

轉班申請

Change of Class Time Request

請以正楷填寫並在適當之方格內加上「✓」號 Please complete in BLOCK LETTERS and tick appropriate boxes.

團員資料 Personal Particulars					
團員中文姓名 Member's Name in Chinese		團員英文姓名 Member's Name in English		團員編號 Member No.	
現時就讀班別 Class(es) Currently Enrolled	<input type="checkbox"/> 合唱組 Choral <input type="checkbox"/> 舞蹈組 Dance <input type="checkbox"/> 器樂組 Instrumental <input type="checkbox"/> 普通話兒童組 Putonghua <input type="checkbox"/> 優質潛能啟發課程 IEC		班別 Class : _____ 班別 Class : _____ 班別 Class : _____ 班別 Class : _____ 班別 Class : _____		
家長/監護人姓名 Name of Parent/Guardian			聯絡電話 Contact Tel No.		
電郵地址 E-mail Address					
申請轉班資料					
第一選擇班別	練習時間	: ~ :	星期	練習地點	
第二選擇班別	練習時間	: ~ :	星期	練習地點	
轉班原因 Reason for Request					
申請須知 Important Notes					
1. 家長可郵寄或親臨本團辦事處遞交表格，恕不接受電話或電郵申請。 Requests should be handed in to our offices or sent by post. Requests made via telephone or e-mail will not be accepted.					
2. 如獲批准轉班，本團將先以電話通知家長，再以電郵發出「轉班通知書」確認。 Once the request is granted, parents will be notified via telephone, followed by a "Class Time Change Confirmation" via e-mail.					
3. 未獲得本團任何通知前，團員需在原屬之班別繼續練習。 Members should remain in current classes until notification from HKCC is received.					
4. 等候轉班期間，仍需繳交團費。團費於單月份的首個銀行工作日以自動轉賬形式過賬，每2個月為1期。如家長放棄等候轉班及選擇退團，需於過賬日前最少15天遞交「退團申請」，退團詳情請參閱「退團申請」表格。 While waiting for class change, class fee shall still be paid. Class fee shall be paid via bank auto-pay system and will be debited on the first business day in January, March, May, July, September and November. If parents give up waiting and choose to withdraw from HKCC, application shall be submitted at least 15 days prior to the Debit Date. For details, please refer to "Withdrawal Application" form.					
5. 由於每班人數有限，申請轉班之團員需依次序輪候空缺。 Due to limited places in each class, switching to other classes will only be possible when there are vacancies. Requests will be processed on first-come-first-serve basis.					
6. 於同一級別，在成功轉班6個月內不可再申請轉班。 Request made for the same level again within the next 6 months of a successful change will not be accepted.					
7. 轉班申請有效期至該級完結（合唱組/器樂組/普通話兒童組：12月底；舞蹈組/優質潛能啟發課程：6月底/12月底）。如於學期完結時仍未成功轉班，該轉班申請將失效，家長須重新遞交申請。 The application for change of class is valid until the end of the respective level (Choral/Instrumental/Putonghua Programme by the end of December; Dance/IEC Programme by the end of June/December). The application will be expired if change of class is not successful by the end of the term. Parents need to submit a new application for the next year.					
8. 各組班別之練習時間，可於本團網頁（www.hkcchoir.org）查閱。 Please visit our website at www.hkcchoir.org for the timetables of all classes.					
9. 對於團員轉班之相關安排，本團擁有最終之決定權。 HKCC has the final decision for placement arrangements.					
				<input type="checkbox"/> 本人已閱讀並了解申請須知。 I have read and understood the above important notes.	
家長/監護人簽署 Signature of Parent/Guardian _____				日期 Date _____	

辦公室專用 For Official Use					
經手人	收表分團	收表日期	審核人	日期	<input type="checkbox"/> CFM <input type="checkbox"/> RC <input type="checkbox"/> SAMS 完件日期：