

Application Procedures

Stage 1 Recruitment (Balloting) - Application Deadline: 23/7

Application Method

A. Online application: www.lcsd.gov.hk/musicoffice. Upon submission of application, applicant will receive a registration number for checking the balloting results afterwards.

B. By post: Completed application form (see p.7), together with one stamped, self-addressed envelope ⑤ should be sent to the following address by post on or before 23/7 (*please do not send in tuition fee during application period*) ②:

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

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

Applicant who does not receive the acknowledgement of application, along with a registration number, by 26/7 should check with the Music Office before 6pm on that day to confirm the application. Applicant who submit more than one application or provide incomplete information will be disqualified. Late submission will not be considered.

⑤ *Applicants who provide e-mail addresses in the application forms need not to send in self-addressed envelopes as all correspondences will be sent by e-mail.*

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 28/7 at 3pm. Applicants can check the balloting results on the above webpage from 29/7 noon onwards. Each applicant will be assigned not more than 1 course under the workshop series and / or 1 instrument foundation class.

Payment Method

Successful applicants should pay the tuition fee through the following methods by 5/8, otherwise, they will be deemed to have given up the applications and their places 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 payment, an online acknowledgement will be given and no separate receipt will be issued. Applicants should read carefully the class details and ‘Notes to Trainees’ on the payment acknowledgement. The payment acknowledgement and identification document ⑥ of the applicant have to be presented for verification in the first lesson, otherwise, he/she would not be allowed to attend the class.

([^] for PPS internet account holders only)

B. By post or in person

Successful applicants are not required to wait for any notifications from the Music Office before payment. They may 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:

- i. A crossed cheque made payable to "The Government of the HKSAR". Please also state the registration number and the name of applicant at the back of the cheque. Postdated cheques will not be accepted. ☹;
- ii. Original copy/ photocopy of the applicant's identification document ☹;
- iii. A stamped and self-addressed envelope ☹ is required for applicants who submit by post;
- iv. If any applicant enrolled does not receive the payment receipt on or before 6/8, 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 until 16/8. If places are still available after the payment due date for successful applicants, the applicants on the waiting list will be notified of payment details by email (for applicants who provide e-mail addresses) or mail on 10/8 according to the priority order on the waiting list. If applicants do not receive any notification by 16/8, they may assume that their applications are unsuccessful.

Unsuccessful applicants can apply for the remaining quotas in Stage 2 recruitment. No notification will be sent to applicants for it.

Stage 2 Recruitment (first-come-first-served from 25/8 to one week after class commencement)

Vacancy list will be available on the above webpage from 20/8 afternoon onwards. For courses not fully taken up in Stage 1 recruitment, applications will be accepted on a first-come-first-served basis from 25/8. Applicants should complete and return the application form, together with original/ photocopy of the applicant's identification document ☹ and the tuition fee (a crossed cheque ☹ made payable to "The Government of the HKSAR"; postdated cheque will not be accepted), in person or by a representative to any music centre of the Music Office during the above application period. Every Music Office Music Centre will distribute quota tags at 9:30am on the first day of Stage 2 recruitment and process the applications according to the order of tag numbers from 10:00am.

Each person is allowed to submit a maximum of 2 applications forms and each applicant can apply for 1 course under the workshop series &/or 1 instrument foundation class only. This restriction will be removed from 26/8. Trainees, who have successfully enrolled in Stage 1 recruitment, can also apply for classes with remaining quotas then.

On 25/8, 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, or all music centres of the Music Office have to be closed due to special circumstance, the start of Stage 2 recruitment will be postponed to 26/8. If the inclement weather/ special circumstance continues, please observe the announcement on the Music Office's website for the latest enrolment arrangements.

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

- Ⓜ *Underpaid mail items will not be accepted and such items will be handled by the Hong Kong Post.*
- Ⓜ *Applicant's name, date of birth and document number should be showed in the identification document.*
- Ⓜ *For enquiry about the payment method, please contact any music centre of the Music Office.*

Notes

Notes to Applicants

1. In Stage 1 recruitment, all oversubscribed courses will be processed by ballot. The remaining quotas will be open to enrolment on a first-come-first-served basis from 25/8/2021.
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 and/or 1 course under the workshop series. This restriction will be removed from the second day of Stage 2 recruitment (26/8/2021). Trainees, who have successfully enrolled in Stage 1 recruitment, can also apply for classes with remaining quotas then.
4. Before submission of application, applicant should read carefully the course prospectus for enrolment requirement, age limit and requisite musical standard prescribed for the respective courses. Applicant who fails to meet the requirement will be disqualified, and no refund of tuition fee will be made.
5. The age of applicants will be based on 1/9/2021.
6. Upon submission of application, the applicant is deemed to have fully understood and agreed 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 and a Trainee Memorandum will be issued to the applicant after payment of tuition fee. Applicant 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, and should bring along their receipts to the first lesson and keep them until the end of the course.
9. The Music Office reserves the right to change the instructor, time and venue of the course and cancel the whole course or individual lessons under special circumstances. The applicants concerned will be notified and refunded for course/ lesson thus cancelled (except for the class cancellation due to inclement weather). They should provide the original payment receipts for refund. Their places will no longer be reserved, regardless they accept the refund or not.
10. No refund or transfer of course fees can be arranged for applicants who withdraw from the course.
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, email or fax are not accepted.
13. The Outreach Music Interest Courses aim to provide participants short-term basic musical training. After the completion of training, participants can seek learning opportunities in the community or approach their instructors for advice if they wish to continue with their studies.
14. The Music Office reserves the right to amend the above terms and conditions without prior notice.

