

學習評估副本申請 Performance Appraisal Copy 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	
出生日期 Date of Birth	日 DD / 月 MM / 年 YY	家長/監護人姓名 Name of Parent/Guardian	
申請學習評估副本之課程及班別 Programme(s) and Class(es) Requesting Performance Appraisal Copy	<input type="checkbox"/> 合唱組 Choral <input type="checkbox"/> 中國舞 Chinese Dance <input type="checkbox"/> 芭蕾舞 Ballet <input type="checkbox"/> 創作舞 Creative Dance <input type="checkbox"/> 踢躡舞 Tap Dance <input type="checkbox"/> 爵士舞 Jazz Dance <input type="checkbox"/> 手鈴 Handbell <input type="checkbox"/> 敲擊 Percussion <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: _____ 班別 Class: _____ 班別 Class: _____ 班別 Class: _____ 班別 Class: _____	

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. 發出後 1 個月仍未領取之學習評估，將於本團保留 1 年。所有未領取之評估，將於簽發日 1 年後銷毀。 Performance Appraisals that are not collected one month after the issue date will be kept at HKCC for up to one year. Unclaimed Performance Appraisals will be destroyed after one year from the issue date.	
3. 所有未完成課程、學期結束前退團、未參加考試、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，將不獲發評估副本。 Performance Appraisal copy will not be available for those who fail to finish the course, withdraw during the term, have not taken our exam, have outstanding class fees, do not return all borrowed music scores or fail to pay for lost or damaged scores.	
4. 學習評估副本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。 Performance Appraisal Copies will be processed independently according to class(es). A handling fee for each Performance Appraisal Copy 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學習評估副本，需同時繳付每張港幣 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。 Performance Appraisal Copy can be collected in person, or be sent by registered mail at additional cost. Applicants who wish to collect their Performance Appraisal Copy 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 Performance Appraisal Copy.	
6. 學習評估副本將於遞交申請後 15 個工作天內完成，本團將會致電通知家長領取。 Performance Appraisal Copy will be available within 15 working days after request is received. Parents will receive a notification from HKCC.	
7. 本團保留接納學習評估副本申請與否之權利。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 Performance Appraisal Copy 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 <small>*請選擇領取學習評估副本之分團地點 Please indicate the location for collection</small>
<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 Signature of Parent/Guardian _____	日期 Date _____

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