

季度課程  
SEASONAL COURSE

報名流程及須知  
**Enrollment Procedures and Information**

此資料不適用於短期課程、暑期課程及其他特別課程或工作坊。

This information **shall not** apply to the short courses, summer courses, or any other special classes and workshops.

1. **報名須知 Details for Enrollment**

1.1 填寫報名表前，請仔細閱讀此「季度課程報名流程及須知」。本團將以報名者於報名表內填寫的一切資料作準。

Before filling out your application form, please read this Enrollment Procedures and Information for Seasonal Courses carefully. Please note that the information provided in the application form shall be taken into account when making a final admission decision.

1.2 報名者須準確填寫報名表上的聯絡資料，包括中英文全名、聯絡電話及電郵，以便本團職員聯絡。

To enable our staff to contact applications when needed, applicants should provide accurate information including details of Chinese and English names, contact numbers, or email addresses.

1.3 請於收到本團的確認電郵後，透過以下方法付款：

1. 現金支付

親身交至新約舞流辦公室（香港灣仔港灣道二號香港藝術中心 16 樓 1602 室）；或

2. 劃線支票（抬頭請填寫「新約舞流有限公司」，支票背面寫上申請者姓名及聯絡電話）親身交至新約舞流辦公室；或

3. 銀行轉帳

新約舞流有限公司戶口（東亞銀行 015-514-68-02301-6），並拍下收據相片並電郵至 [info@passoverdance.org](mailto:info@passoverdance.org)。

After you receive a confirmation email from the company, please make payment using these methods:

1. By Cash

Pay in person to Passoverdance Office (Rm 1602, 16/F, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong); OR

2. By Cheque

Submit in-person the crossed cheque to the Passoverdance Office (payable to "Passoverdance Limited", and write the applicant's name and contact no. at the back of the cheque); OR

3. Bank transfer

After the transfer to the account of Passoverdance Limited (The Bank of East Asia 015-514-68-02301-6), please email a copy or screenshot of the receipt to [info@passoverdance.org](mailto:info@passoverdance.org).

- 1.4 請勿郵寄現金或支票。若劃線支票因郵遞錯誤而發生問題，本團恕不負責。  
Do not send cash or cheque by mail. The company will not be responsible for any undelivered mail cheques.
- 1.5 如該劃線支票未能兌現，本團將即時取消該申請者報名資格而不作另行通知。  
If the cheque cannot be cashed, the company will immediately cancel the enrolment without prior notice.
- 1.6 如以支票或銀行轉賬支付學費，請勿超出該付金額，否則多付款項將不獲退還。  
If you pay by cheque or bank transfer, please do not overpay, otherwise, the overpayment will not be reimbursed.
- 1.7 如申請者未能於確認電郵所指示的截止日期前繳交學費，本團不會為該申請者保留學額。  
The company will no longer be able to retain the offer for applicants if they do not pay the tuition fee within the time limit specified in the confirmation email.
- 1.8 如申請者於課程開始後才完成繳付學費，本團會向申請者收取額外 \$150 作行政費用。  
Applicants will be charged an additional \$150 for an administrative fee if they settle the tuition payment after the course starts.
- 1.9 課程開始後至第八節課，如仍尚有名額，可讓新學員可以插班。學員須繳交報讀節數之學費（每節 \$135）及行政費 \$150，並須於上課前一星期全數繳交。  
Applicants may submit the application form to attend if there is still a vacancy after the start of the course (no later than the 8th session). The applicant has to pay the tuition fee (\$135/per session) and the administrative fee is \$150, and settle the payment a week before attending the class.
- 1.10 除因應特殊情況而作出酌情處理，所有已繳費用均不獲退還及不可轉讓他人。本團擁有最終決定權。  
Except in exceptional circumstances, the company reserves the right to a final decision, all fees paid are non-refundable and non-transferable.

1.11 本團有權取消有關課程，學費將以支票形式郵寄至學員於申請表上填寫之地址。

The company shall have the right to cancel courses. A refund of the course fee shall be made by cheque and mail to the address given on the application form.

2. 上課須知 Important Notices

2.1. 學員請按課程時間表日期及時間準時上課，如有任何課堂改動，本團會於上課前三小時於 FACEBOOK 及 INSTAGRAM 及本團網頁更新，恕不作另行通知。

Student please attends the classes according to the timetable. The company will disclose information on Facebook, Instagram, and its website at least three hours before the start of each class for any changes or updates. There will be no phone calls or emails.

2.2. 學員應穿著舞蹈服裝或輕便運動服上課，於舞蹈室內不可穿著任何街鞋。

Students are advised to wear leotards, causal wear, or sportswear to class, shoes are not allowed inside the studio.

