第七十二屆香港學校音樂節 - 更改資料申請程序

M72-ALT-AF-C

會員／參賽者填寫更改資料申請表前必須詳細閱讀下方的申請方法、如何填寫申請表及可提出更改要求的範圍。

1. 可提出更改要求的範圍
   1.1 逾期遞交／更改自選樂曲
   接受更改原因： (a) 未能於原訂的截止日期前遞交自選樂曲；
   (b) 更改已遞交的自選樂曲曲目；或
   (c) 補充自選樂曲資料（如樂章等）。
   1.2 更改報名表上參賽者的個人資料
   會員／參賽者可申請更改報名表上參賽者的個人資料（如中、英文姓名漏誤、電話號碼或就讀學校等），但不可申請更改比賽的地區代號、項目編號或轉換參賽者。
   1.3 更改比賽項目
   接受更改原因只限於： (a) 男子錯報女子項目或相反；或
   (b) 錯報年齡組別或年級組別。
   1.4 更改比賽項目的組別
   1.4.1 接受更改原因只限於：
   (a) 比賽項目與校內考試、測驗、評估於同一時段進行；
   (b) 比賽項目與校內默書或其他校內活動於同一時段進行，而該活動將影響參賽者之學術成績；或
   (c) 比賽項目與音樂節其他比賽項目編排於同一時段進行。
   1.4.2 每個分組均預留若干名額供會員／參賽者申請。每場名額視乎參賽人數及場地限制而定，因此申請未必一定成功。
   1.4.3 會員／參賽者須先行到本會網站（http://www.hksmsa.org.hk）查閱比賽項目的分組概況、各組比賽時間及地點等，自行選定希望調到的組別，並將優先次序填寫在申請表上。
   1.5 更改團體／獎學金項目之次序或組別
   團體及獎學金項目之初賽次序或組別只接受對調，本會亦只會接受 1.4.1 內所列出之更改原因；學校／參賽者需自行徵詢同項目其他學校隊伍／參賽者答允對調，並需依照整個更改程序作出申請。

2. 申請方法
   2.1 會員／參賽者須就每一項更改資料申請提交一份申請表。
   2.2 申請日期為 2020 年 1 月 16 日至 1 月 24 日下午五時 (2020 年 1 月 18 日的辦公時間：上午九時至下午十二時三十分；2020 年 1 月 19 日：休息)。所有申請於截止後，不論任何原因，均不獲處理（1.2 內所列出更改報名表上參賽者的個人資料除外）。
   2.3 個別參賽者若晉身決賽，而該決賽與其所參與之其他項目於同一時段進行，該參賽者請盡快聯絡本會更改參賽時間，惟有關更改未必成功。
   2.4 本會不接受電話、電郵、傳真或郵寄等形式之申請。會員／參賽者必須親臨或派員到本會辦理申請，以便即時獲悉申請結果。成功申請者將即時獲發確認回條及已更新之參賽通知。
   2.5 遞交申請表，必須帶同以下各樣文件：（文件若不齊全，恕不接受申請）
   (a) 報名表回條／參賽通知；
   (b) 參賽者身份證明：香港身份證／旅遊證件（如錯報年齡組別）或學生手冊（如錯報年級組別）等之影印本；及
   (c) 其他證明文件：部分更改情況及所須遞交之證明文件已列於下表以供參考，詳情請參閱更改資料申請表。(ii)及(iii)所述證明信之範本可於本會網站會員區內下載使用。

更改情況／例子	其他須遞交的證明文件
(i) 比賽項目與校內考試、測驗或評估於同一時段進行	已蓋上校印的考試時間表或校曆表(如有註明考試、評估或測驗的年級，須另請提供與參賽者就讀年級相符的年級證明)
(ii) 比賽項目與校內默書或其他校內活動於同一時段進行，而該活動將影響參賽者之學術成績	學校證明信－必須經校長簽署及蓋上校印
(iii) 個人／二人項目與團體項目於同一時段進行	老師證明信－必須經負責老師簽署及蓋上校印
(iv) 團體／獎學金項目之參賽者／隊伍因情況(i)、(ii)或(iii)而欲互相對調次序或組別	情況(i)／(ii)／(iii)之證明文件；及 雙方同意書

   2.6 費用
   2.6.1 申請更改資料每次須付手續費$100。如逾期遞交／更改已遞交的自選樂曲曲目，則須額外繳交等同於該項目報名費的附加費；如更改比賽項目，則須額外繳交新項目的報名費。如因比賽項目與音樂節其他比賽項目編排於同一時段進行，因而需要更改，則所有費用可獲豁免。有關收費可參閱下頁之申請表。
   2.6.2 所有費用須以現金繳付。
   2.6.3 辦妥更改後，如欲取消，須重新辦理更改手續，以及重新繳交有關的申請費用。
   2.6.4 所有費用一經繳付，一律不獲退還。

