

地點：香港九龍觀塘道2號A
都市綠洲網頁：www.urban oasis.org.hk
心靈綠洲網頁：www.serene oasis.org.hk

電話：2718 3008
電郵：uog@cfsc.org.hk
電郵：htg@cfsc.org.hk

傳真：2718 3939

小組服務報名注意事項 Group Service Enrollment Notes

請於申請本會小組服務前細閱「小組服務報名注意事項」。Please read "Group Service Enrollment Notes" before filling the "Group Service Enrollment Form".

1. 申請方法 Application Method

- a. 索取表格方法：Methods for collecting the enrolment form
- 可於本會網頁或 www.sereneoasis.org.hk內下載；或
 - 可致電本會(電話：2718 3008)索取圖文傳真表格；或
 - 親臨本會位於九龍觀塘道2號A 都市綠洲索取。
 - Download from CSFC website or www.sereneoasis.org.hk; or
 - Receive by fax (Please contact by phone (Tel no: 2718 3008)); or
 - Go to CFSC office in person (Address: Urban Oasis , 2A, Kwun Tong Road, Kowloon)
- b. 遞交申請表方法 Methods for submitting application
- 圖文傳真至 2718 3939；或
 - 電郵至 htg@cfsc.org.hk；或
 - 郵寄到九龍觀塘道2號A 都市綠洲收。
 - By fax to 2718 3939; or
 - By email to htg@cfsc.org.hk; or
 - By post to Urban Oasis, 2A, Kwun Tong Road, Kowloon

2. 申請通知及付款 Confirmation and Payment

申請通知及繳付費用 Notification of Application Result and Payment

- a. 所有申請必須於活動前至少 3 星期前遞交。申請者在遞交申請表後 7 個工作天內會收到本會的電郵通知，確認申請是否被接納。申請如被接納，請依照確認報名指示於限期前繳付費用。倘未能於限期前繳付費用則當放棄申請論。若於活動前 10 日尚未收到任何通知，請與本會聯絡。綜援及低收入人士請將申請表連同收入證明(請參閱注意事項 3e)以傳真或電郵交回基督教家庭服務中心。

Submit the application at least 3 weeks before the program commencement date. Successful applicants will receive an application result within 7 working days after the submission of application. If the application is accepted, please pay according to the instruction of the enrollment confirmation. Overdue of payment will be considered as withdrawal of application. Please contact us if you do not receive any notification 10 days before the program commencement date. For CSSA and low income case please submit application form with the income document (please refer to Notes 3e) to CSFC by fax or email.

- b. 確認申請後，本會將「收費通知書」電郵予參加機構，請參加者確認由本會職員填寫的「第一部分-收費計算」，並填寫第二部分「確認及付款」，然後將「收費通知書」及下列付款資料(3c) 以傳真或電郵交回基督教家庭服務中心。

Once application is accepted, the "Note for the settlement of the charges" will be sent to the applicant. Please confirm the payment details in Part 1 and fill in the information needed in Part 2. Please return the completed "Note for the settlement of the charges" with the payment details (3c) to CSFC by fax or email.

c. 付款方法分別為：Payment methods are:

(1) 銀行入數：請將費用存入「基督教家庭服務中心」以下其中一個戶口，入數紙背面請寫上申請人姓名/機構名稱、電話及 CFSC 專用編號。

Direct transfer to Bank account: please deposit the fee to one of the CFSC Bank account. Please write the name of applicant, the contact number and CFSC reference number on the back of the Bank-in slip.

東亞銀行: 531-40-06926-5

渣打銀行: 407-0-062511-9

滙豐銀行: 030-001580-001

恒生銀行: 291-117851-001

Bank of East Asia Account No.: 531-40-06926-5

Standard Chartered Bank Account No.: 407-0-062511-9

HSBC Account No.: 030-001580-001

Hang Seng Bank Account No.: 291-117851-001

(2) 劃線支票：支票抬頭「基督教家庭服務中心」，支票背面請寫上申請人姓名/機構名稱、電話及 CFSC 專用編號。不接受期票。

Cheque: please make the crossed cheque payable to "Christian Family Service Centre". Please write the name of applicant, the contact number and CFSC reference number on the back of the cheque.

(3) 現金：將現金費用親身遞交到「都市綠洲·心靈綠洲」，地址香港九龍觀塘道 2 號 A 都市綠洲。

Cash: please go to Urban Oasis · Serene Oasis in person for cash payment. Address: Urban Oasis, 2A, Kwun Tong Road, Kowloon

d. 參加機構須於本會發出「收費通知書」後依照確認指示之限期前繳付費用。否則當自動取消是次報名，並不作另行通知。

Successful applicants should settle the payment according to the instruction of the application confirmation. Overdue of payment will be considered as withdrawal of application and no further notification would be sent to the applicant.

3. 注意事項 Notes

服務費用退還條款 Fee Refund Policies

a. 所有已繳費用恕不退還。費用及參加名額亦不可轉讓他人。
Program fees once paid are not refundable or transferable.

更改或取消活動 Change or Cancel Program

b. 小組服務最少參加人數為6位。如參加人數不足，小組服務將會取消，已繳費用之參加者將全數獲發還款項。
If the enrollment number is less than 6, the group service will be cancelled and the fee can be refunded to who had already paid.

c. 本會保留取消活動(如天氣情況不穩)及按需要隨時更改原定活動細則(如時間、地點、導師等)的權利。如服務因本會問題而遭取消，申請者將可獲全部退還。本會將盡快以支票及一般郵寄方式退還費用

Christian Family Service Centre (CFSC) reserves the rights to cancel any program (such as under bad weather conditions), and to make any necessary changes to the program schedule (i.e. time, venue, tutors and etc.). In case that the program is cancelled by CFSC for legitimate reasons, program fees will be refunded in full. Program fees will be returned to participants by cheque via ordinary mail as soon as possible.

