



## HONG KONG ART SCHOOL ART TOUR ENROLMENT FORM 香港藝術學院藝術文化遊歷團報名表格

### For Office Use

Date Received:

Handled by:

#### Guidelines to Complete the Enrolment Form 填寫報名表格須知

1. Please complete all the information required on the Enrolment Form. (Incomplete Form will not be processed.)  
請填寫報名表上所有資料 (若資料不全，學院將不予受理)。
2. Please complete this form in **BLOCK LETTERS** with **BLACK** or **BLUE BALL PEN**.  
請用黑色或藍色原子筆並以英文或中文正楷填寫。
3. Please read through the Notes to Enrollees and please submit the completed form to Hong Kong Art School by the enrolment deadline (if applicable) via the submission channels as indicated in the Notes to Enrollees.  
請詳閱參加者須知，並將填妥的申請表格在截止日期前(如適用)以列於參加者須知中相關的遞交方法交回香港藝術學院。
4. Hong Kong Art School reserves the right to cancel the tour for any reason. In the event of cancellation, refund would be processed by cheque within approximately one month from the cancellation.  
學院有權取消有關遊歷團，如取消，學院會於取消後約一個月內把所繳款項以支票形式退還。
5. Enquiry Hotline / 查詢電話: 2922 2822 ; Fax No. / 傳真 2865 0371 ; Email / 電郵: [enroledu@hkac.org.hk](mailto:enroledu@hkac.org.hk)

### Part I 第一部份：

#### A. Tour Particulars 遊歷團資料

Tour Code 遊歷團編號	Tour Title 遊歷團名稱	Date of Departure 出發日期	Fee 費用	Receipt No. (For office use only) 收據編號 (此欄由學院職員填寫)
			<b>Tour Fee 團費</b> (Pls. refer to the tour flyer for the details. 詳情及細項請參閱有關單張)  HK\$  Plus: additional fee, if applicable. 另: 附加費(如適用)  HK\$	
			<b>Total 合計: HK\$</b>	

**Remarks 註:** Unless otherwise stated, tour participants shall depart from and return to Hong Kong with the tour group at designated time and on scheduled dates; and accommodation will be arranged on the basis of Double Room. Please indicate on the form if you have preference on room allocation (e.g. name of roommate, and this is subject to mutual agreement between the applicant and the suggested roommate). 除特別註明外，參加者須依時隨團離港及回港；酒店住宿安排以雙人房間為主。如對住宿安排有特別需要(例如：房間安排及指定房友安排 — 但須先得參加者和房友相互同意)，請於表格上清楚列明。

Request for single room accommodation will be honored only subject to place availability and at the discretion of relevant travel agent; and extra fee will be levied for such arrangement. 單人房酒店住宿要求將視乎旅行社安排決定，並需另收取附加費。

Please arrange a Double Room for me and 請安排本人與 (name of roommate 房友名稱)

住宿酒店雙人房間 (if applicable 如適用)。

#### B. Payment Method 付款方法

Please cross out the inappropriate item 請劃去不適用

Cheque 支票 / Bank Draft 本票

Cheque No. 支票號碼 / Bank Draft No. 本票號碼: \_\_\_\_\_ Issuing Bank 發票銀行: \_\_\_\_\_

(Cheque / Bank Draft should be made payable to the **Hong Kong Arts Centre** 支票 / 本票抬頭請寫 **香港藝術中心**)

### C. Personal Data 個人資料

Please tick ✓ the appropriate boxes 請在適當的空格內，填上 ✓ 號

Title 稱謂:  Dr. 博士  Mr 先生  Mrs 太太  Ms 女士  Miss 小姐 Gender 性別:  Male 男  Female 女

Name as printed on the Passport (Travel Document) 請按護照(旅遊證件)上的姓名填寫

Surname 英文姓氏: \_\_\_\_\_ Given Names 英文名字: \_\_\_\_\_

Name in Chinese 中文姓名: \_\_\_\_\_

HKID Card No. 香港身份證號碼: |\_|\_|\_|\_|\_|\_|\_|\_| (—)

