

## Notes & Discounts to Programme Applicants

- For application, please send fax, email or bring in person a complete application form to the Art Promotion Office, Hong Kong Visual Arts Centre, 7A Kennedy Road, Central (Fax:2501 4703, email:apo@lcsd.gov.hk). Please include copies of verifying documents for those applicants entitled to discounted fees.
- Only one application form is accepted for each person. (Applicants may select more than one course on the same form.)
- Incomplete application forms and materials will not be accepted.
- Except stated otherwise, all application forms received before 5:30pm on the closing date of application will be processed in one lot. If applications received are in excess of the maximum capacity, a draw will be conducted at Level 5, Information Counter of the Hong Kong Visual Arts Centre at 3:00pm on the following working day to determine the successful applicants.
- Registration for any remaining vacancy will be arranged, on a first-come-first-served basis, until two working days before the relevant programme begins. The office reserves the right to cancel any courses if there are insufficient applicants.
- Successful applicants will receive a payment notification. Please send or bring in person, two working days prior to the commencement of each course, a separate crossed cheque for each course payable to the HKSAR Government to the Art Promotion Office, Hong Kong Visual Arts Centre, 7A Kennedy Road, Central. Please mark the name of applicant and programme title at the back of each cheque. There is no need to submit cheque during the application period. Successful applicants will be notified after the deadline for application.
- Fees from successful applicants are not refundable in case of withdrawal.
- No notifications will be given to unsuccessful applications.
- Due to course arrangements and the safety use of the art studios, applicants with disabilities please call 2521 3008 for more information before applying.

Submission of application form is required for certain programmes. Programmes are subject to change without prior notice.

### \* Notes of Discount

Applicant	Discount	Photocopy of the relevant document should be submitted
Full-time Student	50% off	Valid Student I.D. Card
Senior Citizen aged 60 or above	50% off	Identification of age (e.g. Senior Citizen Card)
People with Disabilities	50% off	Document showing the receipt of Disability Allowance from the Social Welfare Department; or document from registered rehabilitation service agencies; or Central Registry for Rehabilitation Card for People with Disabilities.
Member of the Friends of the LCSD Museums	10% off	Museum Friends Membership Card
LCSD Museum Pass Holder	10% off	Museum Pass
Docent of the LCSD Museums	10% off	Docent I.D. Card