided if participants are unable to attend the rescheduled class.
8. Certificates and Recognition
 - 8.1 Participants can only apply for a Statement of Attendance ("Statement") if they have completed at least 75% of the course. An administrative fee of HK\$50 will be levied for each copy. A Statement can only be issued within one year upon course completion but not thereafter.
 - 8.2 To apply for a Statement, the Participant has to complete the online [application form](#) and submit an administrative fee of HK\$50 by bank transfer.
 - 8.3 The Statement can be sent to the applicant by local courier at the cost of the applicant. This can also be collected in person on 8/F of the HKAC within one month from the issue date. This will be disposed after deadline without any notice.
 - 8.4 HKAC will not be responsible for any loss of the Statement sent by courier.
9. Course Details and Modifications
HKAC reserves the right to alter Course details such as dates, times, venues, and tutors as needed.
10. Course Cancellation
HKAC reserves the right to suspend, terminate, or extend Courses for any reason. In the case of Course cancellation, refunds will be processed via bank transfer within 30 working days.

11. Course Suspension
In the event that HKAC suspends any Course due to circumstances beyond the control of both HKAC and the PGs or participants (including but not limited to, the spread of infectious diseases, any law or action taken by a government or public authority, excluding adverse weather conditions), HKAC shall not be considered in breach of this agreement. Additionally, HKAC will not be liable for any delay in performing, or failure to perform, any of its obligations under this agreement. Any fees paid for the suspended Courses will be credited and applied to future Courses in the same time slots. If the participant does not enrol in future Courses in the same time slots for any reason, no refunds or additional make-up Courses will be offered.
12. Holiday Arrangements
Unless special arrangements are made, there will be no classes on:
 - Public holidays
 - New Year's Eve (evening), Lunar New Year's Eve (afternoon & evening), Mid-Autumn Festival (evening), Winter Solstice (evening) and Christmas Eve (evening).
13. Media Consent and Usage
HKAC may capture photos, videos, or audio recordings, during Courses for internal training, educational, or promotional purposes. Copyright shall be the property of HKAC. By enrolling, participants, parents or legal guardians consent to the use of their or their own and/or their child's image for these purposes. This consent can be withdrawn at any time by contacting HKAC at shortcourses@hkac.org.hk.
14. Personal Data
 - The personal data collected during registration is used solely for Course administration. Participants affirm that all provided personal data is accurate.
 - If participants opt to receive updates from HKAC, their personal data will be stored for this purpose.
 - HKAC may disclose the personal data submitted by participants when required by law or court order, or as requested by the government or law enforcement authorities, or in good faith that such disclosure is necessary or advisable to protect the rights or properties of HKAC.
 - HKAC may disclose the personal data collected to third parties for the purpose of the Course to external service providers, website developers, or other parties engaged by HKAC to assist with the development, organisation, and administration of the Course.
 - HKAC may send you notifications, including via email, push notifications and other similar means. By providing your personal data during registration, you consent to receiving such notifications from HKAC. Email messages and any attachment(s) are private and confidential and are intended for the recipient(s) identified. If you have received a message by mistake, please immediately notify the sender and delete the message. You are not entitled to use or copy the message, or to disclose it to any third party. It is your choice whether you receive emails from us. If you wish to opt out of promotional emails, newsletter or updates from the HKAC at any time, please contact HKAC at shortcourses@hkac.org.hk.
15. Limitation of Liability
To the extent permitted by law, HKAC and all our employees, directors, officers, agents, board members and affiliates will not be liable for any losses or injuries arising from participation in Courses, except for liabilities that cannot be excluded under law.
16. Amendments to Terms
HKAC reserves the right to amend these Terms and Conditions at any time without prior notice. In the event of disputes, the decisions of HKAC shall be final and binding.
17. Non-Waiver of Rights
No failure to exercise, nor any delay in exercising, on the part of HKAC, of any right or remedy under these Terms and Conditions shall operate as a waiver thereof, nor shall any single or partial exercise of any right or remedy prevent any further exercise thereof or the exercise of any other right or remedy.
18. Governing Law
These Terms and Conditions are governed by the laws of the HKSAR and you agree to submit to the non-exclusive jurisdiction of the courts of the HKSAR.

This document is available in Chinese. In case of inconsistencies or ambiguities, the English version shall prevail.

