

## Application Form (Group)

### School/Organization Information

Name of School/Organization \_\_\_\_\_  
School/Organization Address \_\_\_\_\_  
Name of Principal/In-charge \_\_\_\_\_  
Name of Responsible Staff \_\_\_\_\_ Position \_\_\_\_\_  
Contact Telephone No. \_\_\_\_\_ Fax \_\_\_\_\_  
Email Address \_\_\_\_\_

### Activities ((Please ✓ the appropriate box) :

- Parent Talk /Workshop/Group       Student Talk /Workshop/Group (Grade : \_\_\_\_\_)  
 Staff Training       Children Talk /Workshop/Group (age group : \_\_\_\_\_)  
 Others (please indicate) \_\_\_\_\_

Topic \_\_\_\_\_

Date & Time :

1<sup>st</sup> Choice : Date \_\_\_\_\_ Time :  Morning \_\_\_\_\_  Afternoon \_\_\_\_\_

2<sup>nd</sup> Choice : Date \_\_\_\_\_ Time :  Morning \_\_\_\_\_  Afternoon \_\_\_\_\_

Venue \_\_\_\_\_

Expected No. of Participant \_\_\_\_\_

Remarks \_\_\_\_\_

Please fax this form to the Child Protection Institution at 2457 3782.

Please contact us if you have any enquiries at 3542 5727 or email to [cpi@aca.org.hk](mailto:cpi@aca.org.hk)

\*Call us if you have not received any reply one week after faxing the form.

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### Confirmation Reply (For Official Use Only)

Your application is accepted. The date and time of activity are confirmed as follows :

Date : \_\_\_\_\_ Time : \_\_\_\_\_

**Terms and Conditions :**

1. Enrollment will be on a first come first served basis and confirmed by payment.
2. Enrollment procedures:  
Fill in the application form and post it with the bank cheque (i.e. Cheque should be crossed and payable to 'Against Child Abuse Limited' ) or submit the application form and cash payment or bank cheque in person to our Centre.
3. Applicant under 18 should have the parent's consent with signature to join our courses / activities.
4. Arrangement under specific Typhoon or Rainstorm Signals:  
In case the Observatory hoists a typhoon signal no.8 or above, or red/black rainstorm, all indoor and outdoor activities to be held (within 4 hours) will be postponed or cancelled. Indoor activities will be held as scheduled 2 hours after the above signals removed.
5. The photos and video taken in the activities may be used for promotional purpose. If you disagree, please inform Centre staff before the activity for special arrangement.
6. If the participants cannot attend the activity due to personal reasons, payment made will not be refunded. If the activity is cancelled due to the Centre's arrangement, the Centre staff will notify the participants to receive the refund. Participants must bring the original receipt to the Centre for refund within one month from the date of notice. Overdue refund will be treated as donation.
7. According to Personal Data (Privacy) Ordinance, you have the right to access and revise your personal data. You can also own a copy of the relevant document. Personal information collected from the application form is used for activity-related purposes only.
8. ACA reserves the rights of changing the terms of course/activity.