

**OPERA HONG KONG
CHILDREN CHORUS
APPLICATION FORM**
香港歌劇院兒童合唱團報名表格

For office use only		
Submission Date:		
Application Fee Cheque No.:		
Audition Date.:		
Code:		
Tee: 4 / 6 / XXS / XS / S / M		
Rococo (Height)	(Shoulder)	
(Breast)	(Waist)	(Hip)

PART 1: 申請人資料 PERSONAL PARTICULARS

英文姓氏 Family Name		相片 Photo
英文名字 Given Name		
中文姓名 Chinese Name		
出生日期 日 月 年 Date of Birth ____ DD / ____ MM / ____ YYYY		
性別 Gender <input type="checkbox"/> M 男 <input type="checkbox"/> F 女	年齡 Age	
學校名稱 Name of School	級別 Grade	
家長/監護人姓名 Name of Parent/Guardian	與申請人關係 Relationship with Applicant	
地址 Address		
聯絡電話* Contact No.	日間 Day	夜間 Evening
電郵 Email	優惠代碼(如有) Discount Code (If any)	

PART 2: 音樂及舞蹈訓練 MUSICAL AND DANCE TRAINING RECEIVED

聲樂/樂器訓練 Music Training Received	受訓年期 Years of Training	級別 Level Attained
舞蹈訓練 Dance Training	受訓年期 Years of Training	級別 Level Attained

*我們或會透過手機短訊, whatsapp 或電郵傳送重要訊息給家長/監護人。 We may deliver important message to parent / guardian by SMS, whatsapp or email.

PART 3: 課堂時間及地點 CLASS SCHEDULE AND VENUE

幼兒樂樂坊 Early-age Music Playgroup (可試堂 Trial Class available)		年齡 Age: 6 – 35 months 月 (Parents & Kids Class for 6 – 24 months 6-24 個月為親子班) 每月學費 Monthly fee: HK\$1,000 地點 Venue: 香港歌劇院樂樂坊(灣仔) Opera Hong Kong Atelier Lyrique (Wan Chai)	
<input type="checkbox"/> 星期二 Tuesday 09:00-09:45	<input type="checkbox"/> 星期二 Tuesday 10:00-10:45	<input type="checkbox"/> 星期二 Tuesday 11:00-11:45	<input type="checkbox"/> 星期五 Friday 09:00-09:45 <input type="checkbox"/> 星期五 Friday 10:00-10:45 <input type="checkbox"/> 星期五 Friday 11:00-11:45 <input type="checkbox"/> 星期六 Saturday 18:00-18:45
學前音樂工作坊 Pre-School Music Workshop		年齡 Age 3-5 每月學費 Monthly fee HK\$1,500 地點 Venue: 香港歌劇院樂樂坊(灣仔) Opera Hong Kong Atelier Lyrique (Wan Chai)	
<input type="checkbox"/> 星期六 Saturday 12:00-13:00		<input type="checkbox"/> 星期六 Saturday 13:00-14:00	
<input checked="" type="checkbox"/> 星期六 Saturday 14:00-15:00 (Full 滿額)			
初級合唱及歌劇工作坊 Junior Chorus and Theatre Workshop		年齡 Age 6-8 每月學費 Monthly fee HK\$1,150	
<input type="checkbox"/> 星期二 Tuesday 16:15-17:15 林百欣中心 (旺角) Lim Por Yen Centre (Mongkok)	<input type="checkbox"/> 星期三 Wednesday 16:30-17:30 <input type="checkbox"/> 星期四 Thursday 16:30-17:30 香港文化中心 HK Cultural Centre	<input type="checkbox"/> 星期六 Saturday 09:30-10:30 九龍城(樂富) KIn City (Lok Fu)	<input type="checkbox"/> 星期六 Saturday 09:30-10:30 <input type="checkbox"/> 星期六 Saturday 15:00-16:00 香港歌劇院樂樂坊(灣仔) Opera Hong Kong Atelier Lyrique (Wan Chai)
高級合唱及歌劇工作坊 Senior Chorus and Theatre Workshop		年齡 Age 9-12 每月學費 Monthly fee HK\$1,350	
<input type="checkbox"/> 星期二 Tuesday 17:15-18:45 林百欣中心 (旺角) Lim Por Yen Centre (Mongkok)	<input type="checkbox"/> 星期四 Thursday 17:30-19:00 香港文化中心 HK Cultural Centre	<input type="checkbox"/> 星期六 Saturday 10:30-12:00 九龍城(樂富) KIn City (Lok Fu)	<input type="checkbox"/> 星期六 Saturday 10:30-12:00 香港歌劇院樂樂坊(灣仔) Opera Hong Kong Atelier Lyrique (Wan Chai)
進階合唱及歌劇工作坊 Advanced Chorus and Theatre Workshop		年齡 Age 13-16 每月學費 Monthly fee HK\$1,550	
<input type="checkbox"/> 星期三 Wednesday 17:30-19:00 香港文化中心 HK Cultural Centre		<input type="checkbox"/> 星期六 Saturday 16:00-17:30 香港歌劇院樂樂坊(灣仔) Opera Hong Kong Atelier Lyrique (Wan Chai)	
童樂表演證書課程 Young Performance Certificate Programme		年齡 Age 4-9 (Gold 金) 每月學費 Monthly fee HK\$1,300^ 地點 Venue: 香港歌劇院樂樂坊(灣仔) Opera Hong Kong Atelier Lyrique (Wan Chai)	
<input type="checkbox"/> 星期一 Monday 17:15-18:15		<input type="checkbox"/> 星期五 Friday 17:30-18:30	

