

Application Procedures

Phase 1 (deadline: 15/1/2015)

Each applicant can apply for one musical instrumental class &/or one course under the workshop series through internet or by mail:

- A. **Online application:** www.lcsd.gov.hk/musicoffice. Right after submission of applications, applicants will receive registration numbers for checking the balloting results afterwards.
- B. **By mail:** Applicants should complete and return the application form (see p.5), together with one stamped (\$1.70 each), self-addressed envelope* (*please do not send in tuition fee until you have been notified of admission to the course*), by post to the following address:

Hong Kong Music Centre
9/F Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong

*(Please mark on the envelope
“Application for Outreach Music Interest Courses”)*

If any applicant does not receive the acknowledgement of application, along with a registration number, by **19/1/2015**, please check with the Music Office before 6pm on that day. Applicants who duplicate their applications or submit incomplete information will be disqualified. Late submissions will not be considered.

** Applicants who provide e-mail addresses in their application forms need not to submit the self-addressed envelopes as all correspondence with them will be through internet.*

Oversubscribed courses will be processed by **ballot**. Applicants are welcome to attend the ballot to be conducted at the Hong Kong Music Centre on **21/1/2015** at 11am. The balloting results will be posted at all music centres of the Music Office and on the internet at www.lcsd.gov.hk/musicoffice from 22/1/2015.

All successful applicants have to submit the following documents and tuition fee to any music centre of the Music Office or send them to the Hong Kong Music Centre by **2/2/2015** #:

- i. tuition fee in the form of a crossed cheque made payable to the “Government of the Hong Kong Special Administrative Region”. Please also state the registration no. at the back of the cheque (postdated cheques will not be accepted) †;
- ii. a photocopy of the applicant’s HKID Card/Birth Certificate;
- iii. a stamped (\$1.70) and self-addressed envelope.

Successful applicants are not required to wait for any notifications from the Music Office before enrolment.

† For enquiry about the payment method, please feel free to contact any Music Office Music Centre.

If a successful applicant fails to submit the above documents on or before the stipulated date, he/she will be deemed to have given up the application and he/she shall not oppose to any arrangements so made. If any applicant enrolled does not receive the payment receipt on or before **5/2/2015**, please check with the Music Office before 6pm on that day. All trainees should present the payment receipt and identification document for verification in the first lesson, or would not be allowed to attend the class.

Phase 2 (from 12/2/2015 to one week after the course commencement date / first-come-first-served)

For courses not fully taken up in Phase 1, applications will be accepted on a first-come-first-served basis from 12/2/2015 onwards. Applicants should complete and return the application form, together with a photocopy of the applicant's HKID Card/Birth Certificate and the tuition fee **in the form of a crossed cheque made payable to the "Government of the Hong Kong Special Administrative Region" (postdated cheques will not be accepted)** ✦, in person or by a representative during the application period to any following music centre.

Each person is allowed to submit a maximum of 2 applications and each applicant can apply for one musical instrumental class &/or one course under the workshop series only. This restriction is effective until 15/2/2015.

Applicants can check the remaining quota at www.lcsd.gov.hk/musicoffice from 9/2/2015 onwards.

✦ For enquiry about the payment method, please feel free to contact any Music Office Music Centre.

Enrolment Time		
Monday to Friday: 10:00am–12:00nn and 2:00pm–4:00pm (Public holidays: Closed)		
Enrolment Centres		
Hong Kong Music Centre 9/F Hong Kong Arts Centre, 2 Harbour Road, Wanchai, HK		Tel.: 2802 0657
Kwun Tong Music Centre 4/F Lam Tin Complex, 1 Hing Tin Street, Lam Tin, Kowloon		Tel: 2796 2893
Mongkok Music Centre 10/F Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kowloon		Tel: 2399 2200
Tsuen Wan Music Centre 1/F Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, NT		Tel.: 2417 6429
Shatin Music Centre 7/F Sha Tin Government Offices, 1 Sheung Wo Che Road, Shatin, NT		Tel.: 2158 6462