Passport No. 護照號碼: |\_|\_|\_|\_|\_|\_|\_|\_| Country/Place of Issue 護照簽發國家/地點<sup>1</sup>: \_\_\_\_\_

Expiry Date of the Passport 護照到期日(Date 日 / Month 月 / Year 年): |\_|\_| |\_|\_| |\_|\_|\_|\_|

<sup>1</sup> If applicable and necessary, the enrollee is advised to apply for the corresponding travel visa required. 如有需要，參加者須自行申請旅遊簽證。

Date of Birth 出生日期(Date 日 / Month 月 / Year 年): |\_|\_| |\_|\_| |\_|\_|\_|\_|

Correspondence Address 通訊地址:

\_\_\_\_\_  
\_\_\_\_\_  H.K. 香港 /  Kln. 九龍 /  N.T. 新界

Home Telephone No. 住宅電話號碼: \_\_\_\_\_ Office Telephone No. 辦事處電話號碼: \_\_\_\_\_

Mobile Phone No. 流動電話號碼: \_\_\_\_\_ Fax No. 傳真號碼: \_\_\_\_\_

E-mail Address 電子郵箱地址: \_\_\_\_\_

### D. Other Information 其他資料

Please tick ✓ the appropriate boxes 請在適當的空格內，填上 ✓ 號

#### Occupation 職業:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Art & Design 藝術與設計   | <input type="checkbox"/> Business Management 商業管理 | <input type="checkbox"/> Computer / Technology 電腦 / 科技      |
| <input type="checkbox"/> Education 教育         | <input type="checkbox"/> Engineering 工程           | <input type="checkbox"/> Sales / Customer Service 銷售 / 顧客服務 |
| <input type="checkbox"/> Social Services 社會服務 | <input type="checkbox"/> Student 學生               | <input type="checkbox"/> Others 其他 _____                    |

#### Education Background 教育程度:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Form 5 / HKCEE 中五 / 會考                     | <input type="checkbox"/> SS3 / HKDSE 高中三 / 中學文憑試 | <input type="checkbox"/> Matriculation (F.6 / F.7) 預科 |
| <input type="checkbox"/> Tertiary/ Post-Secondary Education 大學或專上教育 | <input type="checkbox"/> Others 其他 _____         |   |
- Master Degree or above 碩士或以上  
 Bachelor Degree 學士  
 Higher Diploma / Associate Degree or equivalent 高級文憑/副學士或同級

### E. Emergency Contact 緊急聯絡方法

Please tick ✓ the appropriate boxes 請在適當的空格內，填上 ✓ 號

Contact Person 聯絡人姓名 : \_\_\_\_\_ (Chinese 中文)

: \_\_\_\_\_ (English 英文)

Relationship 與申請人關係

Parents 父母

Spouse 配偶

Children 子女

Others 其他 \_\_\_\_\_

Contact No. 聯絡電話: \_\_\_\_\_ / \_\_\_\_\_

### F. Special Assistance from School (if required) 學院特別協助 (如需要)

If you require special needs, mainly in terms of physical disability<sup>2</sup>, please indicate the related nature and degree, and the way you hope the School to assist; subject to feasibility and availability of the related facilities, the School would try to facilitate the related arrangements whenever possible. 如因身體障礙而需特別協助，請註明殘障<sup>2</sup>性質、程度及所需之協助，視乎有關情況及若有關資源及設施許可，學院將盡量作出有關安排。

<sup>2</sup> Applicants with a disability are considered on equal terms with other applicants. 香港藝術學院對殘障人士及其他申請者會一視同仁。

### G. Declaration 聲明

1. I declare that the information given in this form is, to the best of my knowledge, accurate and complete. I understand that any **false or misleading information** will lead to **disqualification** of my enrolment and any fees paid will not be refunded.