個案轉介 Case Referral

d. 如由社會服務機構、醫院、慈善團體轉介參加者，請填妥「小組報名表(機構/團體)」。倘服務對象曾經接受抑鬱症 或/及 腦退化症評估測試者，請複印相關文件，將副本連同報名表交回基督教家庭服務中心。如服務對象為綜援或低收入個案，請轉介負責人於報名表上加“✓”號，不需另提交證明文件。

For case referral from NGOs, hospitals and charity organization, please submit the "Group Service Enrollment Form (Organization / Group)". Please also submit the copy of the assessment document of the service target, if any. If the service target is CSSA or low income case, please indicate on the enrollment form. No proven document is needed.

綜援人士及低收入證明文件 Documentation of CSSA and low income group

- e. 綜援人士請提交由社會福利署發出之證明文件。低收入請提交收入證明，例如糧單、稅單、銀行存摺
- For the applicant who is under the Comprehensive Social Security Assistance (CSSA) Scheme, please submit the document issued by the Social Welfare Department. For the low income applicant, please submit any document that can prove the income status, for instance, salary note, tax demand note, bank book, etc.

個別小組組員面見 Pre-group Interview

- f. 小組活動舉行前將會進行「個別小組組員面見」，地點為心靈綠洲或基督教家庭服務中心(觀塘翠屏道 3 號)。面見目的為使小組導師能夠充分了解組員之特性和需要，如未曾接受評估測驗，面見同時會進行簡易評估，務求小組內容設計上配合組員之需要，每位組員面見時間約為 15-20 分鐘。
- Pre-group interview will be held for every individual in order to assess the needs of the applicants. Pre-group interview will be held at either Serene Oasis or CFSC (3, Tsui Ping Road, Kwun Tong). If the applicant has not yet being assessed in the past, a simple assessment will be taken in the pre-group interview and the interview takes round 15-20 minutes.

申請資料的用途 Use of Information

- g. 申請表內的個人資料將作處理服務申請或研究、統計、分析及推廣等用途。有關資料僅由本會或獲授權機構處理。
- Personal data provided in this form will be used for processing the application for admission, and for registration, academic, administrative, alumni management, research, statistical and promotion purposes. The data will solely be handled by CFSC and other relevant institutions authorised to receive it.
- h. 如服務申請不被接納，本會將銷毀一切有關的個人資料。
- Application papers of unsuccessful candidates will be discarded after the application process has been completed.
- i. 成功申請者的個人資料將會存入服務檔案，並由本會或獲授權機構處理。
- Application papers of successful candidates will become part of the service portfolio and the data will thereafter be handled by CFSC and other relevant institutions authorised by CFSC to receive it.
- j. 服務期間的所有影像及照片記錄均由基督教家庭服務中心所擁有。
- The images and photos which have taken during service were owned by CFSC.
- k. 根據個人資料(私隱)條例，申請人有權查閱及更改其個人資料。申請人如須查閱或更改其個人資料，請以書面通知本會項目發展團隊。
- Under the provisions the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and the correction of, their personal data. Applicants wishing to access or make corrections to their personal data should submit written requests to the Project Development Team of CFSC.

惡劣天氣情況下的服務安排 Adverse Weather Arrangements

- l. 為保障參加者之安全，如於活動期間，受天氣或突發事件影響，心靈綠洲有權終止活動，提前完結或作出節目上的調動。一般情況之安排如下：

For safety of participants, under adverse weather conditions, CFSC reserves the right to suspend, early dismiss or reschedule the programs. The arrangements under adverse weather condition are as follows:

	活動舉行前 2 小時 Two Hours Before the Program	活動進行中 During the Program
黃色紅色或黑色暴雨警告訊號 AMBER, RED or BLACK Rainstorm Warning Signal	取消活動，另訂日期舉行 Cancel and reschedule	活動立即停止 Stop immediately
任何雷暴警告 All Thunderstorm Warnings	取消活動，另訂日期舉行 Cancel and reschedule	活動立即停止 Stop immediately
任何颱風訊號 All Tropical Cyclone Warning Signals	取消活動，另訂日期舉行 Cancel and reschedule	活動立即停止 Stop immediately
酷熱天氣警告或寒冷天氣警告 Cold & Very Hot Weather Warnings	請查閱心靈綠洲網頁公布消息 Please check the Update on Website	如常舉行 Operate as usual

衣著及裝備 Clothing & Equipment

- m. 請穿著輕便衣服，以淺色衫、長褲、波鞋及襪子較佳。宜帶備帽、毛巾、充足水或飲料、防晒及防蚊用品。
Wear casual clothes, light-coloured shirt, long trousers, sport shoes with socks. Bring along a cap, towel, water or drinks, sunblock and mosquito repellent product.

4. 聲明 Declaration

- a. 本機構/本人於報名表格內所填報各事項及隨附文件，依本機構/本人所知，均屬正確，並無遺漏。
I declare that all particulars given in the enrollment form and the attached documents are, to the best of my knowledge, accurate and complete.
- a. 本機構/本人亦清楚明白有關之服務內容及守則。本機構/本人同意如申請被接納，本機構/本人當遵守心靈綠洲訪客須知。
I also clearly understand all the program contents listed in the webpage or other promotional materials. I consent that, if accepted, I will conform to the regulations of the Serene Oasis.