

Notes (報名須知)

1) Registration 報名

- a) Registration will be on First-Come-First-Served basis upon receipt of payment. IFPHK members will be given priority. 報名將以先到先得並已全數繳交所需費用為準。本會會員享有優先報名的權利。
- b) IFPHK reserves the right to refuse registration if applicants fail to make payment, and/or are unable to provide accurate and complete information as stated in the registration form. 申請人報讀本學會課程時須按報名表上的要求提供正確及完整的資料，並繳付所需費用。如申請人未達以上要求，本學會有權拒絕其申請。
- c) In general, ACKNOWLEDGMENT will be sent via email within 7 days after the receipt of registration form. 本學會一般會於接收報名表七個工作天內以電郵與申請人確認收妥課程申請。
- d) In general, CONFIRMATION will be sent via email at least 3 working days prior to the program. Applicants who do not receive the confirmation by the said date should contact IFPHK at 2982 7888. 本學會一般會於開課前三個工作天或以前以電郵與申請人確認課程。申請人如在所述時間仍未收到本學會的確認電郵，請致電2982 7888 與本會職員聯絡。

2) Course Fee 課程費用

- a) Registration paid by cheque will be processed only if the cheque reaches IFPHK within 5 working days from date of registration. No post-dated cheques will be accepted. 以支票繳付學費的申請人必須於報名後五個工作天內將支票送達本學會，否則其申請將不獲受理。本學會概不接受期票。
- b) Program fees paid are non-refundable and non-transferable irrespective of individual's attendance status, with the exception of unsuccessful application due to full enrolment and program cancellation. 除課程額滿或課程被取消外，學員已繳之學費（不論有否出席）均不予退還或轉用於另一課程。
- c) IFPHK reserves the right to cancel programs due to under-enrolment, individuals will be notified and full refund will be arranged. 本學會有權因報名人數不足而決定取消課程。受影響的學員將獲個別通知及退還已收之費用。
- d) Applicants who wish to enjoy Member Fee must provide relevant information at the time of registration. Otherwise, Non-member fee shall be charged and fee difference will not be refunded. 申請人如欲享有課程費用之會員優惠價，必須於申請時提出並提供有關資料。否則本學會將收取非會員課程費用之金額。課程費用之差額概不退還。
- e) The "Official Receipt", with IFPHK official stamp, will be distributed to participants at the end of the program when their payments are successfully settled. The receipt will not be distributed otherwise. Participants will be charged a fee of \$20 for re-issuance of the receipt. 本學會將於課程完畢時派發蓋上學會印章的「正式收據」予已成功支付課程費用之學員。該收據將不再補發。參加者如須補領收據必須支付20元之行政費用。

3) Attendance & Certificate 出席記錄及證書

- a) Attendance Certificates will only be issued to participants who: 參加者必須符合以下條件方可獲發出席證書：
 - i. present their Hong Kong Identity Card or other photo-bearing legal identification documents, such as Passport, upon registration for identity verification. 於登記時出示香港身份證明文件或附有其相片之有效法律證件(如旅遊證件)以確認身份。
 - ii. sign-in before program and sign-out after program. 於上課前及下課後簽到/簽退。
 - iii. arrive no later than 15 minutes after the program commences and do not leave earlier than 15 minutes before the program ends. 不遲於課程開始十五分鐘內到達及不早於課程完畢前十五分鐘離開。
 - iv. return to the classroom before the end time for official breaks (if any) announced by the speaker or IFPHK staff. 於講師/職員提出的課程休息時段(如有)完結前返回課室上課。
- b) The "Attendance Certificate", with IFPHK official stamp, will be distributed to eligible participants at the end of the program when their payments are successfully settled. The certificate will not be distributed otherwise. Participants will be charged a fee of \$100 for re-issuance of the certificate. 本學會將於課程完畢時派發蓋上學會印章的「出席證明書」予已成功支付課程費用之學員。該證書將不再補發。參加者如須補領證書必須支付100元之行政費用。

4) Program Venue 上課地點

- a) Unless specify, all programs will be held at IFPHK office. 除特別聲明外，上課地點均為本會會址。
- b) IFPHK reserves all rights to make necessary alternations on program venue. Participants shall refer to the confirmation email for the updated program venue. 本學會有權隨時更改原定課程之地點，學員應以確認電郵上所列之上課地點為準。

