



## 課程及活動報名須知

1. 報名前必須詳閱課程 / 活動資料及報名須知，並注意上課及活動時間，以免相撞，如出現此情況，本中心恕不負責，亦不會退款。
2. 中心會員須持有有效會員證，方可享受會員優惠價。
3. 請親臨本中心報名，以現金或支票付款均可。支票抬頭請註明：「宣道會愉景灣堂服務中心」或「Discovery Bay Alliance Church Community Centre」，期票恕不接受。
4. 所有課程 / 活動一經報名，不得更改參加者或轉班。
5. 中心於公眾假期暫停開放，所有課堂亦會暫停。中心不會收取受此影響的課堂學費。
6. 若報名人數不足，中心有更改或取消該班組活動的權利。本中心會通知退款日期及方法，參加者需保留收據作退款憑證。
7. 所有活動、學術班及興趣班組之詳情以最終公佈為準，本中心將保留更改任何資料之權利，亦會盡快通知參加者有關改動。
8. 請保留收據，直至活動及課程完結，並請於活動當天或第一天課堂時帶備收據交導師核對資料。
9. 報名後，請依時出席。若參加者自動退出或因個人因素未能出席活動，**所繳費用概不退還**。
10. 有關在惡劣天氣下的課程或活動安排，請參閱中心的《惡劣天氣特別措施》指引。
11. 受惡劣天氣、導師告假或其他特殊情況影響的課程或活動，本中心會視乎導師及場地安排等因素盡量安排補堂或濃縮節數。補堂的日期、時間及地點由中心指定，參加者不得異議。若參加者未能出席補堂，不獲退回有關費用。
12. 如中心未能安排補堂或濃縮節數，有關費用在扣除必要的行政開支或已支付的費用（例如：按金、門票等）後，退回給參加者。
13. 閣下的個人資料絕對保密。本中心將運用閣下的個人資料作收據、通訊、籌募本中心經費及收集意見之用途。
14. 如有需要，我們可能將有關資料提供予受本中心委託而提供服務的機構或人士，以便能為閣下提供更適切的服務。所有資料均絕對保密。
15. 提供個人資料與否，純屬自願。如果所提供的資料不足，本中心可能無法為閣下提供所需服務。
16. 在活動課程過程中拍攝的相片或錄像，將會用作宣傳推廣之用的。若閣下不欲於課堂或活動中被拍攝或將有關資料作其他用途，歡迎向本中心提出。
17. 若閣下不願意收到本中心的通訊，請通知我們。

## Rules and Regulations for Application

1. Applicants are encouraged to read Centre's course / program booklet as well as our Rules and Regulations statement carefully before submitting any application. In order to avoid time conflict between classes, applicants ought to pay close attention to the class schedule. DBACCC will not take responsibility of cases as such nor provide refunds.
2. Members can enjoy the membership benefit with the effective membership cards.
3. Applicants should apply in person by cash or cheque. All cheque payment shall be signed and payable to "**Discovery Bay Alliance Church Community Centre**". Post-dated cheque will not be accepted.
4. Once the application is successful, applicants cannot switch class or change participants.
5. In general practice, Centre will be closed during public holidays. As a result, no class will be provided nor charged on those days.
6. Centre reserves the right of changing date or cancelling the class & activities if there are not sufficient number of applicants for the class.
7. Centre has the right to amend the details of activities, courses and programs, without prior notice. Participants shall be notified of the change by staff shortly.
8. Please bring along the receipt to the first lesson of each course / program for verification.
9. Please attend on time. If participant is absent or withdraws from the class for personal reasons, **no payment will be refunded.**
10. Participants can refer to Centre's guideline of "Severe Weather Arrangement" whenever there is inclement weather.
11. In the situation that the course/program is interrupted due to the inclement weather, absence of instructor or any other unforeseeable situation, the Centre will have the discretion to prolong the course/program or to arrange make up classes at a reasonable schedule for the students. If the student fails to attend those make up classes, he/she will forfeit the portion of the tuition fees.
12. If the Centre fails to make proper and reasonable arrangement in the makeup classes, the portion of the tuition fees will be refunded subtract the administration costs, e.g. facilities deposit, event tickets...etc.
13. Your personal data will be kept strictly confidential. We shall use your personal data for issuing receipts, fostering communications, raising funds and conducting surveys for Discovery Bay Alliance Church Community Centre.
14. We may furnish your data on a strictly confidential basis to third parties who provide service to us in relation thereto.
15. The provision of your personal data is voluntary. If you do not provide sufficient information, we may not be able to provide services to you.
16. The Center will have the right to take photo or video-record the class activity for the purpose of publicity and promotion. Participants who do not wish to be captured by photo or to be shown in any other means, please kindly notify the Center in advance.
17. Please inform the Centre if you prefer not to receive any further mailings or notices from Discovery Bay Alliance Church Community Centre.