條款及細則

參加者、或未滿 18 歲的參加者之家長或法定監護人（下稱「家長」），在報名及支付香港藝術中心及其轄下機構香港藝術學院（統稱「本中心」、「我們」）所提供的任何課程、工作坊、節目或活動（統稱「課程」）的費用前，應仔細閱讀此條款及細則。報名參加課程即表示參加者或家長已了解並同意遵守此條款及細則，並受其約束。

1. 報名註冊

註冊任何課程後，不可轉讓亦不設退款。

2. 補課及退款

除在以下第 7 章節所述的惡劣天氣情況外，所有課程的費用一經繳交，不獲退還及不可轉讓他人。

3. 出席及守時

參加者必須在課程開始前 10 分鐘到達場地進行登記。遲到者將不予安排補課。

4. 健康、安全及行為守則

4.1 醫療聲明及披露事宜

參加者或家長在收到報名確認電郵後，必須填寫醫療記錄及緊急情況授權表，詳細披露參加者任何已知的醫療狀況、健康問題、過敏 / 飲食限制，或對本中心的健康及安全有任何顧慮。如參加者出現任何新的已知醫療狀況、健康問題或過敏 / 飲食限制，而無法參加課程當中的活動，或曾接觸傳染病患者，參加者或家長必須盡快以書面形式通知本中心。

4.2 於香港藝術中心內生病或遇上意外

如參加者於本中心內生病或遇上意外而需就醫，指定之緊急聯絡人將即時收到通知。

4.3 參加者或家長明白及確認，本中心的課程可能有包括使用工具、顏料、物料和食材的活動，這些可能含有過敏原。

- 除非接獲書面通知，否則本中心將假設參加者並無任何飲食限制、過敏或其他病患。
- 如參加者或家長未有以書面向本中心披露或知會參加者之飲食限制、過敏或其他病患，本中心毋須為所有及任何因參加者致使或相關之損失、傷害、索償、損害及債務承擔責任。

4.4 衣著要求

參加者應穿著適合進行手工藝活動的舒適衣物和鞋子。參加者不應佩戴項鍊、手鍊、首飾或其他類似飾物，因為此等物品或有潛在危險，而本中心對任何遺失、或由此等物品引發的損傷或意外概不負責。

4.5 正確使用設備

- 參加者必須按照導師的指示正確使用工具、設備和設施。如發生損壞或遺失，參加者或家長需賠償更換成本。
- 本中心將不對因參加者不當使用設備而導致的任何損害或損失承擔責任。參加者或家長應當意識到，不正確或不當的設備使用可能導致人身傷害或財物損失，並同意承擔由此產生的所有相關責任。

4.6 行為守則

參加者須尊重其他同學、導師及工作人員，並以負責任的方式行事。他們必須適當使用美術用品和設備。任何擾亂秩序或不當行為或違反行為守則都可能導致紀律處分，包括在不予退款的情況下取消課程資格。

4.7 健康監測

如果參加者的體溫高於正常範圍，請即求診並留在家中休息，待身體康復才回本中心上課。

4.8 呼吸系統症狀

表現出輕微呼吸道感染症狀但未發燒的參加者必須佩戴口罩，以防止感染擴散。

4.9 健康與安全措施

視乎當時情況所需，香港藝術中心保留於任何時間引入新的健康及安全措施以及時更改現行措施的權利，以保障所有參加者及員工的健康及安全。

5. 兒童安全（適用於未滿 18 歲之參加者）

5.1 接送兒童

家長或法定監護人有責任確保向香港藝術中心提供接送其子女人的資料。家長或法定監護人應於課程預定結束時間前 5 分鐘到達場地接送其子女。若因家長或法定監護人延遲接送其子女而導致任何損失或事件，本中心將不承擔責任。

5.2 緊急聯絡人

若 18 歲以下的參加者在未有成人陪同的情況下出席課程，家長或法定監護人在收到報名確認電郵時，必須提供兩位緊急聯絡人的姓名、地址及電話號碼。倘若香港藝術中心在緊急情況下無法聯絡到他們，而在醫生建議需要進行緊急治療時，本中心有權代表家長或法定監護人作出決定。

6. 閉路電視監督

香港藝術中心場地設有閉路電視監控，以確保安全；影片資料將按照《個人資料（私隱）條例》及相關香港法律規定處理。

7. 惡劣天氣政策

- 若遇上惡劣天氣狀況，例如 8 號或以上熱帶氣旋警訊或黑色暴雨警訊，及 / 或當香港政府發布「極端情況」公告時：
 - 上午 7 時或之後 - 所有下午 2 時前開始的課堂將會取消
 - 上午 11 時或之後 - 所有下午 2 時至 6 時之間開始的課堂將會取消
 - 下午 3 時或之後 - 所有下午 6 時後開始的課堂將會取消
- 香港藝術中心將盡力為取消的課堂安排補課，但不能保證適合所有參加者的需求。如果參加者無法參加重新安排的課堂，本中心將不提供退款或賠償。

