

**OPERA HONG KONG
CHILDREN CHORUS
APPLICATION FORM**
香港歌劇院兒童合唱團報名表格

For office use only	
Submission Date:	
Application Fee Cheque No.:	
Audition Date.:	
Code:	
Class/Location:	
Start Date:	

PART 1: 申請人資料 PERSONAL PARTICULARS

英文姓氏 Family Name		相片 Photo
英文名字 Given Name		
中文姓名 Chinese Name		
出生日期 日 月 年 Date of Birth ____ DD / ____ MM / ____ YYYY		
性別 Gender <input type="checkbox"/> M 男 <input type="checkbox"/> F 女	年齡 Age	
學校名稱 Name of School	級別 Grade	
家長/監護人姓名 Name of Parent/Guardian	與申請人關係 Relationship with Applicant	
地址 Address		
聯絡電話* Contact No.	日間 Day	夜間 Evening
電郵* Email	優惠代碼(如有) Discount Code (If any)	

PART 2: 音樂及舞蹈訓練 MUSICAL AND DANCE TRAINING RECEIVED

聲樂/樂器/舞蹈訓練 Vocal / Music / Dance Training Received	受訓年期 Years of Training	級別 Level Attained

*我們透過 WhatsApp 及/或電郵傳送重要訊息給家長/監護人。
We mainly deliver important messages to parents/guardians by WhatsApp and/or e-mail.

PART 3: 課堂時間及地點 CLASS SCHEDULE AND VENUE

學前音樂工作坊 Pre-Junior Music Workshop			年齡 Age 3-5 (Audition is not required 不須參與試音遴選) 每 12 堂學費 HK\$4,500 /12 lessons (每堂 HK\$375) 地點 Venue: 香港歌劇院樂樂坊(灣仔) Opera Hong Kong Atelier Lyrique (Wan Chai)		
年齡 Age 3		年齡 Age 4		年齡 Age 5	
<input type="checkbox"/> 星期六 Saturday 12:00-13:00		<input type="checkbox"/> 星期六 Saturday 13:00-14:00		<input type="checkbox"/> 星期六 Saturday 14:00-15:00	
初級合唱及歌劇工作坊 Junior Chorus and Theatre Workshop			年齡 Age 6-8 (Audition is required 須參與試音遴選) 每 12 堂學費 HK\$3,480 /12 lessons (每堂 HK\$290)		
<input type="checkbox"/> 星期三 Wednesday 16:30-17:30 香港文化中心 HK Cultural Centre			<input type="checkbox"/> 星期六 Saturday 09:30-10:30 <input type="checkbox"/> 星期六 Saturday 15:00-16:00 香港歌劇院樂樂坊(灣仔) Opera Hong Kong Atelier Lyrique (Wan Chai)		
高級合唱及歌劇工作坊 Senior Chorus and Theatre Workshop			年齡 Age 9-11 (Audition is required 須參與試音遴選) 每 12 堂學費 HK\$4,080/12 lessons (每堂 HK\$340)		
<input type="checkbox"/> 星期四 Thursday 17:30-19:00 香港文化中心 HK Cultural Centre			<input type="checkbox"/> 星期六 Saturday 10:30-12:00 香港歌劇院樂樂坊(灣仔) Opera Hong Kong Atelier Lyrique (Wan Chai)		
進階合唱及歌劇工作坊 Advanced Chorus and Theatre Workshop			年齡 Age 12-17 (Audition is required 須參與試音遴選) 每 12 堂學費 HK\$4,680 /12 lessons (每堂 HK\$390)		
<input type="checkbox"/> 星期三 Wednesday 17:30-19:00 香港文化中心 HK Cultural Centre			<input type="checkbox"/> 星期六 Saturday 16:00-17:30 香港歌劇院樂樂坊(灣仔) Opera Hong Kong Atelier Lyrique (Wan Chai)		

你從何得悉本合唱團？ How did you know about us?