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第七十二屆香港學校音樂節 - 更改資料申請表

申請表上的個人資料只用於應屆音樂節，並將於來屆音樂節前銷毀。

會員 / 參賽者遞交申請表前必須詳細閱讀上頁之申請程序。

所需文件及費用

例子	必須遞交的證明文件 (*可接受影印本)	費用
逾期遞交 / 更改已遞交的自選樂曲曲目	參賽通知 / 報名表回條及自選樂曲表格	$100 + 報名費
補充自選樂曲資料 (如樂章等)	參賽通知 / 報名表回條及自選樂曲表格	$100
更改報名表上參賽者的個人資料	請聯絡本會辦事處了解申請詳情	
比賽項目與校內考試、測驗或評估於同一時段進行	參賽通知 / 報名表回條、學生手冊*及已蓋上校印的考試 / 測驗 / 評估時間表或校曆表 (如有註明考試、評估或測驗的年級，須另請提供參賽者就讀年級相符的年級證明)	$100
比賽項目與校內默書或其他校內活動於同一時段進行，而該活動將影響參賽者之學術成績	參賽通知 / 報名表回條及學校證明信（會員可於本會網站下載範本）	$100
比賽項目與音樂節另一比賽項目於同一時段進行	兩個項目的參賽通知 / 報名表回條	豁免
比賽項目與音樂節另一團體項目於同一時段進行	參賽通知 / 報名表回條及老師證明信（會員可於本會網站下載範本）	豁免
男子錯報女子項目或相反	參賽通知 / 報名表回條及香港身份證* / 旅遊證件*	$100 + 報名費
錯報年齡組別	參賽通知 / 報名表回條及香港身份證* / 旅遊證件*	$100 + 報名費
錯報年級組別	參賽通知 / 報名表回條及學生手冊*	$100 + 報名費
團體項目隊伍互相對調(請參閱申請須知 1.5 項)	參賽通知 / 報名表回條、學校證明信 / 老師證明信及雙方同意書	$100
獎學金項目參賽者互相對調(請參閱申請程序 1.5 項)	參賽通知 / 報名表回條、學校證明信 / 老師證明信及雙方同意書	$100

第一部份

請參照報名表回條 / 參賽通知上的資料填寫下表

參賽者姓名 / 隊伍名稱	
會員編號	參考編號
002214	

本校 / 本人現向協會提出此申請，及遞交相關文件。

負責報名的學校會員校印	負責報名的個人會員簽署

如沒有學校會員蓋印或個人會員簽署，申請將不獲受理

第二部份

更改事項 *（請於適用方格加上 ✓ 號）*

☐ 甲．自選樂曲

- ☐ 逾期遞交自選樂曲
- ☐ 更改已遞交的自選樂曲曲目
- ☐ 補充自選樂曲資料（如樂章等）

☐ 乙．更改報名表上參賽者的個人資料（如更正中、英文姓名漏誤等）

地區代號及項目編號	報名表原有資料	新資料

☐ 丙．更改比賽項目 / 組別

欄 1 - 原因

- ☐ 比賽項目與校內考試、測驗或評估於同一時段進行（填寫欄 2 及 3）
- ☐ 比賽項目與校內默書或其他校內活動於同一時段進行，而該活動將影響參賽者之學術成績（填寫欄 2 及 3）
- ☐ 比賽項目與音樂節其他比賽項目編排於同一時段進行（填寫下表及欄 3）

參考編號 _____	參考編號 _____
地區代號 _____ 項目編號 _____	地區代號 _____ 項目編號 _____
組別 _____ 出場序 _____	組別 _____ 出場序 _____

- ☐ 男子錯報女子項目或相反（填寫欄 2 及 3）
- ☐ 錯報年齡組別或年級組別（填寫欄 2 及 3）

欄 2 - 已獲編排的比賽資料 (請參照參賽通知上的資料填寫下表)

比賽日期		報到時間	
地區代號		項目編號	
組別		出場序	

欄 3 - 比賽更改要求

地區代號	*不得更改*	項目編號	

組別**(請先行到本會網站的比賽時間表查閱比賽項目的分組概況、各組比賽時間及地點等，自行選定希望調到的組別)**

第一選擇_____ 第二選擇_____ 第三選擇_____ 第四選擇_____

☐ 丁．團體項目隊伍 / 獎學金項目參賽者互相對調

同意對調隊伍 / 獎學金項目參賽者之參考編號：_____

(本會專用)

申請編號	

經辦人：_____ 日期：_____

72nd Hong Kong Schools Music Festival – Procedure for Alteration Application

The procedure stated below is to inform members / competitors on how to apply for alteration, how to complete the alteration application form, and items they can apply for alteration. Members / Competitors should study the guidelines carefully before filling in the Alteration Application Form.

