

Enrollment Form



- The applicant should complete this form. If the applicant is under 18, a parent or guardian should complete this form.
- Please print clearly in BLOCK LETTERS and tick the appropriate box. Your name on the course certificate will be typed as it appears on this enrolment form.
- Each form is considered valid only with complete information and the applicant's signature on it.
- The completed Enrolment Form and a HK\$800 deposit should be sent to Outward Bound® Hong Kong, Tai Mong Tsai, Sai Kung, Hong Kong.

1. Personal Data

Applicant's Name (as in passport / travel document)

(English) Surname _____ Other Names _____

(Chinese) _____ HKID Card No. _____

Passport/Travel Document No. (for overseas course only) _____

Date of Birth _____

Age (on the first day of course) _____ Years _____ Months _____

Home Address _____

Tel. No. (daytime) _____ (night) _____

Mobile phone/Pager _____

Fax No _____ Email _____

Gender Male Female

Educational Level Primary Secondary University Post-graduate

Name of Employer / School _____

Occupation Finance/Insurance Student Medical/Health Services
 Social Welfare Education Information Technology
 Government Unemployed Construction/Engineering
 Legal Accountancy Service (Transport, Tourism, Catering)
 Others (please specify) _____

Title/Position Top/Senior Management
 Manager/Supervisor
 Administrative/Technician / General Staff

Which language(s) can the applicant speak and understand? English Cantonese Mandarin

Where did you learn about course information? Friends / Relatives School / Company Internet
 Newspaper / Magazines Mailings Road Shows / Exhibitions
 Others _____

Do you have special dietary needs ? (please specify)

Applicant's remarks

2. Emergency Contact

Name (Mr/Mrs/Ms/Miss) _____ (Chinese) _____

Relationship _____

Tel. No. (daytime) _____ (evening) _____

Mobile phone/Pager _____

Home address

3. Course Selection

First Choice (course code no.) _____

Date _____ to _____

In case the first-choice is full, the applicant would like to be (tick one):

- On the course waiting list
 On a different course: Second Choice (course code no) _____
 On a different course: Third Choice (course code no) _____

4. Insurance

Please enroll me in the Voluntary Personal Accident Insurance (VPAI) Scheme. I understand and agree that no insurance will be effective until the course fee and insurance premium are fully settled before course commencement. I agree to be bound by the Terms and Conditions of Master Policy of the VPAI Scheme

Duration of course not exceeding: 7 days Premium HK\$90
 14 days Premium HK\$160
 21 days Premium HK\$240

5. Fee Payment

- I can afford the full course fee. Enclosed is a deposit of HK\$800 or the full course fee.
- I would like to apply for the Hong Kong SAR Government / Outward Bound® Subsidies. Enclosed is a deposit of HK\$800 and a completed [Financial-aid Application Form](#).

Method of payment

- Cheque / Bankdraft Cheque No. _____ Amount enclosed _____
Cheque No. _____ Amount enclosed _____

Make your cheque payable to the **Outward Bound Hong Kong**. Print your name and course code number on the back of your cheque / bankdraft. Your insurance premium should be paid together with your full course fee/course fee balance.

- Credit Card

Please pay the **FULL** course fee (deposit already included). Carefully fill in the Credit Card Payment Slip. Include the insurance premium in the total sum if you want to enrol in the VPAI scheme.

- Bank-in

Make your payment by direct "bank-in" to the account of the **Outward Bound Hong Kong** at "The Hongkong and Shanghai Banking Corporation Limited" (Account no. 002 237717 001.). Receipt No. _____ Amount _____ Mail or fax the bank receipt to Outward Bound Hong Kong. Your insurance premium should be paid together with your full course fee / course fee balance.

6. RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT

PLEASE READ CAREFULLY BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE.

