

Application Procedures

Stage 1 Enrolment (deadline: 15/1/2019)

Application Method

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.6), together with one stamped, self-addressed envelope ☞ *(please do not send in tuition fee during application period)*, by post to the following address on or before 15/1/2019 ☞:

**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 17/1/2019, 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 will be sent by e-mail.*

☞ *Please ensure sufficient postage before posting. Underpaid mail items will not be accepted and such items will be handled by the Hong Kong Post.*

Balloting Result

Oversubscribed courses will be processed by **ballot**. Applicants are welcome to attend the ballot to be conducted at the Hong Kong Music Centre on 18/1/2019 at 3pm. 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 19/1/2019 pm. Each applicant will be assigned not more than 1 course under the workshop series class &/ or 1 instrument foundation class.

Payment Method

All successful applicants should pay the tuition fee through the following methods by 28/1/2019, otherwise, he/she will be deemed to have given up the application and his/her place will be opened to the applicants on the waiting list.

A. Online Payment

Notification e-mails will be sent to all successful applicants who have provided e-mail addresses in their application forms. There is a specific link in the email for online payment by VISA, MasterCard, UnionPay, JCB or PPS❖. After online payment, only online acknowledgement will be given and no separate receipt will be issued. Applicants should read carefully the class details and 'Notes for Trainees' and present the payment acknowledgement and identification document** for verification in the first lesson, or would not be allowed to attend the class.

❖ *for PPS internet account holders only*

B. By mail or in person

All successful applicants have to submit the following documents and pay the tuition fees at any music centre of the Music Office or mail them to the Hong Kong Music Centre. Successful applicants are not required to wait for any notifications from the Music Office before payment:

- i. tuition fee in the form of a crossed cheque made payable to “The Government of the HKSAR”. Please also state the registration no. at the back of the cheque (postdated cheques will not be accepted) ^;
- ii. original copy/ photocopy of the applicant’s HKID Card/Birth Certificate**;
- iii. for applicants who submit by mail ^Q, please enclose a stamped and self-addressed envelope. If any applicant enrolled does not receive the payment receipt on or before **30/1/2019**, please check with the Music Office before 6pm on that day. All trainees should present the payment receipts and their identification documents ** for verification in the first lesson, or would not be allowed to attend the class.

There will be a temporary waiting list for all oversubscribed courses with effective till 12/2/2019. If there are places available after the payment due date for successful applicants, applicants on the waiting list will be notified of enrolment arrangement by email (for applicants who provide e-mail addresses) or mail on **1/2/2019** according to the order on the waiting list. If applicants do not receive any notification by 12/2/2019, they may assume that their applications are unsuccessful.

*** Information including the name of applicant, date of birth and document number should be showed in the identification document.*

^Q Please ensure sufficient postage before posting. Underpaid mail items will not be accepted and such items will be handled by the Hongkong Post.

Stage 2 Enrolment (from **20/2/2019** to one week after the course commencement date ; first-come-first-served)

For courses not fully taken up in Stage 1 enrolment, applications will be accepted on a first-come-first-served basis from **20/2/2019** onwards. Applicants should complete and return the application form, together with original/ 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 HKSAR” (postdated cheques will not be accepted)^**, in person or by a representative during the above application period to any following music centre. Every Music Office Music Centre will distribute quota tags at 9:30am on the first day of Stage 2 enrolment and all applications will be processed according to the order of tag numbers from 10:00am.

Each person is allowed to submit a maximum of 2 applications and each applicant can apply for 1 course under the workshop series &/or 1 instrument foundation class only. This restriction is not applicable from **21/2/2019**.

Applicants can check the remaining quota at www.lcsd.gov.hk/musicoffice from **18/2/2019** 10am onwards.

If the Hong Kong Observatory issues a Red/ Black Rainstorm Warning Signal, Tropical Cyclone Warning Signal Pre-No.8 or Tropical Cyclone Warning Signal No.8 or above anytime during 7:00am - 9:30 am on 20/2/2019, the start of enrolment will be postponed to 21/2/2019. If the inclement weather continues, or there are any special circumstances, please observe the announcement in the Music Office's website for the latest enrolment arrangements.

