

# EXCEL Star Pass<sup>®</sup> Application Form

## EXCEL 星藝會<sup>®</sup>申請表格

For Office Use 由院方填寫

EXCEL Star Pass<sup>®</sup> No. : \_\_\_\_\_

**Apply EXCEL Star Pass<sup>®</sup> and receive a FREE COURSE!!**

Please complete the application form, return it by post or in person to EXCEL, The Hong Kong Academy for Performing Arts, 1 Gloucester Road, Wanchai, Hong Kong.

請填妥申請表格後，可郵寄或親身遞交：香港灣仔告士打道一號，香港演藝學院演藝進修學院。

Please use block letters (\*please delete as appropriate) 為方便電腦紀錄，請用英文正楷填寫 (\*請刪掉不適用者)

### A. Applicant's Details 申請者資料 (Applicants has to be aged 18 or below 申請者必須 18 歲或以下)

First Name: 名字:	Last Name: 姓氏:	
Gender: * Male / Female 性別: * 男 / 女	Age: 年齡:	Date of Birth (Day / Month / Year): 出生日期 (日 / 月 / 年):
Name of School: 學校名稱:	Form / Year: 就讀班別:	
First Language: * Cantonese / English / Others (please specify) 母語: * 粵語 / 英語 / 其他 (請註明)		
Tel: (Daytime) 電話: (日間)	(Mobile) (手提電話)	(Others) (其他)
Email Address: 電子郵箱:	Fax No.: 傳真號碼:	
Address: 地址:		

### B. Participant's Parent / Guardian Details 申請者家長 / 監護人資料

First Name: 名字:	Last Name: 姓氏:	
Relationship with participant: 與申請者關係:		
Tel: (Daytime) 電話: (日間)	(Mobile) (手提電話)	(Others) (其他)
Email Address: 電子郵箱:	Fax No.: 傳真號碼:	
Address: 地址:		

(如需星藝會條款、細則及程序之中文版，請致電 2584 8721)

## EXCEL Star Pass<sup>®</sup> Terms, Conditions and Procedures

Welcome to the EXCEL Star Pass<sup>®</sup> journey of continuing development!

The EXCEL Star Pass<sup>®</sup> will bring you through the achievement of the following Awards:

1. EXCEL Star<sup>®</sup> Silver Award (after completing a total of 3 courses)
2. EXCEL Star<sup>®</sup> Gold Award (after completing a total of 6 courses)
3. EXCEL Star<sup>®</sup> Platinum Award (after completing a total of 9 courses)

The Awards will record the areas of development you have been engaged in and over what period.

## PROCEDURES

### Application for EXCEL Star Pass<sup>®</sup> :

1. Please complete this Application Form and return it by post or in person to EXCEL, The Hong Kong Academy for Performing Arts, 1 Gloucester Road, Wanchai, Hong Kong.
2. The EXCEL Star Pass<sup>®</sup> will be mailed to you within four weeks upon receiving your application. Once you have received your EXCEL Star Pass<sup>®</sup>, please sign on page 1 immediately.
3. If you lose your EXCEL Star Pass<sup>®</sup>, you must inform us at the first instant. You may apply for a replacement EXCEL Star Pass<sup>®</sup>. The administrative charge will be \$150 and this amount is not refundable.

### For endorsing your EXCEL Star Pass<sup>®</sup> after completing a course:

1. We will endorse on page 2 of your EXCEL Star Pass<sup>®</sup> with a stamp after you have completed a course. You need to have attended at least 75% of the course to obtain an endorsement. One session day-camp is not eligible for a stamp.
2. Students can bring your EXCEL Star Pass<sup>®</sup> to our EXCEL Atrium office on G/F of the Academy within five working days from the day of the last lesson of each course for our endorsement in your EXCEL Star Pass<sup>®</sup>. Or email [excel@hkapa.edu](mailto:excel@hkapa.edu) contact25848721 to inform us within five working days from the day of the last lesson of each course. If you fail to inform us in this manner, late request for endorsement will not be entertained.
3. Endorsement stamps are not transferrable and stamps on different Star Passes<sup>®</sup> cannot be combined into one Star Pass<sup>®</sup>.
4. Courses completed before the application for EXCEL Star Passes<sup>®</sup> will not be re-stamped.
5. Students must complete nine courses within three years in order to enjoy a free course.

### For Awards:

After you have collected enough endorsement stamps in your EXCEL Star Pass<sup>®</sup>, please photocopy pages 1-2 of your EXCEL Star Pass<sup>®</sup> and email us at [excel@hkapa.edu](mailto:excel@hkapa.edu) or post to The Hong Kong Academy for Performing Arts, 1 Gloucester Road, Wanchai, Hong Kong to claim your Award. We will acknowledge receipt of your email immediately, and the Award will be mailed to you within one month.

