

Application Form 報名表

*delete whenever necessary *請刪去不適用者

A. Personal Particulars 個人資料		
Name in English: _____ 英文姓名	(Surname) _____ 姓氏	(Given Name in full) Mr /Mrs/ Ms* _____ 名字 先生/太太/女士*
Name in Chinese: _____ 中文姓名		HKID Card/ Passport No.*: _____ 香港身分證/護照
Gender: M/ F* _____ 性別 男/女*	Date of Birth: _____ (dd/mm/yy) 出生日期 (日/月/年)	
Correspondence Address: _____ 通訊地址		
Tel: (Mobile) _____ 電話 (流動)	(Home) _____ (住宅)	(Office) _____ (公司)
Fax: _____ 傳真	Email: _____ 電郵	
I have learned floral arrangement before <input type="checkbox"/> yes <input type="checkbox"/> no 本人曾學習插花 <input type="checkbox"/> 是 <input type="checkbox"/> 否		
Qualifications: <input type="checkbox"/> DFA Instructor <input type="checkbox"/> ADFA <input type="checkbox"/> DFA <input type="checkbox"/> Others 其他 _____ 本人擁有資歷		
B. Course 課程		
Course Code 課程編號	Title 課程名稱	Fees 收費
Total (HKD)總數(港幣)		
付款方法： <input type="checkbox"/> 現金 <input type="checkbox"/> VISA <input type="checkbox"/> 支票 (支票抬頭 請填寫：花言學府有限公司 Life Flower School And Consultant Limited) <input type="checkbox"/> 銀行入數 (匯豐銀行 戶口號碼：809-719438-838 花言學府有限公司 Life Flower School And Consultant Limited)		
C. Declaration 聲明		
I understand and accept the Terms & Conditions as attached with this Application Form. 本人明白並接受本報名表列出之條款及規則。		
Signature: _____ 簽署	Date: _____ 日期	

Rules and Regulation

1. The School will be closed on public holidays. All courses would be scheduled accordingly.
2. Material fees would only be refunded on the condition that 5-days notice is given to the school prior to the commencement of class. Students absent from lessons without prior notice would not be refunded. Students should collect their materials no later than the next working day. (Students should keep record of confirmation from the school if application for absence is made by fax or email.)
3. If typhoon signal no. 8 or above is hoisted or black rainstorm signal is in force, classes will be cancelled. If, however, the typhoon/ rainstorm signal is lowered 2 hours before commencement of class, the class will be held as scheduled. Please call the school for any enquiry.
4. Unless courses are cancelled, course fees are not refundable or transferable.
5. The school reserves the right on any changes of the course, including change of date, time and location.
6. Students should pay attention on the requirements of attendance in respective courses in order to apply for certificates. Please also apply within the time specified. Please refer to the Guidelines in the Application for Certificates.
7. Students should observe school rules and regulations and follow teachers' instruction. Failure to comply with such rules and regulations is liable to expulsion.
8. Sound or video recording are not allowed during lessons without teachers' permission.
9. Students should bring their own tools for lessons.
10. The school reserves the right on any cancellation of the courses. In such circumstances, students should apply for refund with the official receipt within one month after notification by the school. Delay application will not be accepted.
11. The school shall not be responsible or liable for any loss, expense, accident, injury or damage to any person as a result of negligence by the person.

條款及規則：

1. 學院逢公眾假期休息，課程順延。
2. 學員如需請假，請於 5 個工作天前通知院方，則該堂之花材費可獲退還。臨時缺席的學員，花材費不可退還，但可取回花材，學員最遲須於上課翌日取回花材。(如以傳真或電郵方式請假，請保存院方的回覆確認文件)，
3. 如懸掛八號或以上風球、黑色暴雨警告訊號，本院所有課程取消。如以上風球及暴雨訊號於上課前兩小時取消，則課程照常。學員如有問題可致電院方查詢。
4. 已繳學費除院方取消課程外，一概不可退還。
5. 如有需要，院方有權更改課程編排、上課時間及地點。
6. 學員如需申請證書，請注意各項課程要求之出席率，並須於指定時間內申請。有關詳情請參閱證書申請須知。
7. 學員上課需依學院規則及導師之指導，如有違規者，學院有權予以開除學籍。
8. 學員上課期間，不可錄影及錄音。經導師批准可作攝影。
9. 學員上課需自備工具。
10. 本校有權取消課程，學員請在接獲通知後一個月內憑收據往本校退款，逾期將不獲受理。
11. 學員因個人疏忽而導致之意外或損失，本校概不負責。