本人謹此聲明在本申請表填報的資料均屬正確及完整，本人明白若填報之資料失實，本人的報名將被取消，同時所繳費用概不獲退還。

2. I have read and understood the Notes to Enrollees and agreed to abide by Hong Kong Art School regulations.

本人已詳閱及明白附上的參加者須知事項，並同意遵守香港藝術學院的規例。

Signature 簽署 : \_\_\_\_\_

Date 日期 : \_\_\_\_\_

**Part 2 第二部份**

**Statistical Information 統計資料**

The following questionnaire is for internal statistical purpose only. Please put a tick ✓ in the boxes where appropriate.  
本問卷只供學院作內部統計用途。請在適當的空格填上✓號。

1. How did you learn about HKAS programme? 你從何處獲悉學院課程？

**Website 網頁：**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Hong Kong Art School<br>香港藝術學院       | <input type="checkbox"/> Hong Kong Arts Centre<br>香港藝術中心 | <input type="checkbox"/> Yahoo! Hong Kong<br>雅虎香港 |
| <input type="checkbox"/> HKAS Facebook 學院面書                   | <input type="checkbox"/> Google 谷歌                       |   |
| <input type="checkbox"/> Others 其他 (Please specify 請註明：_____) |  |   |

**Newspapers 報章：**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> South China Morning Post<br>南華早報     | <input type="checkbox"/> Sing Tao Daily<br>星島日報 | <input type="checkbox"/> Hong Kong Economic Times<br>香港經濟日報 |
| <input type="checkbox"/> Ming Pao 明報                          | <input type="checkbox"/> Oriental Daily 東方日報    | <input type="checkbox"/> Apple Daily 蘋果日報                   |
| <input type="checkbox"/> Metro Daily 都市日報                     | <input type="checkbox"/> Headline Daily 頭條日報    | <input type="checkbox"/> Hong Kong Economic Journal 信報      |
| <input type="checkbox"/> Others 其他 (Please specify 請註明：_____) |   |   |

**Magazine 雜誌：**

- |   |                                      |  |                                     |
|---|--------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> ArtsLink 藝訊                          | <input type="checkbox"/> ARTMAP 藝術地圖 | <input type="checkbox"/> ampost        | <input type="checkbox"/> Recruit    |
| <input type="checkbox"/> Jobmarket 求職廣場                       | <input type="checkbox"/> Jiu Jik 招職  | <input type="checkbox"/> Metropop 都市流行 | <input type="checkbox"/> U Magazine |
| <input type="checkbox"/> Others 其他 (Please specify 請註明：_____) |                                      |  |                                     |

**Others 其他：**

- |   |   |
|---|---|
| <input type="checkbox"/> Referrals by Friends / Relatives 親友推介                | <input type="checkbox"/> HKAS E-mailer 學院電郵 |
| <input type="checkbox"/> Promotion Leaflet 宣傳單張 (Pick up location 索取地點：_____) |   |
| <input type="checkbox"/> Others 其他 (Please specify 請註明：_____)                 |   |

2. Have you taken any programme in Hong Kong Art School before? 你是否曾於學院修讀課程？

- Yes 是 (Please specify 請註明：\_\_\_\_\_)
- No 否

3. Which of the following employment / business group(s) do you belong to now? 你目前所屬的行業屬於下列哪項？

- |   |   |
|---|---|
| <input type="checkbox"/> Arts / Arts Management 藝術 / 藝術行政     | <input type="checkbox"/> Advertising / Design 廣告 / 設計 |
| <input type="checkbox"/> Movie / TV Production 電影 / 電視製作      | <input type="checkbox"/> Education 教育                 |
| <input type="checkbox"/> Information Technology 資訊科技          |   |
| <input type="checkbox"/> Others 其他 (Please specify 請註明：_____) |   |

## NOTES TO ENROLLEES 參加者須知

1. Please submit the completed form together with tour fee and a copy of your passport (including the page containing photo and personal particulars) as appropriate.

請將填妥的報名表格連同團費和護照副本(載有相片及個人資料的內頁)交回指定地點。遞交方法如下：

- a. In person to the Enrolment Office of Hong Kong Art School

(Address: Room 819, 8/F, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong) during office hours:

親身遞交至香港藝術學院註冊處(地址：香港柴灣柴灣道 238 號青年廣場 8 樓 819 室)，辦公時間如下：

Mon-Fri / 星期一至五	Sat / 星期六	Sunday & Public Holidays / 星期日及公眾假期
10 a.m. – 7 p.m. 上午十時至晚上七時	10 a.m. – 6 p.m. 上午十時至晚上六時	Closed 休息

- b. By post to the above address (Please mark “Art Tour” on the envelope if application is to be sent by post.

