



維也納音樂及語言學院  
Vienna School of Music & Language

報名表格 Course Application Form

Assessment date:

By:

學生姓名(Name of applicant): (英文 Eng) \_\_\_\_\_ (中文 Chinese) \_\_\_\_\_

出生日期(Date of birth): \_\_\_\_\_ 性別 (Gender): \_\_\_\_\_ 年齡(Age): \_\_\_\_\_

聯絡電話(Telephone No.):(住宅 Home) \_\_\_\_\_ (辦事處 Office): \_\_\_\_\_

流動電話(Mobile No.):傳真(Fax): \_\_\_\_\_ 電郵(Email) : \_\_\_\_\_

通訊住址(Address): \_\_\_\_\_

就讀學校(Name of School): \_\_\_\_\_ 班級 (Class): \_\_\_\_\_

上午校 Morning School 下午校 Afternoon School 全日制 Whole-day School

母語 (Native language): \_\_\_\_\_ 其他語言 (Other languages): \_\_\_\_\_

家長/監護人姓名 (Name of Parent/ Guardian): \_\_\_\_\_ 關係 (Relationship): \_\_\_\_\_

曾獲音樂或語言訓練 Received Music / Language Training:

音樂/語言訓練 Music/Language Training	曾考獲之證書/授予團體 Certificate Obtained/Organization	受訓年期 Period	級數 Grade

報讀本院課程名稱 (Course name): \_\_\_\_\_

課堂日期及時間 (Course period and time): \_\_\_\_\_

授課語言(Teaching language): 廣東話 Cantonese / 英語 English/ 普通話 Mandarin

如何認識維也納音樂及語言學院? How did you learn about the School?

朋友介紹 Friend's recommendation  傳單 Pamphlets  郵寄單張 Hong Kong Post Circular

互聯網 Internet  音樂表演 Music Performance  報章 Newspaper  廣告 Advertising media

其他(請註明) Others(Please specify): \_\_\_\_\_

本人已知悉及同意學院之條款

I have read the school policy (see next page) and agree to them

簽署 Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

## 報名程序

- ✧ 請填妥報名表格連同學費及報名費（支票抬頭請寫「維也納音樂及語言學院有限公司」）一併繳交回本中心或郵寄到香港灣仔軒尼詩道 36 號循道衛理大廈 1201 室 [維也納音樂及語言學院收]，或將有關費用存入恆生銀行以下戶口，存入後請電郵或傳真報名表格及人數收據回本中心  
(恆生戶口: 390 379147 883 電郵: [info@vsml.hk](mailto:info@vsml.hk))
- ✧ 新生須繳交報名費\$50。
- ✧ 所有進階課程均須於入學前作程度評估。
- ✧ 所有評估須預先查詢及預約。

## 退款政策

- ✧ 除課程改期、額滿或取消外，一經繳費，本中心將不設退學費。
- ✧ 如課程未能按照收據所列日期或時間開辦，而學生又拒絕接受新安排，本中心會於學生要求退回學費的一個月內，全數或按比例以支票退回其所繳付的學費。

## 轉班事項

- ✧ 轉班申請只適用於年齡及程度相約而仍未額滿的課程。
- ✧ 轉班後可能須補回學費差額，但不設差額退款。

## 補課安排

- ✧ 病假須於上課前 4 小時知會學校，事假申請須於 48 小時前提出。補課可安排兩次，已預約補課但不能出席者須 24 小時前通知，否則恕不另作安排。
- ✧ 凡符合本中心補課規定之學童，本中心會盡可能安排所適合之班別，若學童因個人理由而無法安排時間補課，則作自動放棄論。
- ✧ 缺課不設學費扣除及退款。

## 惡劣天氣上課安排

凡以下之強風或暴雨警告發佈，課程安排如下：

三號強風訊號或紅色 暴雨警告訊號	所有課程照常上課。
八號強風訊號或黑色 暴雨警告訊號	所有課程將取消，而中心亦會關閉。所有取消課堂不設補課或退費。

- ✧ 凡強風暴雨訊號解除或教育署宣佈復課兩小時以後，課程可正常進行。

## Enrolment Procedure

- ✧ Please complete the enrolment form and return it together with a cheque made payable to "Vienna School of Music and Language Limited". Payment can also be made by deposit to the following Hang Seng bank account and send us the bank receipt after deposit by email or fax.  
(Hang Seng bank: 390 379147 883 Email: [info@vsml.hk](mailto:info@vsml.hk))
- ✧ An enrolment fee of \$50 will be charged for new students.
- ✧ Excepting beginners, pre-course assessments are required.
- ✧ Assessments are by appointment ONLY

## Refund Policy

- ✧ Refunds will be made only if there is a change in schedule, the class is full or if the class is cancelled.
- ✧ In instances where a course cannot be conducted according to the arrangements specified, and pupils decline the revised arrangements, a full refund is applicable, or on a pro-rata basis, course fees within one month after a request for refund is made. And refunds are made by cheque.

## Transfer of Course

- ✧ Requests for course transfers are only considered for classes of similar ages and competence.
- ✧ There is NO refund for differences in course fees.

## Arrangement for Make-Up Classes

- ✧ A 48-hour notice period is required for casual leave. Sick leave must be 4-hour notice before the lesson and the doctor certificate is required for the application of make-up class. After confirmation of make-up class, it can only be rescheduled once with no shorter than 24-hour notice
- ✧ If our available make-up classes do not fit the student's schedules, they will be forfeited.
- ✧ No refund will apply for unattended lessons.

## Adverse Weather Notice Class Arrangement

Please refer to the following when storm and typhoon signals are hoisted:

Typhoon Signal no.3 /Red Rainstorm Warning Signal	All classes run as usual
Typhoon Signal no.8/ Black Rainstorm Warning Signal	All classes will be cancelled; and the centre will be closed. There will be no make-up classes or refunds for enforced closures.

- ✧ All classes will resume TWO hours AFTER typhoon signal No.8 or Black Rain storm warnings are lowered.