^ 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 Stage 1 enrolment, all oversubscribed courses will be processed by ballot. The remaining quotas will be open to enrolment on a first-come-first-served basis from 20/2/2019.
2. Current trainees of the 'Instrumental Music Training Scheme' are allowed to apply for the workshop series of the Outreach Music Interest Courses, but not for the instrument foundation classes.
3. Every applicant will be assigned not more than 1 instrument foundation class &/or 1 course under the workshop series. This restriction is not applicable from 21 February 2019.
4. Before submitting applications, applicants should read carefully the latest course prospectus for 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 of tuition fee will be made.
5. The age of applicants will be based on 1 March 2019.
6. By submitting his/her application, applicant is 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.
7. Admission is at the discretion of the Music Office.
8. A receipt & a Trainee Memorandum will be issued to the applicants after their payment of tuition fees. 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.
9. 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 payment receipt for refund.
10. Fees paid are not refundable or transferable unless the course is cancelled.
11. 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.
12. Applications by telephone or fax will not be accepted.
13. The Outreach Music Interest Courses aim to provide short-term basic musical training for people of different 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.
14. The Music Office reserves the right to amend the above terms and conditions without prior notice.

Medium of Instruction

Cantonese

Class Rules

1. A trainee shall attend the lessons in person and shall not ask another person to take his/her place or accompany him/her during lessons.
2. A trainee shall not change class without permission; otherwise, his/her right of attendance will be terminated and no refund of tuition fee will be made.
3. Trainees shall present their payment receipts and identification documents (e.g. Identity Card or Student Card) for verification upon request.
4. Trainees shall bring along their own musical instruments and scores to classes. No musical instrument rental, loan or storage service will be provided.
5. Trainees shall be punctual in class. Arriving late and/or leaving early for more than a quarter 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 the class.
9. No eating, drinking or smoking is allowed in the class.
10. Please switch off the mobile phones and any other sound and light emitting devices in the class.
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 will not be made. Besides, a trainee is liable to compensation for damages to public property.
12. Neither the Music Office nor the 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 /& workbook 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's 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 without any notification when*#:
 - i. the Hong Kong Observatory issues a Red/Black Rainstorm Warning anytime 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 anytime 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 extreme weather)#, 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 or refund will be arranged for classes cancelled due to inclement weather or special circumstances. Instructors will then adjust the teaching plan accordingly.

Certificate of Attendance

Certificates of Attendance will be issued to those trainees with attendance rates of 80% or above. Eligible trainees should collect the certificates in Oct and Nov 2019 by presenting their payment receipts at the respective music centres. Trainees who fail to collect the certificates 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 2582-5334/ 2598-8335.

Outreach Music Interest Courses (Phase 45)

(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: _____ District: _____

Occupation ✖: ☐ Student ☐ Employed ☐ Housewife ☐ Retired ☐ Others

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

Contact No:(1)_____ (2)_____ E-mail Address §:_____

§All correspondence with you will be sent by e-mail if your e-mail address is provided here.

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
☐ Bookstore ☐ Library ☐ Music Office's website ☐ Other websites
☐ Newspapers ☐ Magazine ☐ Radio Station ☐ Others _____

(B) Choice of Classes *(Note: Please fill in the class code(s) according to preferences. Each applicant will be assigned not more than 1 course under the workshop series or/and 1 instrument foundation class.)*

	Workshop Series: Class Code	Instrument Foundation Class: Class Code✳ (Beginners are not recommended to take Foundation II classes)
1st Choice		<input type="checkbox"/> Foundation I <input type="checkbox"/> Foundation II
2nd Choice (Optional)		<input type="checkbox"/> Foundation I <input type="checkbox"/> Foundation II
3rd Choice (Optional)		<input type="checkbox"/> Foundation I <input type="checkbox"/> Foundation II
4th Choice (Optional)		<input type="checkbox"/> Foundation I <input type="checkbox"/> Foundation II
5th Choice (Optional)		<input type="checkbox"/> Foundation I <input type="checkbox"/> Foundation II

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

1. 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.
2. 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/her 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.