郵寄到上址(如以郵寄方式遞交申請，請在信封面註明「藝術文化遊歷團」)。

- c. By e-mail to 電郵至 [application@hkac.org.hk](mailto:application@hkac.org.hk) (applicable only to form submission, confirmation of enrolment is subject to receipt of payment and place availability 只適用於遞交報名表格，報名須在學院收到費用後及視乎屆時報名情況才能確定。)

2. Payment Method 付款方法：

By Crossed Cheque / Bank Draft 以劃線支票 / 本票付款

Cheque / bank draft should be made payable to the “Hong Kong Arts Centre”. Post-dated cheque will not be accepted. Please put down the applicant’s name and tour code on the back of the cheque / bank draft.

支票 / 本票抬頭請寫「香港藝術中心」，期票恕不受理。請將姓名和遊歷團編號寫在支票 / 本票背面。

3. Enrolment is on first-come-first-served basis. There will be confirmation from the School about the enrolment. Fees and places, once confirmed, cannot be transferred from one enrollee to another. Only the enrollee is allowed to attend the tour. Fees paid are not transferable and refundable except as statutorily provided or under very exceptional circumstances. 報名以先到先得形式進行，參加者將收到學院的確定。報名一經確定，名額及所有費用不得轉讓他人。除特殊情況及法例規定外，一切已繳費用，不得轉讓，學院亦概不退還。

4. Unless otherwise specified, enrollees should be residents of Hong Kong, and it is recommended that applicants should be at age 16 or above. Interested parties of age below 16 are recommended to be accompanied by applicants of age 16 or above for the tour, and are welcome to approach the School for relevant enquiry. 除特別註明外，參加者須為香港居民，年滿 16 歲或以上。16 歲以下人士如對遊歷團感興趣，須由 16 歲或以上人士陪同參團，並請向學院查詢。

5. Hong Kong Art School reserves the right to cancel the tour for any reasons or make corresponding changes to the tour, the accommodation and the transport etc. for reasons concerning health and safety issues, weather conditions and/or unforeseen circumstances. 學院有權取消有關行程或基於人身安全、健康問題、天氣因素以及其他不可預知情況下對行程、住宿及交通等作出的相應改動。

6. Hong Kong Art School reserves the right to accept or reject an enrolment at its own discretion.

學院保留斟酌、接納及否決報名之權利。

7. Personal Data 個人資料

- (i) The personal data provided on the form will be used solely for the purpose of enrolment processing and will be handled by the staff of Hong Kong Art School only. Upon admission, the personal data will be transferred to the student database and will thereafter be handled by the staff of Hong Kong Art School. 本報名內所填寫的個人資料僅供香港藝術學院職員用作處理有關報名之用。經學院確認報名後，參加者的個人資料將會存入學院的學員檔案並由香港藝術學院職員處理。

- (ii) In view of the updates of the Personal Data (Privacy) (Amendment) Ordinance 2012, we would like to seek your consent for our use of your personal data (including your name, email address, phone number, and mailing address etc.) for providing you with the latest information on the courses, programmes, activities and events of Hong Kong Art School and Hong Kong Arts Centre. Your personal data will be used for the above purpose within our organisation. If we receive no objection from you, we will use your personal data for the above purposes as stated. 為配合《個人資料(私隱)條例》於 2012 年的新修定，香港藝術學院現徵求閣下的同意，允許我們使用閣下的個人資料(包括姓名、電郵地址、電話及郵寄地址等)，與閣下保持聯繫及為閣下提供香港藝術學院與香港藝術中心的最新消息(包括活動推廣、課程資料及其他相關活動等)。如閣下未有提出異議，閣下的個人資料會供學院內部作上述用途。