1. I INDEMNIFY The Outward Bound Trust of Hong Kong Limited, it's officers, directors, employees, agents, representatives (all of whom are collectively referred to as "Outward Bound® Hong Kong")
2. I AM AWARE that my participation on any trip or course with Outward Bound® Hong Kong involves exposure to many RISKS, DANGERS and HAZARDS which may be greater or different than those I normally encounter. Such RISKS, DANGERS and HAZARDS include but are not limited to:
 - travel and survival in the wilderness (Including Sea & Land);
 - inadequate physical fitness or endurance;
 - the use and operation of vehicles, vessels and equipment;
 - changing weather conditions and varying environmental conditions;
 - varying wilderness conditions;
 - encounters with and attacks by wild animals;
 - negligence on the part of fellow participants and/or staff on the trip.
3. I AM FURTHER AWARE THAT I may be exposed to RISKS, DANGERS, and HAZARDS other than those listed above.
4. I FREELY ACCEPT AND FULLY ASSUME all and any such RISKS, DANGERS and HAZARDS, inherent and otherwise and whether or not described above and the possibility of PERSONAL INJURY, DEATH, PROPERTY DAMAGE or LOSS resulting from such RISKS, DANGERS, and HAZARDS, arising out of incidental to, or in any way connected with my enrolment or participation on the trip/course.
5. I FREELY WAIVE ANY AND ALL CLAIMS, ACTIONS, COSTS, EXPENSES AND DEMANDS that I may have against Outward Bound® Hong Kong;
6. I RELEASE Outward Bound® Hong Kong from any and all liability for any LOSS, DAMAGE, INJURY, or EXPENSE that I, or my family, may suffer or incur as a result of my enrolment or participation on the trip/course, due to any cause whatsoever on the part of Outward Bound® Hong Kong;
7. I HAVE TO THE BEST OF MY KNOWLEDGE TRUTHFULLY COMPLETED the Outward Bound® Hong Kong Confidential Medical History Form and that Outward Bound® Hong Kong will rely upon the medical information disclosed therein;
8. I AGREE THAT THE LAWS OF HONG KONG govern this contract and that any legal concerns will be handled in the competent and fair courts in Hong Kong.
9. I AGREE to allow Outward Bound® Hong Kong to use any and all images and/or testimonials taken of or provided by me during the trip/course for any and all marketing purposes

7. OUTWARD BOUND[®] POLICY (Please read carefully)

Leave from the Course

Only in exceptional circumstances will it be possible for a participant to leave at any part of the course to attend other commitments such as examinations. This can only be considered if Outward Bound[®] Hong Kong is advised in writing well before the start of the course.

Course Transfer & Cancellation

Course transfer is possible provided that vacancies are available and we receive 6 weeks notice. The first request for a course transfer is free. An administration fee of HK\$100 will be charged for each further request.

We reserve the right to cancel a course at any time. A full refund or an alternative course will be offered should such a cancellation occur.

The Administration Office will notify participants of any cancellation or course change 14 days in advance.

Refund Policy

Your **HK\$800** deposit is non-refundable except in the following situations:

- Full booking or cancellation of the course
- Withdrawal due to unsuccessful application of course fee subsidies.

The **HK\$800** deposit, however, will be retained for 6 months, and is transferable to another course if a written request is received 6 weeks before the course starts. If the applicant cannot attend any course within the next 6 months, the deposit will not be refunded.

You can obtain a conditional refund according to the following rule:

- Any balance, excluding the **HK\$800** deposit, will be refunded if written notice is received 30 days before course commencement.
- Fifty percent of any balance paid, excluding the **HK\$800** deposit, is refundable if written notice is received 20 days before course commencement.

No refund will be given if the request is made less than 20 days before course commencement.

8. Declaration

I. I, the undersigned, declare that the information provided is true and complete. I agree that my/the applicant's personal data may be used by Outward Bound® Hong Kong and its staff for administration, programming and emergencies.

II. I (and the applicant) have read and understood the details given in Part C above. I (and the applicant) agree to abide by the rules for taking part in Outward Bound® training, in particular, to abstain from alcohol, tobacco and illegal substances, as well as to participate fully and co-operatively with the staff and others whilst on the course. I/The applicant understand(s) and accept(s) that if the rules or instructions are not observed, I/the applicant may be dismissed from the course.

III. I (and the applicant) understand that the course is vigorous and demanding. To the best of my knowledge, there are no medical or other reasons why I/the applicant should not take part in this course. I/The applicant am/is in normal health with no undeclared pre-existing medical or psychological conditions, or allergies.

IV. I further agree that should I/or my child require medical treatment, I consent for myself/him/her to receive whatever treatment needed and determined by a registered doctor.

I (parent/guard/person over 18 years of age) ^(please delete the inappropriate) _____ give permission for (student, myself) ^(please delete the inappropriate) _____ to participate in the activities in the Outward Bound Trust of Hong Kong Limited.

I have read and understood this release and indemnity agreement prior to signing it. I am aware that by signing below, I am affecting my legal rights and liabilities and the legal rights and liabilities of my heirs, next of kin, executors, administrators and assigns in relation to Outward Bound® Hong Kong.

I undertake to abide by the safety directions given by the Outward Bound staff.

x _____
Signed (parent, guardian, person over 18 years of age) Date

Name (block letters) _____

For Office Use Only

Applicant's ID No. _____

Unsuccessful Successful

Government \$ _____ OB \$ _____ Others \$ _____

Authorized by _____

If you have problems printing this form, try downloading the [word document of this form](#) instead for submission (use "Save Link As" or "Save As").