Medium of Instruction

Cantonese

Class Rules (Applicable to face-to-face classes)

1. Trainees shall attend the lessons in person and shall not ask another person to take their places or accompany them during lessons.
2. Trainee shall not change class without permission; otherwise, their 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. Except for the keyboard classes, trainees shall bring along their own musical instruments 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. Trainees shall not be absent from classes without valid reasons 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 class arrangement (e.g. 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. Trainees 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 expel them from class, and refund of tuition fee will not be made. Besides, trainees are liable to compensation for damages to public property.
12. The Music Office and the instructors are not allowed to order books, musical instruments, etc. for the trainees. Course instructor will only provide his/ her own professional opinion for trainees' reference in connection with the selection of musical instruments.
13. Trainees are required to use the original copy of textbook and/or 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.

Preventive Measures against COVID-19 and other Infectious Diseases (Applicable to face-to-face classes)

1. Trainees are required to take body temperature beforehand. Any person with fever or respiratory symptoms must refrain from joining the class and is advised to seek medical advice immediately.
2. Trainees are requested to wear their own masks in the teaching venues and clean hands by rubbing with alcohol-based handrub before lesson.
3. There is temperature screening at the entrance of each teaching venue. Any person with fever or respiratory symptoms will be asked to leave the premises and seek medical assistance immediately.
4. Trainees are required to submit the completed "Declaration and Undertaking Form for Travel History and Health Status of Trainees" to the instructors in the first lesson. (For those who have contracted the virus and have recovered and for those who have classified as a "close contact of an infected person" with COVID-19, if they are still under the compulsory quarantine period, they have to inform the Music Office and refrain from joining the class.)
5. To avoid crowd gathering and lower the infective risk, trainees' parents/minders cannot stay in the premises. Trainees are required to leave the premises immediately after lesson.
6. According to the requirements of the venue, all trainees are required to scan the "LeaveHomeSafe" QR code or register their names, contact number and the date and time of the visit before entering the venue. Trainees can download the "LeaveHomeSafe" app in advance so that they can scan the QR code immediately upon entering the venue. Those who choose to register personal data, please arrive early as the registration process takes time.

Class Rules (Applicable to online classes)

1. Trainees shall attend the lessons in person and shall not ask another person to take their place or accompany them during lessons.
2. Trainees shall not change class without permission; otherwise, their right of attendance will be terminated and no refund of tuition fee will be made.
3. Trainees shall bring along their own musical instruments to classes.
4. 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.
5. Trainees shall not be absent from classes without valid reasons as absenteeism adversely affects learning progress. The Music Office will not arrange make-up class or refund for absentees.
6. The Music Office reserves the rights to change the class arrangement (e.g. instructor, time and venue of the course) due to contingency. Trainees have no right to oppose the same.
7. 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.
8. The Music Office and the instructors are not allowed to order books, musical instruments, etc. for the trainees. Course instructor will only provide his/ her own professional opinion for trainees' reference in connection with the selection of musical instruments.

9. 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, teaching reference and publicity.
10. Online courses are conducted via Zoom. Trainees are required to prepare their own computer/ electronic device (e.g. desktop, notebook or mobile phone, etc.) equipped with wireless or broadband network and webcam, and download the software Zoom for participating the lessons in advance.
11. Individual meeting ID, passcode and link of the ZOOM lessons will be sent by email one week before the class commencement. Trainees shall not disclose the said information to others.
12. Trainees may enter the online classroom 10 minutes before the class start time.
13. When entering the online classroom, trainees shall input their full name for the purpose of recording attendance.
14. If the network is suddenly offline, trainees can log in to Zoom again. Please wait patiently for the instructor's approval before entering the class again.
15. Trainees shall wear appropriate clothing, keep their appearance clean, and attend the lesson in a quiet location throughout the lesson.
16. To facilitate the attendance checking and monitor the trainees' learning progress, trainees shall ensure their cameras are switched on and deliver a clear image of themselves.
17. Trainees are not allowed to make audio/video recording, take photos/screenshots or rebroadcast in class to protect the privacy of all parties.

Holidays and Suspension of Classes

1. Classes will be suspended and postponed during public holidays (except Sundays). No separate notifications will be issued.
2. Classes will be suspended and postponed when the Music Office fails to arrange a substitute for any instructor who is absent due to an emergency.
3. Classes will be suspended and postponed when the classrooms are not available. If the venues are suddenly closed due to emergency, the Music Office will inform the trainees through SMS as soon as possible. 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 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 will 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. extreme weather or epidemic situation), please observe the announcement on 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. 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 April and May 2022 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.

Enquiries

 3842 7773 ; 2596 0898 ; 2598 8335  outreachmusic@lcsd.gov.hk

Outreach Music Interest Courses (Phase 50)

(A) Particulars of Applicant

For Office Use Only Application no. : _____

Cheque No.: _____ Receipt No.: _____

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

[*☞ the name on HKID / birth certificate*]

HKID / 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: _____

[Please provide at least one phone no. that can receive urgent notice through Short Message Service (SMS).]

[All correspondence with you will be sent by e-mail if e-mail address is provided.]

How did you learn about this recruitment (※ 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 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 in Stage 1 recruitment.)

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

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