- (iii) Hong Kong Art School subscribes to the data protection principles and complies with the requirements of the Personal Data (Privacy) Ordinance. The personal data will not be shared with any third party without the consent of enrollees/students. Enrollees/Students have the right to access to, and correction of, their own personal data. If an enrollee/ student wishes to access his/her data, he/she should submit the request in writing to the Hong Kong Art School. 香港藝術學院會根據個人資料(私隱)條例處理其個人資料，不會在沒有徵求參加者/學員同意的情況下把參加者/學員的個人資料轉讓於任何第三者。參加者/學員有權查詢、翻閱及要求更改其個人資料。如欲查閱，請去信香港藝術學院。



**HONG KONG ART SCHOOL**  
**ART TOUR ENROLMENT FORM (Supplementary Information)**  
 香港藝術學院藝術文化遊歷團報名表格 (附加資料)

For Office Use

Date Received:

Handled by:

As required by the travel agency and for insurance-related purposes, you are invited to also fill out this form on supplementary information. Information collected will only be used by the travel agency/ related tour & insurance operators/ airlines for travelling or related services for this tour. 因應旅行社及保險機構之需要，請填寫附加資料表格上的資料。所有收集得的資料將只供旅行社/有關旅遊或保險機構/航空公司等作與是次旅遊有關之用途。

**I. Personal Data 個人資料:**

Name 姓名: (Eng) \_\_\_\_\_ (Chi) \_\_\_\_\_

Mobile Phone No. 流動電話號碼: |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

**II. Tour Information 遊歷團資料:**

Tour Title 遊歷團名稱: \_\_\_\_\_

Tour Code 遊歷團編號: \_\_\_\_\_ Date of Departure 出發日期: \_\_\_\_\_

**III. Supplementary Information 附加資料:**

Dietary, Allergies and Medical Information 飲食、過敏症及醫療狀況資料

(Medical proof may be required as per the request from the related travel agency or insurance corporation 旅行社或保險機構可能要求遊歷團團員出示醫生證明)

Please specify the followings 請明確說明以下各項:

(Please tick ✓ the appropriate boxes 請在適當的空格內填上✓號)

1. Any special dietary request 有否特別的膳食要求

YES 有  NO 否

If yes, please specify (e.g. vegetarian) 如有，請註明 (例如: 素食): \_\_\_\_\_

2. Any allergies 有否任何過敏症

YES 有  NO 否

If yes, please specify 如有，請註明: \_\_\_\_\_

3. Are you currently suffering from any long-term health problems or illnesses (e.g. Asthma, Diabetes & High Blood Pressure) 閣下有否任何長期健康問題 (例如: 哮喘、糖尿病和高血壓)

YES 有  NO 否

If yes, please specify 如有，請註明: \_\_\_\_\_

4. Are you currently under treatments or medication 閣下是否正接受治療或使用藥物

YES 是  NO 否

If yes, please specify 如是，請註明: \_\_\_\_\_

**Remarks 備註:**

Your indications are noted, the fulfillment of the related dietary needs is however subject to the availability of the related facilities/local source of provision. 謝謝閣下所提供的資料，而膳食方面的需要，須視乎當地有關的供應而定。

For essential medical and dietary needs and whenever feasible, you are highly advised to prepare and bring along necessary amount with you for your participation in the tour. 如有任何有關醫療和膳食的必然需要，在情況許可下，請閣下於旅程中自備足夠的所需藥物或食品。

I understand that the above information may be accessed / retrieved for insurance references. To the best of my knowledge, I am in good health and am able to participate in the tour. In case of medical emergency, I authorize the responsible person of the tour to seek corresponding medical treatment, which, whenever possible, is to be prescribed or advised by a qualified medical practitioner, for me. 本人明白以上資料將可能作保險安排的參考。以本人所知，本人健康狀況良好，可參加及應付是次遊歷團所安排的行程和活動。如遇任何緊急之醫療情況，本人授權遊歷團負責人向當地註冊醫護人員為本人作出及時與相關的診斷和治療。

Signature 簽署: \_\_\_\_\_

Date 日期: \_\_\_\_\_