

Application Guidelines

報名須知

1. Applicants should complete the appropriate application form and submit with a crossed cheque payable to “The Hong Kong Council of Social Service”. Applicants who enroll for more than one activity/course should issue a separate cheque for each activity/course. Please verify right payment for the required fee. Incomplete application form or wrong payment will not be processed.
申請者須填妥合適表格，連同「香港社會服務聯會」抬頭之劃線支票，郵寄或親身遞交。如報讀超過一個活動/課程，請分開支票。申請者應確認繳付正確費用，資料不全的報名表或支票恕不受理。
2. Activities of the HKCSS Institute are specially catered for HKCSS Agency Members. Early bird discount is subject to the application period of each course.
HKCSS Institute 課程專為社聯機構會員而設。「提早報名優惠」須參考個別課程的報名日期。
3. Applicants are normally processed on a first-come-first-serve basis. Application result will be notified through email prior to the activity/course commencement. Please contact the Institute if you do not receive any notification one week before the activity/course starts (Tel: 2876 2470).
學院一般以「先到先得」方式處理活動/課程報名，申請結果將於活動/課程前經電郵通知。申請者若在活動/開課一星期前仍未收到任何通知，請與學院聯絡(電話：2876 2470)。
4. Unless otherwise stated, the closing date for application is two weeks before the commencement of the activity/course. Late applications will only be considered if there are vacancies.
除另行通告外，所有活動/課程均在開課前兩星期截止報名。若有餘額，逾期申請者才會被考慮取錄。
5. For award-bearing and professional programme, applicants will normally go through selection process. Please refer to specific programme descriptions for entry requirements. Admissions are subject to the selection criteria and availability of seats. Applicants meeting the minimum admission requirements are not guaranteed successful applications.
申請者報讀學歷頒授或專業課程，一般須經過甄選程序。請參閱個別課程的簡介以了解有關取錄條件。甄選過程將視乎取錄要求及名額而定，符合基本要求的申請也不保證會被取錄。
6. Except for special occasions and subject to the approval from the Institute on individual cases, applicant cannot change to another programme, fees and seats of activities also cannot be transferred from one applicant to another upon acceptance of application. Fees paid are not refundable for withdrawal or absence from the enrolled programme. 一經取錄，申請者不得轉報其他活動/課程，費用及名額亦不得轉讓他人。無論申請者退出或缺席課程，已繳交之學費將不獲退還。對個別特殊情況，學院方會酌情處理。
7. The Institute reserves the right to make any change to the activity/course when necessary. The Institute also reserves the right to cancel an activity/course owing to insufficient enrollment or other special occasions, and to notify the applicants via email. Programme fee will be refunded in such case.
如有需要，學院有權對活動/課程內容及安排作出改變。學院亦保留權利，在活動/課程人數不足或其他特殊情況時取消該活動/課程，並以電郵通知申請者。經學院安排後，申請者將獲退還該活動或課程的費用。
8. The personal data provided on application forms are used by the Institute only for enrollment and administration purposes. Under the provision of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to and make correction of their personal data. Applicants wishing to make amendments on personal data should submit written requests to the Institute by email to institute@hkcss.org.hk.
報名表所提交的個人資料，只供學院用作處理報名及學生事務等相關事宜。根據個人資料(私隱)條例，申請者有權查詢及更改其個人資料。申請者如欲更改個人資料，請以書面方式提出申請，並電郵至 institute@hkcss.org.hk。