- 傳單 Leaflet 演出 Performance (請列明 Please specify: _____)
- 傳媒 Media (請列明 Please specify: _____)
- 朋友介紹 Friends 郵政通函 HK Post Circular Service
- 論壇 Forum (請列明 Please specify: _____) 其他 Others: _____

你是否同意透過電郵接收本會的推廣資訊？ Would you like to receive our promotional information through email?

- Yes 同意 No 不同意

注意 Notes:

1. 閣下於申請表格內所提供的個人資料僅供香港歌劇院兒童合唱團或香港歌劇院之用，香港歌劇院兒童合唱團或香港歌劇院並不會向其他機構披露。閣下若對申請表格所收集的個人資料有任何問題（包括查詢及修改），請致電 2234 0303 與本院聯絡。

The personal data you provided by means of this form will be used solely by Opera Hong Kong Children Chorus or Opera Hong Kong and will not be disclosed to any third party. Enquiries concerning the personal data collected by means of this form including the request for access and correction, please contact at 2234 0303 for assistance.

2. 本人已詳細閱讀「報名須知」，並明白一切已繳付之費用，將不會以任何形式退還。

I hereby declare that I have read the "Notes to Applicants" and understand that fees paid will not be refunded or transferred under any circumstances.

3. 本人已詳細閱讀「團員守則」內容，明白並接受香港歌劇院所訂的條文，及同意遵守香港歌劇院或合唱團導師所訂的規則。

I hereby declare that I have read the "Rules and Regulations". Members must abide by the rules and regulations and follow any other instructions from the office and coaches.

4. 逾期申請或遞交不完整的申請表，概不受理。

Late or incomplete applications will not be considered.

5. 香港歌劇院兒童合唱團收到表格後，將有專人以 WhatsApp 或電郵方式聯絡預約試音日期 / 上課時間。

Auditions or lessons will be scheduled by WhatsApp or email upon receipt of applications.

6. 香港歌劇院有權使用任何學生課堂或表演的相片、錄影片段及/或錄音作宣傳用途。

Opera Hong Kong reserves the right to use any photo, video and/or sound recordings of students taken during their classes or performance for promotional purposes only.

- 本人已詳細閱讀以上事項，明白及接受「報名須知」及「團員守則」內容並同意遵守。

I hereby acknowledge that I have read and understood the "Notes to Applicants" and "Rules and Regulations" and agree to abide by the terms and conditions.

家長 / 監護人簽署

Signature of Parent/guardian: _____

日期

Date: _____

報名須知 NOTES TO APPLICANTS

<p>課程資料 Class Details</p>	<p>請到本院網站瀏覽詳細課程資料 Please refer to our website for class details: http://ohkchildrenchorus.org/</p>
<p>申請手續 Submission of Application</p>	<p>請把填妥的報名表格連同以下文件寄往： 香港德輔道西 410 號太平洋廣場 1907 室 – 香港歌劇院 Please submit the application form together with the following items and send to: Opera Hong Kong Room 1907, Pacific Plaza, 410 Des Voeux Road West, Hong Kong</p> <ul style="list-style-type: none"> ● 一張學生相 1 Recent passport photograph ● 一張港幣 120 元的劃線支票以繳交報名費，抬頭：香港歌劇協會有限公司，不設退款。 A cheque of HK\$120 non-refundable application fee made payable to “Opera Hong Kong Limited”.
<p>試音安排 Audition Procedure</p>	<ol style="list-style-type: none"> 1. 申請人需要詠唱一首歌曲作為試音，時間少於 2 分鐘。 Applicants are required to prepare a short excerpt under 2 minutes from a song for audition purpose. 2. 請帶備 2 份歌譜的副本。Please bring along 2 copies of the music scores. <ul style="list-style-type: none"> ● 本團會安排鋼琴師為試音伴奏。A piano accompanist will be provided. ● 試音結果將於試音後兩星期內以 WhatsApp 或電郵形式通知家長 / 監護人。Result of audition will be sent to parent/guardian by WhatsApp or email within two weeks after audition date.
<p>查詢 Enquiries</p>	<p>香港歌劇院 Opera Hong Kong 電話 Phone: 2234 0303 WhatsApp (Text only 只限訊息): 9660 7855 傳真 Fax: 2234 0505 電郵 Email: ohkcc@operahongkong.org 地址: 香港德輔道西 410 號太平洋廣場 1907 室 Address: 1907 Pacific Plaza, 410 Des Voeux Road West, Hong Kong</p>