^須另繳交考試費用 HK\$500 及製作費。完成課程及考試並通過評核，可獲得相應程度的倫敦聖三一證書。

Examination fee HK\$500 & production fee are required. Performers will receive individual certificate issued by The Trinity College London upon training and assessment.

你從何得悉本合唱團？ How did you know about us?

- 傳單 Leaflet 演出 Performance (請列明 Please specify: _____)
- 傳媒 Media (請列明 Please specify: _____)
- 朋友介紹 Friends 郵政通函 HK Post Circular Service
- 論壇 Forum (請列明 Please specify: _____) 其他 Others: _____

你是否同意透過電郵接收本會的推廣資訊？ Would you like to receive our promotional information through email?

- Yes 同意 No 不同意

注意 Notes:

- 閣下於申請表格內所提供的個人資料僅供香港歌劇院兒童合唱團 / 香港歌劇院 / 歌劇發展基金會之用，香港歌劇院兒童合唱團 / 香港歌劇院 / 歌劇發展基金會，並不會向其他機構披露。閣下若對申請表格所收集的個人資料有任何問題 (包括查詢及修改)，請致電 2234 0303 與本院聯絡。
The personal data you provided by means of this form will be used solely by Opera Hong Kong Children Chorus / Opera Hong Kong / Opera Development Foundation and will not be disclosed to any third party. Enquiries concerning the personal data collected by means of this form including the request for access and correction, please contact at 2234 0303 for assistance.
 - 本人已詳細閱讀「報名須知」，並明白一切已繳付之費用，將不會以任何形式退還。
I hereby declare that I have read the “Notes to Applicants” and understand that fees paid will not be refunded or transferred under any circumstances.
 - 本人已詳細閱讀「團員守則」內容，明白並接受香港歌劇院所訂的條文，及同意遵守香港歌劇院或合唱團導師所訂的規則。
I hereby declare that I have read the “Rules and Regulations”. Members must abide by the rules and regulations and follow any other instructions from the office and coaches.
 - 逾期申請或遞交不完整的申請表，概不受理。
Late or incomplete applications will not be considered.
 - 香港歌劇院兒童合唱團收到表格後，將有專人以電郵方式聯絡預約面試日期 / 上課時間。
Auditions or lessons will be scheduled by email upon receipt of applications.
 - 香港歌劇院 / 歌劇發展基金會有權使用任何學生課堂或表演的相片、錄影片段及/或錄音作宣傳用途。
Opera Hong Kong / Opera Development Foundation reserves the right to use any photo, video and/or sound recordings of students taken during their classes or performance for promotional purposes only.
- 本人已詳細閱讀以上事項，明白及接受「報名須知」及「團員守則」內容並同意遵守。
I hereby acknowledge that I have read and understood the “Notes to Applicants” and “Rules and Regulations” and agree to abide by the terms and conditions.

