

- Registration and payment can be made in either of the following ways:
 - Complete appropriate application form together with a crossed cheque payable to “The Hong Kong Council of Social Service” and submit to HKCSS Institute by post, fax or in person. The application form can be downloaded from HKCSS Institute website: http://institute.hkcss.org.hk/en_enrollment01.php
 - Enrol through the Institute’s on-line membership and payment system: <http://institute.hkcss.org.hk/login/login.php>申請者可透過以下途徑報名及付款:
 - 填妥報名表格,連同以「香港社會服務聯會」抬頭之劃線支票·郵寄,傳真或親身遞交。報名表格可於HKCSS Institute網頁下載:
http://institute.hkcss.org.hk/b5_enrollment01.php
 - 透過網上會員系統·於網上報名及繳付費用: <http://institute.hkcss.org.hk/login/login.php>
- Applicants who enrol for more than one activity/course should pay separately for each activity/course. Please make correct payment for the fee required. Incomplete application form or wrong payment will not be processed.
如報讀超過一個活動/課程·請按活動/課程個別繳費。申請者應繳付正確費用·資料不全的報名表或支票恕不受理。
- Activities of HKCSS Institute are specially catered for HKCSS Agency Members, who can also enjoy early bird discount. The discount is subject to the application period of each course.
Remarks: Applicants are entitled to enjoy the early bird discount if payment is made on or before the early bird deadline.
HKCSS Institute課程專為社聯機構會員而設。社聯機構會員可享「提早報名優惠」·請參考個別課程的報名日期。
附註:如申請人欲享有「早鳥報名優惠」,必須在早鳥報名截止日期當天或之前繳交課程費用。
- Applicants are normally processed on a first come, first served basis, unless otherwise stated. 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 2434/2876 2416).
如非另外註明·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 2434/2876 2416)。
- Unless otherwise stated, the closing date for application is three 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/課程均在開課前三星期截止報名。若有餘額·才考慮取錄逾期申請者。
- For award-bearing and professional programmes, applicants will normally go through a 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·了解有關取錄條件。甄選過程將視乎取錄要求及名額而定·符合基本要求也非取錄保證。
- Withdrawal, change of programmes, transfer of fees and seats are not allowed upon confirmation of application acceptance. Applicants are required to settle the fees by respective payment deadlines. The Institute reserves the right to issue payment advice to respective organizations for any unsettled payments after the deadline.
一經取錄確認·申請者不得退出活動/課程·轉報其他活動/課程·或將費用及名額轉讓他人。申請者須於付款限期前繳交有關費用。學院保留權利向相關機構發出付款通知·收取逾期費用。
- Fees paid are not refundable for withdrawal or absence from the enrolled programmes.
無論申請者退出或缺席課程·已繳交之學費將不獲退還。
- Certificates will be awarded to participants achieving at least 80% of the total course hours (unless otherwise specified). A statement of attendance can be issued upon written request for those who fail to satisfy the requirement for certificate issuing.
出席率達百分之八十或以上的參加者將獲頒發證書(除另有註明外)·未能符合有關要求的申請者·請以書面向學院申請出席證明。
- The Institute reserves the right to make any changes to the activity/course when necessary. The Institute also reserves the right to cancel an activity/course owing to insufficient enrolment or other special occasions, and to notify the applicants via email. Refund of programme fees will be arranged.
如有需要·學院有權變更活動/課程的內容及安排。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及安排退款。
- The Institute reserves the right to arrange photo taking, video or voice recording during activity/course for the purpose of promotion in the future.
學院在活動/課程進行期間有可能安排拍照·錄影或錄音·作為日後宣傳或推廣等之用。
- A personal account will be created by the Institute in the on-line membership system according to the personal data provided on application forms. The information is used by the Institute only for enrolment and administration purposes. Under the provision of the Personal Data (Privacy) Ordinance, applicants have the right 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 emailing to institute@hkcss.org.hk.
學院會根據申請者於報名表所提交的個人資料在學院網上會員系統中開設個人戶口·有關資料只用作處理報名及行政手續等相關事宜。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。
- Application procedures can be completed electronically in the Institute’s on-line membership system. The Institute’s personal account does not equal to HKCSS Agency Member, it is for the applicant’s personal use only. Applicants must provide complete information as required by the system. Under normal circumstances, the Institute will activate the account and send confirmation email within 3 days after the application for the account. Upon being accepted as the Institute’s member, applicants could apply for HKCSS Institute activities through on-line membership system. Please visit http://institute.hkcss.org.hk/en_index.php for further details.
申請手續亦可於學院網上會員系統內完成。網上會員系統以個人為單位·成為學院的網上會員並不代表成為社聯機構會員·個人戶口亦只供其本人之用。申請者建立個人戶口時·必須按系統要求提供完整資料。在一般情況下·學院會於接收申請後的三個工作天內啟動戶口及發出確認電郵。成功登記後·可於網上報名。詳情請瀏覽: <http://institute.hkcss.org.hk>

Application for Seminar, Forum & Course

研討會、講座及課程報名表格 (Photocopies are accepted 接受影印本)

Application Guideline can be downloaded at our website: <http://institute.hkcss.org.hk>
有關「報名須知」可於網上下載：<http://institute.hkcss.org.hk>

Please fill in this form in BLOCK LETTERS. 請以正楷填寫此表格

The new online registration system is now activated. Please visit our website for details.
網上報名平台經已啟用，請即到 HKCSS Institute 網頁申請。

