

## 證明信申請 Reference Letter Request

請以正楷填寫並在適當之方格內加上「✓」號

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	
性別 Sex	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	出生日期 Date of Birth	日 DD / 月 MM / 年 YY
家長/監護人姓名 Name of Parent/Guardian		聯絡電話 Contact Tel No.	
申請證明信之課程、 班別及入讀日期 Programme(s) and Class(es) Requesting Reference Letter & Admission Date	<input type="checkbox"/> 合唱組 Choral                      班別 Class : _____ 月(MM) / _____ 年(YY) <input type="checkbox"/> 中國舞 Chinese Dance              班別 Class : _____ 月(MM) / _____ 年(YY) <input type="checkbox"/> 芭蕾舞 Ballet                              班別 Class : _____ 月(MM) / _____ 年(YY) <input type="checkbox"/> 創作舞 Creative Dance                  班別 Class : _____ 月(MM) / _____ 年(YY) <input type="checkbox"/> 踢躡舞 Tap Dance                        班別 Class : _____ 月(MM) / _____ 年(YY) <input type="checkbox"/> 爵士舞 Jazz Dance                        班別 Class : _____ 月(MM) / _____ 年(YY) <input type="checkbox"/> 手鈴 Handbell                              班別 Class : _____ 月(MM) / _____ 年(YY) <input type="checkbox"/> 敲擊 Percussion                            班別 Class : _____ 月(MM) / _____ 年(YY) <input type="checkbox"/> 美術組 Art & Craft                        班別 Class : _____ 月(MM) / _____ 年(YY) <input type="checkbox"/> 普通話兒童組 Putonghua                班別 Class : _____ 月(MM) / _____ 年(YY) <input type="checkbox"/> 優質潛能啟發課程 IEC                  班別 Class : _____ 月(MM) / _____ 年(YY)		

申請須知 Important Notes	
1. 家長可親臨本團辦事處遞交表格，恕不接受郵寄、電話、電郵或傳真申請。 Requests may be handed in to our offices. Requests made via mail, telephone, e-mail or fax will not be accepted.	
2. 申請者資格：團員必須於 6 個月內完成同 1 科目之課程。已退團之團員，必需於離團日起 3 年內辦理證明信申請。逾期者，其證明信申請將不獲受理。 Eligibility Criteria: Members who have enrolled any of HKCC's classes for 6 months consecutively and those who left HKCC for less than 3 years are eligible to obtain Reference Letters. Late applications will not be accepted.	
3. 所有尚欠團費、未歸還原裝歌譜或繳付遺失及損毀原裝歌譜之賠償者，將不獲發證明信。 Reference Letter will not be available for those who have outstanding class fees, do not return all borrowed music scores or fail to pay for lost or damaged scores.	
4. 每封證明信以單一班別獨立處理，每張行政費為港幣 50 元正，交表時請一併繳付。 Reference Letters will be processed independently according to class(es). A handling fee for each Reference Letter is HK\$50. Total fee is to be paid at the time the request is filed.	
5. 如要求以郵遞方式寄回證明信，需同時繳付每封證明信港幣 15 元正掛號費，並請填妥「回郵地址」一項。如有郵誤或寄失，本團恕不另行補發。 Reference Letter can be collected in person, or be sent by registered mail at additional cost. Applicants who wish to collect their Reference Letters via registration should complete the mailing address below and a registration fee of HK\$15 will be charged together with the application. In case of postal delay or delivery failure, HKCC will not reissue the Reference Letters.	
6. 證明信將於遞交申請表後 15 個工作天內完成。本團將會致電通知家長領取。 Reference Letter(s) will be available within 15 working days after request is received. Parents will receive a notification from HKCC.	
7. 本團保留接納證明信申請與否之權利。若申請不被接納，本團將不會收取任何費用。 HKCC reserves the right to deny any Reference Letter request and no fee will be charged in such an event.	
<input type="checkbox"/> 親自領取* To be collected in person*	<input type="checkbox"/> 英皇道 King's Road <input type="checkbox"/> 北角 (顯理) North Point <input type="checkbox"/> 太古城 Tai Koo Shing <input type="checkbox"/> 薄扶林 Pokfulam <input type="checkbox"/> 何文田 Homantin <input type="checkbox"/> 海泓道 Hoi Wang Road <input type="checkbox"/> 將軍澳 Tseung Kwan O <i>*請選擇領取證明信之分團地點 Please indicate the location for collection</i>
<input type="checkbox"/> 掛號郵遞 To be sent by registered mail	請填妥以下回郵地址。Please complete the following mailing address. 姓名 Name : _____ 回郵地址 Address : _____ _____

本人已詳細閱讀上述之「申請須知」，並明白一切已繳付之費用，將不獲退還。  
 I hereby declare that I have read the "Important Notes" and understood that all fees paid are non-refundable.

家長/監護人簽署 \_\_\_\_\_ 日期 \_\_\_\_\_  
 Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

辦公室專用			
收據號碼 : _____	經手人 _____	收表分團 _____	收表日期 _____
共申請 _____ 科 ; 合共 HK\$ _____			