團員守則

為確保香港歌劇院兒童合唱團（本團）運作暢順，保持優質教學質素，以下相關條款和規則，用以提醒團員注意個人紀律，保持秩序，及提升責任感。

1. 一般

- 於每年1月及6月公開招募新團員，並安排試音。
- 常規課程均為全年課程。

2. 學習進度及表現

- 導師會留意學生學習進度和上課表現，有機會調整學員的級別以配合其學習進度。
- 為確保團員的學習進度及表演質素，團員應準時出席所有課堂。
- 每學年如出席率低於70%，團員可能會被開除學籍。如出席率達80%或以上，將會獲發結業證書乙張。

3. 請假及休團

請假

- 如須請假，團員必須於上課前24小時前以電郵、電話或WhatsApp向本團提出申請。
- 每12堂課，團員可請假最多兩堂，家長必須於繳付學費前提出有關申請及確認請假日期。有關課數將會順延。不論任何原因，已繳付之12堂必需於14個星期內上畢。

休團

團員因任何原因須要長期休假，須按以下程序提前1個月申請

- 申請休團3星期至2個月：
須於擬休團前一個月以電郵方式申請及繳交港幣\$120行政費（行政費恕不退還）。
- 申請休團3個月或以上：
須於擬休團前一個月以電郵方式申請及預繳下一期4堂之學費作留位費。

4. 紀律

- 團員須於綵排前10分鐘到達場地。
- 綵排及表演期間，嚴禁於場地內奔跑。
- 團員必須守秩序和保持安靜。
- 團員應妥善保管樂譜，建議存放於文件夾內，以確保樂譜完整。團員也應牢記所有表演樂曲的歌詞並攜帶所需物品，包括樂譜、文具等。
- 團員如出席率低、經常遲到 / 早退、表現或水準欠佳，本團保留團員表演資格的決定權。

5. 課堂及團服費用

- 學費必須於首堂開始前繳付。
- 每12堂收取學費一次，並必須以支票或銀行轉帳方式繳交。本團於收款前會以WhatsApp通知家長。已繳付之12堂必需於14個星期內上畢。
- 所有已繳付的費用，不論任何理由，恕不退款。
- 團員如要求更改上課時間或地點（升級除外），須於擬調動前一個月以電郵方式或 WhatsApp 申請及繳交港幣\$120 行政費（行政費恕不退還）。
- 團員必須於演出前訂購洛可可(Rococo)團服，費用為港幣\$1,100。女團服為一套金色長裙配上蝴蝶結；男團服為白襯衫、領帶、外套及短褲。另外，男女團員均需自行配上白色長襪及黑色皮鞋。

6. 綵排及表演

- 團員應準時出席所有課堂、額外排練、綵排和表演。
- 團員的出席率及品行是導師推薦團員參加表演的考慮因素。如有缺席，團員將可能被取消表演資格。
- 本團不建議團員攜帶任何貴重物品，團員在綵排和表演期間對其個人物品負有全責，香港歌劇院對團員之個人物品不負任何責任。
- 如演出需收取額外堂費、綵排費、服裝費等，相關費用將另行通知。
- 如因綵排或表演臨時改變練習時間或地點，導致團員不能參加該次活動，本團不會提供補課或退款。
- 為確保團員安全，家長或監護人務必準時前來接送團員。香港歌劇院僅在綵排或表演期間負責團員的安全。

香港歌劇院兒童合唱團綵排的缺席政策

綵排總次數	缺席政策
3	團員不可請假 (病假除外)
5 – 6	團員只可請事假一次
7 – 8	團員只可請事假兩次
如團員因病不能出席綵排，必須於下一次綵排時補交註冊醫生證明書。	