Notes

Notes for Applicants

1. In the Phase 1 of enrolment, all oversubscribed courses will be processed by ballot. The remaining quota will be open to enrolment on a first-come-first-served basis from 12 February 2015.
2. Enrolments to instrumental classes under 'Outreach Music Interest Courses' for current trainees of the 'Instrumental Music Training Scheme' & 'School Instrumental Music Training Scheme' are prohibited.
3. Every applicant is allowed to apply for one musical instrumental class &/or one course under the workshop series. This restriction is effective until 15 February 2015.
4. Before submitting applications, applicants should read carefully this Prospectus for the enrolment requirements, age limit and requisite musical standard prescribed for the respective courses. Applicants who fail to meet the requirements will be disqualified, and no refund will be made for the tuition fee so paid.
5. The age of applicants will be based on 1 March 2015.
6. Admission is at the discretion of the Music Office.
7. A receipt & a Trainee Memorandum will be issued to the applicants after their payment of tuition fee. Applicants should immediately check against the information on the receipt. No separate letter of acceptance will be issued. Trainees are expected to be present for classes at the time and venue indicated in the Memorandum & should bring along the receipt to the first lesson and keep it until the end of the course.
8. The Music Office reserves the right to cancel under-subscribed course, change the instructor, time and venue of the course under special circumstances. The applicants concerned will be notified and refunded for course thus cancelled. The applicants concerned should retain the original enrolment receipt for proof of refund.
9. Fee paid are not refundable or transferable unless the course is cancelled.
10. Postdated cheque will not be accepted. In the case of a dishonored cheque, the enrolment will be cancelled without further notice to the applicant and the Music Office will reserve the right to take legal and/or administrative actions.
11. Applications by telephone or fax will not be accepted.
12. The Outreach Music Interest Courses aim to provide short-term basic musical training for people of all ages. Trainees who have completed the training and wish to continue with their studies should seek learning opportunities in the community or could approach their instructors for advice on the comparable sources of training in the community.
13. The Music Office reserves the right to amend the above terms and conditions without prior notice.

Medium of Instruction

Cantonese

Attendance Rules

1. A trainee shall attend the lessons in person and shall not ask another person to take his place or accompany him during lessons.
2. A trainee shall not change class without permission; otherwise, his right of attendance will be terminated and no refund of tuition fee will be made.
3. Enrolment receipt and identification document (e.g. Identity Card or Student Card) shall be presented for verification upon request.
4. Trainees should bring along their own musical instruments and scores to classes. No musical instrument rental service will be provided.
5. A trainee shall be punctual in class. Arriving late and/or leaving early for more than a fourth of the class time shall be regarded as absent.
6. A trainee shall not be absent from class without a valid reason as absenteeism adversely affects learning progress. The Music Office will not arrange make-up class or refund for absentees.

7. The Music Office reserves the rights to change the instructor, time and venue of the course due to contingency. Trainees have no right to oppose the same.
8. Instructors will give lessons according to the syllabus. Minor changes may, however, be made with reference to the musical standard of the majority of trainees in a class.
9. No eating, drinking or smoking is allowed in the class.
10. Mobile phones and pagers must be switched off during lessons.
11. A trainee shall take good care of the facilities in the classroom, behave in an orderly manner, show respect for instructors, and observe all rules laid down by the Music Office and the Laws of Hong Kong. Otherwise, the Music Office reserves the right to remove him from class, and refund of tuition fee paid will not be made. Besides, a trainee is liable to compensation for damages to public property.
12. Neither the Music Office nor course instructors will order books, musical instruments, etc. for the trainees. Course instructors will only provide objective, professional advice for trainees' reference in connection with the selection of musical instruments.
13. All trainees have to use the original copy of textbook in the class.
14. The Music Office reserves the rights to make and retain audio and visual recordings of the trainees' performance in the class or other functions held by the Music Office for the purposes of archive, reference and publicity of Music Office related activities.