家長 / 監護人簽署

Signature of Parent/guardian: _____

日期

Date: _____

報名須知 NOTES TO APPLICANTS

<p>課程資料 Class Details</p>	<p>請到本院網站瀏覽詳細課程資料 Please refer to our website for class details: http://operahongkong.org/education-outreach/children-chorus/</p>
<p>申請手續 Submission of Application</p>	<p>請把填妥的報名表格連同以下文件寄往： 香港德輔道西 410 號太平洋廣場 1907 室 – 香港歌劇院 Please submit the application form together with the following items and send to: Opera Hong Kong Room 1907, Pacific Plaza, 410 Des Voeux Road West, Hong Kong</p> <ul style="list-style-type: none"> • 一張學生相 1 Recent passport photograph • 一張港幣 120 元的劃線支票以繳交報名費，抬頭：香港歌劇協會有限公司，不設退款。 A cheque of HK\$120 non-refundable application fee made payable to “Opera Hong Kong Limited”.
<p>試音安排 Audition Procedure</p>	<ol style="list-style-type: none"> 1. 申請人需要詠唱一首歌曲作為試音，時間少於 2 分鐘。 Applicants are required to prepare a short excerpt under 2 minutes from a song for audition purpose. 2. 請帶備 2 份歌譜的副本。Please bring along 2 copies of the music scores. <ul style="list-style-type: none"> • 本團會安排鋼琴師為試音伴奏。A piano accompanist will be provided. • 試音結果將於試音後兩星期內以電郵形式通知家長 / 監護人。Result of audition will be sent to parent/guardian by email within two weeks after audition date. • 幼兒樂樂坊及學前音樂工作坊的申請人皆不需要試音。There is no audition needed for applicants of “Early-age Music Playgroup” or “Pre-school Music Workshop”
<p>查詢 Enquiries</p>	<p>香港歌劇院 Opera Hong Kong 電話 Phone: 2234 0303 Whatsapp (Text only 只限訊息): 9660 7855 傳真 Fax: 2234 0505 電郵 Email: ohkcc@operahongkong.org 地址: 香港德輔道西 410 號太平洋廣場 1907 室 Address: 1907 Pacific Plaza, 410 Des Voeux Road West, Hong Kong</p>

基本須知

為了維持秩序和保持優質教學質素，以下為有關條款和規則，以確保香港歌劇院兒童合唱團（本團）能運作暢順。我們期望保持對每位團員的個人責任、承諾和個人紀律的關注。

1. 學習進度及表現

- 為確保本團團員的學習進度及表演質素，團員應準時出席所有課堂。
- 如出席率低於70%，團員不排除會被除去學籍。如出席率達80%或以上，將會獲發結業證書乙張。
- 導師會留意學生學習進度和上課表現，有機會調整學員的級別以配合其學習進度。
- 為平衡學習質素，本團有權安排學員就讀適當班別。

2. 缺席

- 事假
如因事請假，團員請於上課前24小時以電郵或電話方式向本團教育及外展主任或經理申請。本團不會安排任何補堂。
- 病假
如因病不能出席課堂，團員請於上課前以電郵或電話方式向本團教育及外展主任或經理申請。請於復課時提交註冊醫生所發出的證明書給班別導師或電郵給本團教育及外展主任或經理。本團不會安排任何補堂。
- 休團
團員因任何原因須要長期休假，請按照以下程序提前1個月申請：
 1. 申請休團1至2個月：
須於擬休團前一個月以電郵方式申請及以支票繳交\$120行政費（行政費恕不退還）。
 2. 申請休團3個月：
須於擬休團前一個月以電郵方式申請及以支票預繳下一期第一個月學費作留位費。
所有已繳交的學費均不能順延至下一季。
 3. 申請休團3個月以上：
須於擬休團前一個月以電郵方式申請。連續休團3個月以上之團員均視為放棄學籍，如想重新加入香港歌劇院兒童合唱團，須重新試音。
 4. 每位團員一年最多只可申請休團兩次，在一整學年內休團總時期多於三個月之團員均視為放棄學籍，如想重新加入香港歌劇院兒童合唱團，須重新試音。

3. 紀律

- 團員須於綵排前10分鐘到達場地。
- 綵排及表演期間，嚴禁於場地內奔跑。
- 團員必須守秩序和保持安靜。
- 團員應好好保管樂譜，建議存放於文件夾內，以確保樂譜的完整。團員也應牢記所有表演樂曲的歌詞並攜帶所須物品，包括樂譜、文具等。
- 團員如出席率低、經常遲到、表現或水準欠佳，本團保留團員表演資格的決定權。