### Free course and conditions:

1. Students can redeem their 10<sup>th</sup> course for free within 1 year after receiving the EXCEL Star<sup>®</sup> Platinum Award, and students must be aged 18 or below to redeem the free course. Please copy pages 1-2 of your EXCEL Star Pass<sup>®</sup> and email to [excel@hkapa.edu](mailto:excel@hkapa.edu) or post to The Hong Kong Academy for Performing Arts, 1 Gloucester Road, Wanchai, Hong Kong, informing us which course you would like to attend for free. Conditions for a free course are:
  - You have successfully obtained the EXCEL Star<sup>®</sup> Platinum Award (completed 9 courses)
  - The course you choose is not full and has space available
  - Free course is not applicable for course that requires audition or course fee which is above \$3,000
  - This benefit is not transferable
2. EXCEL reserves the rights to cancel any course within a reasonable timeframe before the course commences if the number of applicants is below the requisite minimum, in which case, you will have to choose another course to attend for free. We will confirm your participation in the chosen course as soon as possible and no later than one week before the course starts. EXCEL's decision will be final. Terms and Conditions for Enrolment apply.

I hereby declare that I have read the details of the 'Terms, Conditions and Procedures' in this Application Form, and understand EXCEL reserves the right to accept, terminate or reject any application.

\_\_\_\_\_  
Signature of Applicant/ Parent/ Guardian

\_\_\_\_\_  
Date

(Should you request for the English version of EXCEL Star Pass terms, conditions and procedures, please contact 2584 8721)

## EXCEL 星藝會<sup>®</sup>條款、細則及程序

歡迎您和我們一起踏上 EXCEL 星藝會<sup>®</sup>的持續進修旅程!

EXCEL 星藝會<sup>®</sup>特設以下持續進修獎勵計劃，為你的進修計劃設定目標：

1. EXCEL 星藝會<sup>®</sup> 銀獎 (完成 3 個課程)
2. EXCEL 星藝會<sup>®</sup> 金獎 (完成 6 個課程)
3. EXCEL 星藝會<sup>®</sup> 白金獎 (完成 9 個課程)

學員將獲發精美的銀 / 金 / 白金獎狀證書，以記錄學員在各範疇的學習發展及時段。

### 程序

#### 申請 EXCEL 星藝會<sup>®</sup>護照：

1. 請填妥此申請表後，可郵寄或親身遞交致：香港灣仔告士打道一號，香港演藝學院演藝進修學院。
2. EXCEL 星藝會<sup>®</sup>護照將於四星期內郵寄給申請者。收到護照後，請立即於第一頁簽署。
3. 如遺失 EXCEL 星藝會<sup>®</sup>護照，必須立刻通知本院。學員可申請補領 EXCEL 星藝會<sup>®</sup>護照，本院將收取\$150 行政費用，而此款項將不會退還。

#### 完成課程後，在 EXCEL 星藝會<sup>®</sup>護照上加蓋印：

1. 完成每個課程後，我們會在學員的 EXCEL 星藝會<sup>®</sup>護照第 2 頁上加蓋印，惟出席率必須達 75%或以上。蓋章不適用於一日營課程。
2. 學員請在完成每個課程的最後一堂後五個工作天內帶同 EXCEL 星藝會<sup>®</sup>護照到演藝學院地下大堂 EXCEL 辦公室，為 EXCEL 星藝會<sup>®</sup>護照加蓋印。或於五個工作天內電郵致 [excel@hkapa.edu](mailto:excel@hkapa.edu) 或致電 25848721 通知本院。如不能如期通知本院，延遲的蓋印申請將不獲受理。
3. 蓋章不能轉讓或合併。
4. 所有在申請 EXCEL 星藝會<sup>®</sup>護照前完成之課程將不獲補蓋印章。
5. 學員必須要於三年內完成九個課程以獲得免費課程。

#### 獎狀證書：

集齊足夠的蓋印後，請將 EXCEL 星藝會<sup>®</sup>護照第一及第二頁副本電郵致 [excel@hkapa.edu](mailto:excel@hkapa.edu) 或郵寄致香港 灣仔告士打道一號 香港演藝學院演藝進修學院以索取獎狀證書。我們會立刻發確認電郵收到有關申請，並於一個月內將證書郵寄府上。

#### 特別優惠：

1. 當學員得到 EXCEL 星藝會<sup>®</sup>白金獎榮譽後，可獲贈免費演藝進修學院課程一個，學員需在獲得 EXCEL 星藝會<sup>®</sup>白金獎的一年內，及必須要於十八歲或之前換取有關課程。請將 EXCEL 星藝會<sup>®</sup>護照第一及第二頁副本電郵至 [excel@hkapa.edu](mailto:excel@hkapa.edu) 或郵寄致香港 灣仔告士打道一號 香港演藝學院演藝進修學院，並列明你想報讀之免費課程，申請時需附合以下條件：
  - 學員必須已獲取 EXCEL 星藝會<sup>®</sup>白金獎狀證書
  - 免費報讀的課程仍有餘下學額
  - 免費課程不適用於需要面試或學費超過\$3,000 以上的課程
  - 此優惠不可轉讓他人
2. 任何課程若因報名人數不足，本院有權在合理時間內取消該課程；如遇此情況，學員可選擇另一個課程免費報讀。本院將盡快及最遲於開課前一星期確認上課資料。本院保留最終決定權，課程受有關條款及細則約束。

本人已細閱申請表內之條款、細則及程序，並明白演藝進修學院有權接納、中止或拒絕任何申請，本院將保留最終決定權。

申請人/家長/監護人簽署

日期