8. 參與證書

- 8.1 參加者需完成至少 75% 的課程，方能獲頒發聽講證書（下稱「證書」）。申請證書行政費為每張港幣 50 元正。如學員要求本中心頒發證書，須於課程完成後一年內辦理，逾期之申請恕不受理。
- 8.2 如學員欲申請證書，需於網上完成填寫申請表，並以銀行轉帳方式繳交行政費用每張港幣 50 元正。
- 8.3 參加者可選擇以本地速遞方式領取證書，運費需由參加者自行承擔。參加者亦可親身於證書頒發日期計起一個月內到香港藝術中心 8 樓領取。如參加者未能於限期內領取證書，香港藝術中心會將證書銷毀並不作任何通知。
- 8.4 本中心概不負責任何因速遞而引致的失誤或損毀。

9. 變更課程細節

香港藝術中心保留全權隨時酌情更改課程細節如日期、時間、地點及導師等的權利。

10. 課程取消

香港藝術中心保留因任何原因暫停、終止或延長課程的權利。若取消課程，將在 30 個工作日內透過銀行轉帳方式進行退款。

11. 停課安排

若香港藝術中心因任何不可抗力之情況暫停課程（包括但不限於傳染病蔓延、政府或公共機構制定的任何法律或採取的任何行動，但惡劣天氣情況除外），則不視為違反本協議。此外，本中心亦不會因延遲履行或未能履行協議下的任何義務而承擔責任。如已就取消之課程預繳費用，則相關費用將撥歸復課後同時段之課程。如果參加者因任何原因未能參與復課後同時段之課程，將不獲退款或安排額外補課。

12. 假期安排

除特別安排外，下列日子不會安排課堂：

- 公眾假期
- 公曆新年前夕（晚上）、農曆新年前夕（下午及晚上）、中秋節（晚上）、冬至（晚上）及聖誕前夕（晚上）

13. 媒體同意書及使用

課程期間，香港藝術中心可能拍攝照片、影片或錄音，用於內部培訓、教育或推廣用途。所有版權均為本中心所有。報名註冊即表示參加者或家長同意使用其本人及／或其子女的形象於上述用途。如日後改變主意，請發電子郵件至 shortcourses@hkac.org.hk 聯絡本中心相關決定。

14. 個人資料

- 在註冊過程中收集的個人資料僅用於課程管理。參加者確認所提供的個人資料是準確的。
- 若參加者選擇接收香港藝術中心的最新動向，其個人資料將被儲存用於此目的。
- 當法律或法庭命令要求，或政府或執法機關請求，或出於善意認為披露有必要或適宜以保護香港藝術中心的權利或財產時，本中心可披露參加者提交的個人資料。
- 香港藝術中心可將收集到的個人資料披露給第三方，以便於課程目的與外部服務提供商、網站開發商或其他由本中心聘請協助開發、組織和管理課程的團體。
- 本中心可能透過電子郵件、推送通知和其他類似方式向閣下發送通知。閣下在註冊時提供個人資料，即表示閣下同意接收來自香港藝術中心的此類通知。電子郵件和任何附件都是私人和機密的，僅供識別的收件人使用。如閣下錯誤地收到訊息，請立即通知發件人並刪除該訊息。閣下無權使用或複製該訊息，或將其披露給任何第三方。閣下可以選擇是否接收本中心發送的電子郵件。如果閣下希望隨時選擇退出本中心的促銷郵件、電子報或更新資訊，請透過 shortcourses@hkac.org.hk 聯絡香港藝術中心。

15. 責任限制

在法律允許的最大範圍內，除不能排除的法律責任外，香港藝術中心及旗下所有員工、董事、人員、代理人、董事會成員及聯營者，對於參與課程產生的任何損失或傷害不承擔法律責任。

16. 條款修改

香港藝術中心保留隨時修改此條款及細則的權利，恕不另行通知。如有任何爭議，本中心保留最終決定權並具有約束力。

17. 不棄權條款

香港藝術中心未能行使或遲延行使本條款及條件下之權利、權力或補償權利並不應構成棄權。此外，單獨或部分行使以上權利或權力並不排除任何進一步行使該項權利或權力或行使任何其他權利、權力或補償之權利。

18. 適用法律和司法管轄區

本條款及細則受香港特別行政區法律管轄，閣下同意接受香港特別行政區法院的非專屬管轄。

本文件有提供英文版本。若中英文版本有不一致或歧義之處，一概以英文版本為準。