1. Items to be altered are restricted to:
   1.1 Late Submission / Change of Own Choice Piece
   An application can be accepted in the case where:
   a) Own Choice piece not yet submitted before the deadline;
   b) Change of Own Choice piece; or
   c) Submission of additional information of Own Choice piece (e.g. movement(s), etc).
   1.2 Change of Competitors' Personal Information on the Entry Form
   Members / Competitors can apply for change of personal data filled in the Entry Form (e.g. misspelling of the competitor's name; change of phone number or school name, etc.). Request for alteration of competition district, class or competitor(s) will not be entertained.
   1.3 Change of Class
   A change of class can be accepted only in the case where:
   a) A male competitor has entered a female class or vice versa; or
   b) A competitor has entered a class not of his / her age group or education level.
   1.4 Change of the Group in the Same Class
   1.4.1 A change of group in the same class can be accepted only in the case where:
   a) Competition clashes with school examination, test or assessment;
   b) Competition clashes with dictation or other school events which affects the competitor's academic results; or
   c) Competition clashes with another competition of the Festival.
   1.4.2 An alteration quota is set in each group. However, the quota may vary due to the number of entries in a class and the conditions of the venues. Therefore, applications are not guaranteed to be successful.
   1.4.3 Members / Competitors should check on-line at http://www.hksmsa.org.hk the number of groups scheduled in the same class, when and where the competitions are held, etc., and then list on the form their order of preference to show which group they wish to be reallocated to.
   1.5 Change of Competition Time of the Group Classes / Scholarship Classes
   With reason(s) listed in 1.4.1, a school / competitor may be permitted to apply for a swap of competition order or competition group with another school / competitor in the same class. However, the school / competitor has to take their own step to liaise with another school / competitor so as to reach a mutual agreement between them on the swap before starting the application procedures.

2. Application Procedure
   2.1 Members / Competitors should submit one Alteration Application Form per item of an entry to be altered.
   2.2 The Association handles Alteration Application from 16 to 24 January 2020 (5:00 p.m) (Office hours on 18 January 2020: 9 a.m. to 12:30 p.m.; 19 January 2020: Closed) Late submission of Alteration Application Forms will not be processed. (Such restriction does not apply to change of personal data on the entry form stated in 1.2.)
   2.3 A finalist with the final clashing with another Festival competition should contact the Association for a change of competition time as soon as possible. However, application for the change may not be successful.
   2.4 Members / Competitors should submit the Alteration Application Form(s) in person or by a delegated person so that he / she will be informed immediately whether or not the application is accepted, and correspondingly be given a confirmation slip and an updated Competition Notification should the application be successful. Applications via phone call, email, fax or post, etc., will not be accepted.
   2.5 Please bring along the following documents when submitting the application. Applications will not be processed if any of these documents are missing:
   a) Entry Form Receipt / Competition Notification;
   b) Proof of the competitor(s)' identity: A photocopy of Hong Kong ID Card / travel documents (for wrong age group) or student handbook (for wrong education level), etc.; and
   c) Other supporting documents: Examples of clashes and the supporting documents required are listed below. Please refer to the Alteration Application Form on the next page for details. Templates for (ii) and (iii) can be downloaded from the Member's Area of the Association website.

Example	Other supporting documents required
(i) Competition clashes with school examination, test or assessment	Examination timetable with the school chop / school calendar with the school chop (documentary proof of the competitor attending class of the matching education level is mandatory if there is an indication of education level in the document submitted)
(ii) Competition clashes with dictation or other school events, which affects the competitor's academic results	A supporting letter with the principal's signature and school chop
(iii) Competition in Solo / Duo Class clashes with a Group Class competition	A supporting letter with the signature of the teacher responsible for the competition and school chop
(iv) Swapping the competition time / groups with other competitors / teams in Group Classes or Scholarship Classes due to (i), (ii) or (iii)	Supporting documents required in (i) / (ii) / (iii); and a letter of consent by the two parties that agree to make the swap

   2.6 Fees
   2.6.1 Members / Competitors should pay a handling fee of $100 for each application except in the case when competition clashes with another competition of the Festival. For late submission / change of Own Choice piece, they should pay a surcharge equal to the amount of the entry fee of the class. For change of class, the surcharge is equal to the entry fee of the new class. Please refer to the Alteration Application Form on the next page for details.
   2.6.2 Payment must be made in cash.
   2.6.3 A confirmed alteration cannot be cancelled. Nevertheless, members / competitors may make another application for alteration and pay the respective fees.
   2.6.4 Under no circumstances would fees be refunded.