香港歌劇院綵排的缺席政策

- 香港歌劇院兒童合唱團團員有機會參加香港歌劇院或其他機構舉辦的大型演出，為確保合唱團團員的演出質素及香港歌劇院能保持高水平的製作，團員必須出席所有大型演出的聯合綵排。如有缺席，將會被取消演出資格。

7. 公眾假期

香港歌劇院兒童合唱團於所有公眾假期休息。如上課日為公眾假期，該節課數將會順延。

8. 版權及個人資料

- 所有香港歌劇院兒童合唱團的演出版權歸香港歌劇院所有，香港歌劇院有權錄製演出、複製、發行或向公眾展示有關影片或錄音。香港歌劇院有權使用任何學生於課堂、綵排或表演時的相片、錄影或錄音片段作宣傳作用。
- 所收集的個人資料僅用於香港歌劇院兒童合唱團和香港歌劇院的行政及推廣活動。

9. 退團

- 在以下情況下，香港歌劇院兒童合唱團保留終止團員資格的權利:
 - a. 全學年出席率低於 70%
 - b. 課堂期間不守規則或行為不當
 - c. 學費逾期超過一個月
- 填妥退團表格後請以電郵方式遞交或郵寄至香港德輔道西 410 號大太平洋廣場 1907 室香港歌劇院兒童合唱團收。
- 青少年團員年滿 18 歲，將自動離開香港歌劇院兒童合唱團。
- 已退出的團員，如要重新加入香港歌劇院兒童合唱團，必須經過重新遴選。

10. 緊急停課安排

惡劣天氣安排

開課前 3 小時	8 號或以上颱風信號 / 黑色暴雨警告信號正在懸掛	課堂取消
	1 號或 3 號颱風信號 / 黃色或紅色暴雨警告信號正在懸掛	課堂如常進行

緊急停課

- 如有任何緊急情況，如公共衛生問題，香港歌劇院兒童合唱團將參考教育局公佈的指引作出相應安排。
- 因惡劣天氣或其他緊急情況而取消的課堂不提供補課或退款。

Rules & Regulations

In order to maintain order and commitment to excellence, the following rules and regulations have been determined to ensure the proper functioning of Opera Hong Kong Children Chorus (OHKCC). The hope and expectation are to maintain an eye on personal responsibility, commitment, and individual discipline of each chorus member.

1. General

- Recruitment and audition will be arranged in January and June.
- Regular class runs continuously throughout the year.

2. Learning Progress and Performance

- Coaches will observe and assess each member's learning progress and class performance. Member's level may be adjusted accordingly.
- Members are expected to be on time for every lesson to maintain OHKCC's high quality of learning process and performance standard.
- Minimum attendance rate of each academic year is 70%. For attendance rate less than 70%, expulsion from the chorus may be imposed. Students with attendance rate 80% or above, a yearly certificate will be presented.

3. Absence

• Casual Leave

A member is required to make a 24-hour advance request for casual leave. Request can be made to OHKCC's Education & Outreach Officer/ Manager by email or telephone.

- Parent can apply for a maximum of 2 leave days for every 12-lesson cycle. They should specify the leave dates before the payment. Number of classes will be extended accordingly. In any case, all classes of each payment cycle must be completed within 14 weeks.

• Long Leave

For long leave of 1 month or above, request has to be sent 1 month in advance of the intended leave period according to the procedures below:

- 3 weeks to 2 months leave:

A notice by email with a payment of \$120 administration fee should be sent to OHKCC one month in advance. Administration fee is non-refundable.

- 3 months or above leave:

One-month advance notice must be made by email with a payment of 4-lesson tuition fee to reserve the member's place in OHKCC in the upcoming term.

4. Manners

- Members should arrive 10 minutes prior to rehearsal time.
- No running through the hosting venue during rehearsals and performances.
- Members should maintain an orderly and quiet manner in all time.
- Music sheets should be properly maintained. It is suggested that each member puts his or her music in a folder to ensure proper care. Members should memorize all the lyrics to the songs sung in performances. Always bring related music scores and necessary stationeries, etc. to classes.
- OHKCC reserves the right to refuse a member's participation in performance should his/her attendance, punctuality, behavior or performing standard in class is unsatisfactory.