4. 課堂及團服費用

- 學費必須於首堂開始前繳付。
- 學費將每 3 個月 (每季) 收取一次，入學後的第一季課程費請以支票繳付，第二季開始必須以自動轉賬形式或指定方式繳交。本團於收款前會以電郵方式通知家長。
- 所有已繳付的學費，不論任何理由，恕不退款。
- 如團員要求更改上課時間或地點(升級除外)，須於擬調動前一個月以電郵方式申請及以支票繳交\$120 行政費 (行政費恕不退還)。
- 團員必須訂購團服作表演之用。
 1. 洛可可團服 (幼兒樂樂坊、學前音樂工作坊及童樂表演證書課程不須購買)
女團員團服為一套金色長裙配上蝴蝶結。男團員團服包括白襯衫、領帶、外套及短褲。
費用為港幣 1,100 元。另外，男女團員均需自行配上白色長襪及黑色皮鞋。
 2. T 恤團服 (幼兒樂樂坊、學前音樂工作坊及童樂表演證書課程不須購買。惟童樂表演證書課程有機會需要支付製作費，將會另行通知。)
用作戶外或因天氣狀況而用上的表演團服，費用為港幣 80 元。

5. 公眾假期及假期

- 香港歌劇院兒童合唱團於所有公眾假期休息，將不會提供任何補堂或退款。
- 香港歌劇院兒童合唱團會因應課堂/表演安排，而會有相應假期安排，請留意本團安排。

6. 版權及個人資料

- 所有香港歌劇院兒童合唱團的演出版權歸香港歌劇院及香港歌劇發展基金會所有，香港歌劇院及香港歌劇發展基金會有關錄製演出，複製、發行或向公眾展示有關影片或錄音。香港歌劇院及香港歌劇發展基金會有關使用任何學生於課堂、綵排或表演時的相片、錄影片段或錄音作宣傳作用。
- 所收集的個人資料將僅用於香港歌劇院兒童合唱團和香港歌劇院的行政及推廣活動。

7. 退團/終止團員資格

- 香港歌劇院兒童合唱團保留在下到情況下終止團員資格：
 - a. 出席率低於 70%
 - b. 課堂期間不守規則或行為不當
 - c. 學費逾期超過一個月
 - d. 一整學年內休團總時期多於三個月或多於兩次
- 團員須於擬休團前一個月以電郵或電話方式通知本團教育及外展主任或經理，索取退團表格。
- 填妥退團表格後請以電郵方式遞交或郵寄至
香港德輔道西 410 號大平洋廣場 1907 室香港歌劇院兒童合唱團收。
- 青少年團員如年滿 18 歲將要離開香港歌劇院兒童合唱團。
- 已退出的團員，如要重新加入香港歌劇院兒童合唱團，必須經過重新遴選。

Notes

In order to maintain order and commitment to excellence, the following rules and regulations have been determined to ensure the proper functioning of Opera Hong Kong Children Chorus (OHKCC). The hope and expectation are to maintain an eye on personal responsibility, commitment, and individual discipline of each chorus member.

1. Learning progress and performance

- Members are expected to be on time for every lesson to maintain OHKCC's high quality of learning process and performance standard.
- Members whose attendance rate less than 70% can result in expulsion from the chorus. If attendance rate is 80% or above, a yearly certificate will be presented.
- Coaches will observe each member's learning process and class performance; member's level may be adjusted according to the individual member's level.
- To maintain the quality of learning, OHKCC has the right to re-arrange students attending appropriate classes.

