

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	
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"/> 美術組 Art & Craft <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 : _____ 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*	* 請參閱「申請須知」第 3 項 * Please refer to item 3 in "Important Notes" for details		
傳真號碼* Fax No.*	* 請參閱「申請須知」第 3 項 * Please refer to item 3 in "Important Notes" for details		
欲轉之班別及時間 Class and Time Preferred			
轉班原因 Reason for Request			

申請須知 Important Notes
<ol style="list-style-type: none"> 1. 家長可郵寄或親臨本團辦事處遞交表格，恕不接受電話、電郵或傳真申請。 Requests may be handed in to our offices or sent by post. Requests made via telephone, e-mail or fax will not be accepted. 2. 每月 15 日前收到之轉班申請將於當月處理，其後收到之申請將撥入次月處理。 Requests received by the 15th will be processed that month and those received afterwards will be processed in the following month. 3. 遞交表格時請附上 1 個已貼足郵費之回郵信封，以便本團以書面通知轉班結果。家長亦可選擇提供傳真號碼或電郵地址，以便本團以上述形式通知。 Please hand in request with a stamped self-addressed envelope for future notification. Alternatively, parents may provide their fax number or e-mail address for such purpose. 4. 在未獲得本團任何通知之前，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. 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. 同一班別，在成功轉班 6 個月內不可再申請轉班。 Request within 6 months of a successful change for the same class will not be entertained. 7. 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. 8. 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.
家長/監護人簽署 Signature of Parent/Guardian _____ 日期 Date _____

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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：