1. Application for Seminar, Forum & Course 研討會、講座及課程報名

Course Code 課程編號	Programme Title 活動名稱	Fee 費用	Cheque No.*支票號碼

* Please issue one cheque for each course. You may also settle the payment on our online payment system.
請以一張支票支付一個課程。除此之外，你亦可於學院網上會員系統繳費。

2. Personal Particulars 個人資料

Title 稱謂	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/> Other 其他					
Name in English 英文姓名	Family Name 姓氏		Given Name 名字		Name in Chinese 中文姓名	
	(as shown on HKID Card 如香港身份證所示)					
Organization 機構名稱						
Job Title 職位			Contact No 聯絡電話			
Are you a Registered Social Worker? 你是否註冊社工? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 不是						
Job Level 職級	<input type="checkbox"/> Agency Head 機構主管		<input type="checkbox"/> Service/Department Head 服務主管/部門主管		<input type="checkbox"/> Supervisor/Manager 督導主任/經理	
	<input type="checkbox"/> Frontline Professional (Social Worker) 前線專業職系 (社工職位)		<input type="checkbox"/> Frontline Professional (Non-Social Worker) 前線專業職系 (非社工職位)			
	<input type="checkbox"/> Frontline and Support Staff 前線及支援員工		<input type="checkbox"/> Board/Committee/Advisor 董事/委員/顧問			
Department/ Service Type 部門/服務	<input type="checkbox"/> Headquarter/ Director Office 機構總部/總監辦公室		<input type="checkbox"/> Social Service - Rehabilitation 復康服務		<input type="checkbox"/> Social Service - Elderly 長者服務	<input type="checkbox"/> Social Service - Family 家庭服務
	<input type="checkbox"/> Social Service - Children and Youth 兒童及青少年服務		<input type="checkbox"/> Social Service - Community 社區服務		<input type="checkbox"/> Social Enterprise 社會企業	<input type="checkbox"/> Human Resources/Training/ Administration 人力資源/培訓/行政
	<input type="checkbox"/> Accounting 會計	<input type="checkbox"/> PR/Marketing/Corporate Communication 公關/市場推廣/企業傳訊		<input type="checkbox"/> Fund Raising 籌款	<input type="checkbox"/> Information Technology 資訊科技	<input type="checkbox"/> Governing Body 管治單位 <input type="checkbox"/> Others 其他
How long have you been working in your current job position (i.e. the above-mentioned job title)? 你擔任現有工作崗位/職位有多久? _____ Year(s) 年						
E-mail 電郵 (For Application Result, Course Notice & Promotion 報名結果/課程通知及宣傳將送往此電郵)						
Correspondence Address 通訊地址						
Education Level 教育程度	<input type="checkbox"/> Primary/Secondary School 小學/中學		<input type="checkbox"/> Post-Secondary 專上		<input type="checkbox"/> University 大學	<input type="checkbox"/> Postgraduate or above 研究院或以上 <input type="checkbox"/> Others 其他

3. Vaccine Pass & “LeaveHomeSafe” QR Code 「疫苗通行證」及「安心出行」二維碼

Applicants are **required** to complete the following declarations by putting a “✓” in each of the following box.

參加者**必須**在下列空格內加上“✓”號以作聲明。

I have noted and agreed on the below arrangements. 本人已知悉及同意以下安排：

- I will scan the “LeaveHomeSafe” venue QR code and present my Vaccine Pass for verification to show evidence of vaccination or medical exemption certificate upon entry to the class venue.
進入課室時，本人必須掃描場地的「安心出行」二維碼及出示有效「疫苗通行證」，以供查核其疫苗接種紀錄或醫學豁免證明書。
- It is noted that depending on the latest pandemic situation, the mode of course delivery might change to online class.
本人已知悉及同意因應疫情發展，面授課堂將有機會改為網上授課。
- It is noted that no refund or course withdrawal will be made due to non-fulfillment of QR code scanning and Vaccine Pass verification and/ or change of course delivery mode.
本人已知悉及同意如本人未能掃描場地二維碼及出示有效的疫苗通行證，或因授課模式改動而退出課程，已繳交之學費將不獲退還。

4. Information Updates 資訊索取

e-Promotion 電子宣傳

- I do **not** wish to receive ... e-promotion from HKCSS Institute 學院的電郵宣傳
我不欲接收 ... e-promotion from HKCSS (except HKCSS Institute) 社聯的電郵宣傳(學院除外)
 e-promotion from HKCSS 任何來自社聯的電郵宣傳

Prospectus 課程手冊

- I want to obtain the next prospectus by ... **By Email 電郵**
我希望從以下途徑索取下期課程手冊 ... **By Post 郵寄**

5. Declarations 聲明

- a) I declare that all information given in this application form is, to my best knowledge, accurate and complete.
本人聲明本申請表之所載資料，依本人所知，均屬完整及正確。
- b) I consent that if registered, I will conform to the Rules and Regulations of the Institute.
本人同意如本人獲取錄入學，本人當遵守學院的一切上課指引及規則。
- c) I have noted, understood and agreed the content of the “Application Guidelines”.
本人已細閱、明白並同意「報名須知」的全部內容。

Cheque payable to : **The Hong Kong Council of Social Service**
支票抬頭 : **香港社會服務聯會**

Address : **HKCSS Institute, Rm 906, 9/F Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong**
地址 : **香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 9 樓 906 室 HKCSS Institute**

Enquiry : **Tel 電話: 2876 2434/2876 2416 Fax 傳真: 2876 2485 E-mail 電郵: institute@hkcss.org.hk WhatsApp: 9159 8441**
查詢

Signature 簽署 _____

Date 日期 _____