2. Absence

- Casual Leave
A member is required to make a 24-hour advance request in case of any casual leave. A member may send the request to OHKCC's Education & Outreach Officer/ Manager by email or by telephone. No make-up class will be arranged.
- Sick Leave
If a member has to take a sick leave, please notify OHKCC's Education & Outreach Officer/ Manager on the day of the class by email or by telephone. No make-up class will be arranged.
At the next lesson, the member is required to submit a medical certificate to the class teacher or email the same to OHKCC's Education & Outreach Officer/ Manager.
- Long Leave
If for any reason a member wishes to take a long leave, please submit the request 1 month in advance of the intended leave following the procedures below:
 1. Leave of 1 to 2 month(s):
Please submit a 1-month notice by email and a cheque payment of HK\$120 which represents our administration fee. Please note that there is no refund for this administration fee.
 2. Leave of 3 months:
Please submit a 1-month notice by email and a cheque in the amount of a one-month tuition fee to reserve the member's place in OHKCC in the upcoming term. The advance one-month tuition payment will be used as the tuition fee in the first month of the upcoming term.
All tuition fee paid to OHKCC is non-transferable to next term!
 3. Leave of 3 months:
Please submit a 1-month notice by email. Member continuously on leave for 3 months or above is considered as withdrawal from OHKCC. They have to complete the audition if he/she would like to re-join.
 4. Every member could only apply leave twice a year. Member whose total leave period longer than three months is considered as withdrawal from OHKCC. They have to complete the audition if he/she would like to re-join.

3. Manners

- Arrive 10 minutes prior to rehearsal time.
- During rehearsals and performances, there is to be NO RUNNING through the hosting venue.
- Maintaining an orderly and quiet manner is expected from each member.
- The music scores are to be properly maintained. It is suggested that each member puts his or her music scores in a folder to ensure proper care. It is also the member's responsibility to memorize all the lyrics and dialogues of performances and bring in related music scores and necessary stationeries, etc.
- OHKCC reserves the right to forbid members to perform should their attendance, tardiness, standard or behavior in class to be poor.

4. Tuition & Uniform Fee

- Tuition fee should be paid before the first lesson starts.
- Tuition fee must be collected via an auto-collect system by bank on a 3-month (1 quarter) basis. Tuition fee for the first quarter has to be paid by cheque. All subsequent tuition fee from the second quarter must be settled by autopay. Collection notice will be issued before autopay date.
- All paid tuition fee cannot be refunded for any circumstance.
- Members who request for the class changes (except class promotion), please submit a 1-month notice by email and a cheque payment of HK\$120 which represents our administration fee. Please note that there is no refund for this administration fee.
- Members must order uniforms for performance purpose.
 1. Rococo uniform (*For members who attend Early-age Music Playgroup, Pre-School Music Workshop, Young Performance Certificate Programme are not required to order the uniforms*)
Girl's Rococo uniform is a set of gold-coloured long dress with bows. Boy's Rococo includes white shirt, ties, suit jacket and shorts. The fee is HK\$1,100. In addition, boy and girl members are required to wear white stockings and black leather shoes.
 2. Tee uniform (*For members who attend Early-age Music Playgroup, Pre-School Music Workshop, Young Performance Certificate Programme are not required to order the Tee. However, members of Young Performance Certificate Programme may need to pay for costume & production fee if needed.*)
Tee uniform is used for outdoor performance and under special weather condition. The fee is HK\$80.

5. Public Holidays

- OHKCC is closed on all public holidays; there will be no make-up class or refund provided.
- OHKCC will have a corresponding holiday arrangement in response to the class/performance arrangements.

6. Copyright & Personal Details

- Copyright of all performance of Opera Hong Kong Children Chorus belongs to Opera Hong Kong and Opera Development Foundation. Opera Hong Kong and Opera Development Foundation have the right to record the performances, copy them, issue or show the recordings to the public. Opera Hong Kong and Opera Development Foundation reserve the right to use any photo, video and /or sound recordings of students taken during their classes, rehearsals or performances for promotion purposes.
- Personal data collected will be used for Opera Hong Kong Children Chorus administration matters and Opera Hong Kong promotion only.

7. Withdraw / Termination

- OHK reserves the right to terminate membership under the following circumstances:
 - a. Poor attendance rate of 70% or below
 - b. Disobedience or ill-behavior in class
 - c. Tuition fee overdue for over 1 month
 - d. Member whose total leave period longer than three months or apply leave more two times in 1 year
- Please submit a 1-month notice to OHKCC's Education & Outreach Officer/ Manager by email or by telephone to apply for the withdrawal application form.
- Please submit the completed withdrawal application form by email or by post to 1907 Pacific Plaza, 410 Des Voeux Road West, Hong Kong.
- Teenaged members when they reach the age of 18 will leave OHKCC.
- Re-audition is needed if the withdrew chorus member want to re-join the chorus.