Holidays and Suspension of Classes

1. Classes will be suspended & postponed accordingly during public holidays (except Sundays).
 2. Classes will be suspended & postponed accordingly when the Music Office fails to arrange a substitute for any instructor who is absent due to an emergency.
 3. The Music Office will not arrange another make-up class or refund for individual trainee who is unable to attend the scheduled makeup.
 4. Classes will be cancelled when:
 - i. the Hong Kong Observatory issues a Red/Black Rainstorm Warning during the three-hour period before class;
 - ii. the Hong Kong Observatory issues a "Pre-No. 8 Special Announcement" or hoists Typhoon Signal No. 8 or above during the three-hour period before class.However, classes be conducted as scheduled if the above rainstorm warning or typhoon signal is lowered three hours before class (e.g. if the typhoon signal is lowered at 2:00pm, classes starting before 5:00pm will be cancelled while classes starting from 5:00pm and onwards will be held as usual).
 5. In the event that the Education Bureau announces a closure of all schools due to special circumstances (e.g. flu or SARS), please observe the announcement in the Music Office's website or contact the Music Office for the latest class arrangements.
- * In the event of a typhoon or other inclement weather, it is at the discretion of parents as to whether to let their children attend classes and trainees are advised to view the latest weather condition regularly. No make-up class will be arranged for classes cancelled due to inclement weather.

Certificate of Completion/Attendance

A Certificate of Completion/Attendance will be issued to trainees who have attended no less than 80% of the classes. Eligible trainees of Outreach Music Interest Courses (Phase 37) should collect the certificate in October and November 2015 (no separate notification will be issued) by presenting the enrolment receipt at the respective music centres. Trainees who fail to collect the certificate during the collection period are deemed to have given up the same, and reissuance will not be made by the Music Office.

Enquiry

Should you have any enquiries, please contact the Music Office at 2596-0898, 2582 5334 or 2582 5264.

Outreach Music Interest Courses (Phase 37)

(A) Particulars of Applicant

For Office Use Only Registration No. : _____

Cheque No.: _____ Receipt No.: _____

Name*: _____ (_____) Sex*: M/F Date of Birth: _____ / _____ / _____
English Chinese dd / mm / yyyy

[* the name on the HKID / birth certificate]

HKIC / Birth

Certificate No.: _____ () Address: _____

Occupation *: ☐ Student ☐ Employed ☐ Housewife ☐ Retired

Name of School (if applicable): _____ Class (if applicable): _____

Telephone No.: _____ (day) _____ (night) E-mail Address §: _____

§All correspondence with you will be through internet if you provide us your e-mail address.

How did you learn about this enrolment (* can select more than one choice)?

- ☐ Relatives and Friends ☐ School ☐ Music Office Music Centre ☐ Town Hall/Civic Centre
☐ Library ☐ Bookstore ☐ Music Office's website ☐ Other websites
☐ Newspapers ☐ Magazine ☐ Radio Station ☐ Others _____

(B) Course Choice (Note: 1 course for each application form)

Course Code: _____ Course Name: _____

Course Date, Time & Venue: _____

Level (applicable to instrumental foundation classes only) *: ☐ Foundation 1 ☐ Foundation 2 (absolute beginners of the instrument selected are not recommended to apply for Foundation 2 classes)

Specified Age Group of the Course [as at 1 March 2015] *:

- ☐ 6 – 12 ☐ 6 – 14 ☐ 7 – 11 ☐ 8 – 14 ☐ 8 or above ☐ 15 or above ☐ adult

(C) Declaration (If the applicant is aged under 18, this part should be filled in by his parent/guardian)

- I declare that the information provided in this form is correct and accurate, and I understand that any false information may render the applicant above disqualified for application/& enrolment and any tuition fee so paid will not be refunded.
- I fully understand and agree to comply with all rules in connection with the admission and attendance of Outreach Music Interest Courses of the Music Office.

*Signature of Applicant/Parent/Guardian: _____ Date: _____

If the applicant is aged under 18, his parent/guardian should fill in the part below:

*Name of Parent/Guardian: _____ Relationship with Applicant: _____

HKID No. of Parent/Guardian: _____ ()

* Delete as appropriate * Please tick the appropriate box(es)

Photocopied application forms will also be accepted

The personal data provided in this form will be used by the Music Office for processing your application for Outreach Music Interest Courses, and will be held for statistics and correspondence purpose. The filling of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application. You have a right of access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form. Requests for access to or correction of personal data should be addressed to the respective music centres.

Outreach Music Interest Courses (Phase 37: Mar – Jul 2015) – Application Procedures