

香港女童軍總會賽馬會東涌活動中心

活動報名須知

1. 學員必須親臨本中心填妥「活動報名表」，並出示有效的會員証。
2. 所有名額均以先到先得為原則，額滿即止，不設電話報名及留位。
3. 已繳交的費用一概不設退款及轉讓他人使用。
4. 若參加者因個人原因不能出席課程/活動，不能讓他人代替出席。
5. 若參加者於課程出席率不足 80%，將會影響下次參加任何課程/活動。
6. 參加者請自行記錄已報名活動 / 課程的舉行日期、時間、地點等，本中心恕不個別通知。
7. 每位參加者應按導師所分派的材料製作完成品，不可代替其他學員製作。  
若當日學員缺席，不可以取走材料及製成品。
8. 如有任何學員妨礙其他同學上課或行為不當，本中心保留終止該參加者上課的權利。
9. 請保留所有收據，直至該活動 / 課程完結為止，以便查核或退款時交回本中心，並請於課堂/活動第一節帶備收據。
10. 如人數不足或中心行政問題，本中心有權延期或取消課程 / 活動，並安排以支票退還款項。

上述資料如有修改，本中心保留最終之決定權。

The Hong Kong Girl Guides Association

Jockey Club Tung Chung Activity Centre

**Enrolment Guidelines**

1. Applicants should enroll in persons and present valid membership cards.
2. Application is based on first-come-first-serve basis. No reservation by phone or by someone else is accepted.
3. Once the application is accepted, there shall be no refund and/or transferring of activity / course fee to another applicant.
4. If the participant is unable to attend the activity, he/she cannot delegate someone else to attend the activity on his/her behalf.
5. If the attendance rate is less than 80%, this may affect the chance of enrolling of other activities in future.
6. The participants should pencil down the schedule and venue of the activity on their own. The Centre will not remind participants to attend activities/courses.

7. The activity/course instructor will distribute course materials to each participant. Participants should not get the remaining materials which are belonging to the absentees or help other participants to use their course materials.
8. Participants must not harass or impede other participants from attending activities / courses. Offenders will be terminated their rights of attending activities/courses.
9. Participants should keep the activity / course receipts until the activity / course is completed. The receipts shall be returned to the Centre if refund is needed. Participants should also present the receipts in the first session of the activity / course.
10. The Centre reserves the right to cancel or postpone course/activity due to insufficient enrolment or administration reasons. Paid fees will be refunded by cheque.

The Centre reserves the right to amend the guidelines and its decision shall be final.