5) Medium of Instruction 教授語言

- Unless otherwise specified, all programs are conducted in Cantonese and supplemented with English terminology. Notes will be in English. 除特別聲明外，所有課程將以廣東話教授並附以英語專用名詞。講義內容為英語。
- 6) The program instructor/IFPHK staff may exclude a participant from class if his/her behavior disturbs the class or if he/she does not follow instructions in class or as laid down by IFPHK. No program fee will be refunded. 如學員行為影響課堂秩序及教學進度，導師及本會職員有權要求學員即時離開課室，並不會退回其繳交之費用。
 - 7) IFPHK reserves all rights to make necessary alternations on program arrangements, such as venue, date, time and speaker. 本學會有權隨時更改原定課程之細則，如地點、日期、時間及講師。
 - 8) No recording is allowed in class unless with prior consent from IFPHK. 未經本學會同意，在課程進行期間一概不得進行任何形式的錄影或錄音。
 - 9) No smoking is allowed inside the classroom. Mobile phones, pagers and other electronic communications must be switched off. 課室內不准吸煙。學員必須關掉所有手提電話、傳呼機及其他響鬧儀器。
 - 10) Participants are required to keep the program venue clean and tidy. 學員必須保持課室整潔。
 - 11) Personal data supplied in this enrollment will be used only for purposes relating to enrolling / attending the IFPHK CE programs and notifying you of any update to our products and services. IFPHK reserves the right to inspect personal identity of participants. 本報名表上提供的個人資料，僅供作處理有關報讀/出席本學會課程事宜及通知閣下有關任何新產品或服務之用。本學會保留檢查出席課程人士之身份證明之一切權利。
- ## 12) Arrangement in times of Tropical Cyclones and Rainstorms 有關熱帶氣旋警告信號及暴雨警告信號發出時之課堂安排
- a) When Typhoon Signal No. 3 or below/ Amber or Red Rainstorm Warning is in force, all programs will be held as scheduled. 當三號風球或以下 / 黃色或紅色暴雨警告訊號懸掛時，所有課堂均會如常進行。
 - b) When Typhoon Signal No. 8 or above/Black Rainstorm Warning is put in force during programs; or Typhoon Signal No. 8 or above will be hoisted within 2 hours before programs commence, all programs already in progress will be dismissed immediately or cancelled. Remedial programs will be arranged. 當天文台在上課時發出八號風球或以上 / 懸掛黑色暴雨警告訊號；或將於上課前二小時內懸掛八號風球或以上，所有課程均會即時終止或取消，本學會將會安排補課。
 - c) All programs will be held as scheduled, if Typhoon Signal No. 8 or above/Black Rainstorm Warning is lowered AND the "extreme conditions" are not in force before 7:00am. 當八號風球或以上 / 黑色暴雨警告訊號在上午七時或以前除下，以及沒有公布「極端情況」時，所有課程均會如常進行。
 - d) Programs starting between 2:00pm and 6:00pm will be held as scheduled, if Typhoon Signal No. 8 or above/ Black Rainstorm Warning is lowered at or before 12:00 noon, and "extreme conditions" are not in force. 當八號風球或以上 / 黑色暴雨警告訊號在正午十二時或以前除下，以及沒有公布「極端情況」時，下午二時至六時舉行之所有課程均會如常進行。
 - e) Programs starting at or after 6:00pm will be held as scheduled, if Typhoon Signal No. 8 or above/ Black Rainstorm Warning is lowered at or before 4:00pm, and "extreme conditions" are not in force. 當八號風球或以上 / 黑色暴雨警告訊號在下午四時或以前除下，以及沒有公布「極端情況」時，下午六時或以後舉行之所有課程均會如常進行。
 - f) IFPHK reserves the right to resume programs with altered program schedule, including the starting and finishing times, that may vary from the original schedule, upon the lowering of Typhoon Signal No.8 or above/ Black Rainstorm Warning, and the "extreme conditions" is not in force. IFPHK will inform participants duly of the altered schedule via email and/or instant messaging. 當八號風球或以上 / 黑色暴雨警告訊號除下，以及沒有公布「極端情況」時，本學會將保留恢復課程的權利，包括更改課程的開始及結束時間。此修改之課程時間可能與原先有異。學會將會以電郵及/或即時通訊方式通知學員最新課程時間。

- 13) IFPHK reserves all rights to alter and update the "Terms & Conditions" from time to time without prior notice. 本學會有權隨時更新並更改本報名指引，不作出任何預先通知。