2.3. 為保障個人衛生，建議學員上課前更換運動衫及乾淨的襪子。

Students are encouraged to wear T-shirts and clean socks to class for personal hygiene reasons.

2.4. 如課堂開始後十五分鐘沒有學員出席，課堂將會取消。

If there are no students 15 minutes after the start of the class, it will be cancelled.

2.5. 本團職員可按需要，要求學員提供身份證明，以核對學員資格。如未能出示者，本團有權拒絕該學員上課。

Students may be required to present an identification document for verification of eligibility by our staff. The company shall have the right to refuse class participation of those who fail to prove their eligibility.

2.6. 學員必須承擔上課之個人風險，並根據個人能力，作出判斷是否適合上課。懷孕婦女不適宜上課；有關上課之個人風險，本團概不負責。如有需要，建議學員可自行購買有關保險。

In accordance with their ability, students should take on their risks and participate in the classes. Women who are pregnant should not take part in classes; the company is not liable for any injury or illness which may result from these courses. If necessary, the students may consider applying for insurance themselves.

2.7. 本團有權拍攝或錄影學員上課情況以作日後宣傳及記錄之用。

For the purpose of promoting and recording, the company reserves the right to take photos or video footage during a class.

- 2.8. 學員提供之資料將會用作電郵通訊及「新約舞流」節目宣傳用途。根據個人資料(私隱)條例，學員有權查詢及更正所提供的個人資料。如欲查詢、翻閱或更改任何個人資料，請與本團聯絡。

The personal data as provided in the application form shall be used for the company newsletter and promotion. Applicants have the right to request access to and correct personal data under the Personal Data (Privacy) Ordinance. Please contact the company if necessary.

### 3. 颱風及暴雨警告 Typhoons and Rainstorms

- 3.1 當天文台懸掛一號或三號颱風訊號，或發出黃色/紅色暴雨警告訊號時，所有課堂將如常舉行。

Class will remain usual when Typhoon Signal No. 1 or No. 3, or Amber/Red Rainstorm Warning signal is hoisted.

- 3.2 如八號或以上颱風訊號，或黑色暴雨警告訊號

If a Typhoon Signal No. 8 or above, or Black Rainstorm Warning

- 於課堂前 3 小時懸掛或仍然懸掛，課堂將會取消  
is hoisted or remains hoisted 3 hours before the start of the class, the class will be cancelled.
- 於課堂前 3 小時除下或改發三號或以下強風信號，課堂將如常舉行  
is canceled or lowered to Typhoon Signal No. 3 or lower, 3 hours before the start of the class, the class will resume normal.

- 3.3 當課堂進行途中，如天文台懸掛一號或三號颱風訊號，或發出黃色/紅色/黑色暴雨警告訊號時，課堂將繼續進行。如懸掛八號或以上颱風訊號，課堂將立即終止。

If Typhoon Signal No. 1 or No. 3, or Amber/ Red/ Black Rainstorm Warning is hoisted during class, the class will be continued. If Typhoon Signal No. 8 or above is hoisted during class, the class will be terminated immediately.

- 3.4 本團會按照實際情況而決定課堂是否繼續進行。

The company may decide whether or not to continue classes depending upon the actual situation.

- 3.5 以上情況只作參考。任何情況下，學員請考慮各地區之天氣、道路及交通情況而決定是否前往本中心參與課堂。在此情況缺席課堂，將不獲補課或退款。

Reference is made only to the abovementioned arrangement. In all cases, students must consider weather conditions and transport arrangements in determining whether or not to attend the class. No make-up class or refund will be arranged for the absentee for these cases.

- 3.6 因颱風或其他惡劣天氣而被取消之課堂，將不設補課安排及退款。

No make-up class or refund will be arranged for classes cancelled due to adverse weather.

#### 4.補堂安排 Make-up Class Arrangement

4.1 學生必須在最少一天前以電郵通知本團缺課，以便通知老師及安排補課。若未經預先通知本團而缺課，將不獲補堂。本團擁有最終決定權。

Please let us know at least **one day in advance by e-mail**, and we will notify the tutor and schedule the make-up class accordingly. Students who have missed the class without proper notice will not have make-up class arrangement. The company reserves the right of final decision.

4.2 恕不能為未出席之補堂或已安排的補堂重新安排。

We cannot reschedule a **missed or pre-arranged** make-up class.

4.3 不論任何補堂原因，每季最多只可獲 3 課補堂。

A maximum of 3 make-ups could take place each season, regardless of the reason for them.

4.4 不論任何補堂原因，補堂必須於同一季度課程內安排，而不設安排於下個季度。

Make-up classes must be taken during the season, and not allowed to be taken in the next season regardless of the reason for the make-up.

如有任何查詢，請致電 5407 6047 與本團職員聯絡。

For any enquiries, please contact us at 5407 6047.