5. Tuition & Uniform Fee

- Tuition fee should be settled before the first lesson.
- Tuition fees are collected every 12 lessons and must be paid by cheque or bank transfer. OHKCC will notify parents via WhatsApp before due date. All classes of each payment cycle must be completed within 14 weeks.
- All tuition fee paid is non-refundable and non-transferable under any circumstance.
- Members who request for class changes (except class promotion) must submit the application together with a cheque payment of HK\$120 of administration fee a month before the request change date. The administration fee is non-refundable.
- Members must order the Rococo uniforms before any performance. The fee is HK\$1,100. In addition, boys and girls are required to wear white stockings and black leather shoes: Girl's Rococo uniform is a set of gold-coloured long dress with bows. Boy's Rococo includes white shirt, tie, suit jacket and shorts.

6. Rehearsal & Performance

- Members are expected to be punctual for classes, extra practices, rehearsals and performances.
- Members' attendance and performance will be considered when coaches recommend members to take part in performances. Members may be excused from the performance if missing a rehearsal.
- Members are responsible for their belongings at all times and not recommended to bring along expensive items. OHKCC is not responsible for the loss of, or damage to, members' personal property.
- If the performance needs extra tuition sessions, rehearsal sessions or costumes etc., parents will be notified separately about those fees.
- Practice schedule or location may change for certain rehearsals and performances. No make-up class or refund will be offered if members cannot attend such practices.
- In view of children safety, parents and guardian should pick up members on time upon class dismissal. OHK is only responsible for members' personal safety during classes, practices or performances.

Absence policy for OHKCC's Performance Rehearsals

No. of scheduled rehearsals	Absence Policy
3	No casual leave is allowed (except sick leave)
5 – 6	Only 1 casual leave is allowed
7 – 8	Only 2 casual leaves are allowed
All sick leave shall be verified by a medical certificate issued by a registered doctor. Please submit the medical certificate to OHKCC at the next rehearsal.	

Absence policy for OHK or other organization's Performance Rehearsals

- OHKCC members may join Opera Hong Kong's grand opera productions and performances with other organizations. In order to maintain world-class standard, all OHKCC members are required to attend ALL combined rehearsals. No leave of absence is allowed.

7. Public Holidays

- OHKCC is closed on public holidays. Class will be postponed accordingly.

8. Copyright & Personal Details

- Copyright of all performances of Opera Hong Kong Children Chorus belongs to Opera Hong Kong. Opera Hong Kong reserves the rights to record, copy, broadcast and distribute the recordings to public.
- Personal data collected will only be used for OHKCC administrative purposes and promotion.

9. Withdrawal / Termination

- OHKCC reserves the right to terminate membership under the following circumstances:
 - a. Attendance rate per academic year of 70% or below
 - b. Disobedience or ill-behavior in class
 - c. Tuition fee overdue for over 1 month
- To withdraw from OHKCC, please submit a 1-month advance notice to OHKCC's Education & Outreach Officer/ Manager by email or telephone for the withdrawal application form.
- The completed withdrawal application form should be sent by email or post to 1907 Pacific Plaza, 410 Des Voeux Road West, Hong Kong.
- Members when reach the age of 18 will automatically retire from OHKCC.
- New audition is required after withdrawal if the member wants to re-join the chorus.

10. Emergency Suspension Arrangement

Bad Weather Arrangement

3 hours before class	Typhoon Signal No. 8 or above / Black Rainstorm Warning Signal is hoisted	Classes cancelled
	Typhoon Signal No. 1 and 3 / Amber and Red Rainstorm Warning Signal is hoisted	Classes as normal

Emergency Suspension of Classes

- OHKCC will take reference of the guideline issued by Education Bureau in case of unexpected circumstances, such as public health issues.
- No make-up class or refund will be offered for classes cancelled due to bad weather or other emergencies.