72nd Hong Kong Schools Music Festival Alteration Form

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Members / Competitors should read the Procedures on the preceding page before submitting the application.

Documents and Fees Required

Example	Supporting Documents to be Submitted (*Photocopy is acceptable)	Fees
Late submission / Change of Own Choice piece	CN / EFR and Own Choice Form	$100 + Entry Fee
Submission of additional information of Own Choice piece (e.g. movement(s), etc)	CN / EFR and Own Choice Form	$100
Change of Competitors' Personal Information on the Entry Form	Please contact the Association for further details	
Competition clashes with school examination, test or assessment	CN / EFR, student handbook* and the school examination / test / assessment timetable with the school chop / school calendar with the school chop (documentary proof of the competitor attending class of the matching education level is mandatory if there is an indication of the education level in the document submitted)	$100
Competition clashes with dictation or other school events, which affects the competitor's academic results	CN / EFR and a supporting letter from the school (Member can download a template of the letter from the Association website)	$100
Competition clashes with another competition of the Festival	CNs / EFRs of the two competition Classes concerned	Waived
Competition clashes with a Group Class competition of the Festival	CN / EFR and a supporting letter from the teacher (Member can download a template of the letter from the Association website)	Waived
A male competitor has entered a female class or vice versa	CN / EFR and Hong Kong ID Card * / travel document *	$100 + Entry Fee
A competitor has entered a class not of his / her age group	CN / EFR and Hong Kong ID Card * / travel document *	$100 + Entry Fee
A competitor has entered a class not of his / her education level	CN / EFR and student handbook *	$100 + Entry Fee
Swapping group between schools (Please refer to Point 1.5 of the Procedures s)	CN / EFR, supporting letter from the school / supporting letter from the teacher and a letter of consent by the two parties that agree to make the swap	$100
Scholarship Class Swapping (Please refer to Point 1.5 of the Procedures)	CN / EFR, supporting letter from the school / supporting letter from the teacher and a letter of consent by the two parties that agree to make the swap	$100

CN = Competition Notification, EFR = Entry Form Receipt

Part One - Please copy from the Entry Form Receipt / Competition Notification

Name(s) of Competitor(s) / Competing Team	
Membership No.	Reference No.
002214	

Our School / I submit this application and the relevant documents.

School Chop of the School Member Responsible for Enrollment	Signature of the Associate Member Responsible for Enrollment

An application without the school chop of the School Member or the signature of the Associate Member will not be processed.

Part Two - Items to be Altered *(please ✓ the appropriate box)*

☐ A. Own Choice Piece

- ☐ Late Submission
- ☐ Change of Own Choice Piece
- ☐ Submission of additional information of Own Choice piece (e.g. movement(s), etc)

☐ B. Change of Competitors' Personal Information on the Entry Form (e.g. misspelling of a competitor's name, etc)

Area Code & Class No.	Information on the Entry Form	Information to be updated on the Entry Form

☐ C. Change of Class / Group

Column 1 - Reason

- ☐ Competition clashes with school examination, test or assessment (Go to Columns 2 & 3)
- ☐ Competition clashes with dictation or other school events, which affects the competitor's academic results (Go to Columns 2 & 3)
- ☐ Competition clashes with another competition of the Festival (Fill in the boxes below and then go to Column 3)

Reference No._____	Reference No._____
Area Code_____ Class No. _____	Area Code_____ Class No. _____
Group No._____ Assigned Order _____	Group No._____ Assigned Order _____

- ☐ A male competitor has entered a female class or vice versa (Go to Columns 2 & 3)
- ☐ A competitor has entered a class not of his / her age group or education level (Go to Columns 2 & 3)

Column 2 - Scheduled Competition to be rearranged
(Please copy the information from the Competition Notification.)

Date		Reporting Time	
Area Code		Class No.	
Group No.		Assigned Order	

Column 3 - Request for change to another competition

Area Code	***Cannot be changed***	Class No.	

Group No. (To select preferable Group Nos, please check the Festival Timetable at the Association website to find out the time and venue of all the competitions arranged for the Class.)

1st Choice _____ 2nd Choice _____3rd Choice _____4th Choice _____

☐ D. Swapping Groups between Schools / Scholarship Classes Competitors

Reference No. of the team / competitor to be swapped with: _____

(For Office Use)

Application No.	

Processed By: _____ Date: _____

The personal data provided in the Alteration Application form will be used for this Festival only. This form will be destroyed before the next Music Festival.