ROASTING FOR BEGINNERS

OBJECTIVE
Roasting is an important step for the quality of coffee. In this class, you will learn some basic knowledge about roasting, how coffee is changed during roasting and taste coffee roasted in different profile together.

CONTENTS
* What is roasting
* Different stages in roasting
* Introduction to different types of roasters
* Coffee tasting
* Practical: Hand on roasting

COURSE FEE
HK$500 (You can take back your own roasted beans)

TEACHING HOURS
3 Hours
1. 拉花興趣班:
總時數：2 小時
價錢：$195 (非會員)/ $166 (會員)

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2. 拉花興趣班 (全新課程內容)
總時數：3 小時
價錢：$275 (非會員)/ $220 (會員)

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3. 進階拉花班 (全新課程內容)
總時數：6 小時
價錢：$980

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二合一優惠 (2+3): $1,180

3. 咖啡香氣實驗室
總時數：6 小時
價錢：$600 (非會員)/ $510(會員)

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4. 杯測入門班
總時數：3 小時
價錢：$500 (非會員)/ $425(會員)

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查詢：2268 7733
5. 進階杯測班
總時數：3 小時
價錢：$650 (非會員)/ $520 (會員)

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三合一優惠(3+4+5)=$1,480

6. 咖啡烘培入門
總時數：3 小時
價錢：$500 (非會員)/ $425 (會員)

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備註：
凡報讀本會第四季課程滿$3000，即可享有首次入會行政費全免優惠。

查詢：2268 7733
通用報名表格
GENERAL ENROLMENT FORM

請先仔細閱讀背頁「報名指引」才填寫報名表格，並用英文大楷填寫此表格以便輸入資料。Please read "ENROLMENT GUIDELINES" at the back carefully before filling in this enrolment form, and write in BLOCK letters to facilitate the data input process.

聯絡途徑 Communication Channel

室 Flat/Room ___________________________ /樓 Floor ___________________________ 座 Block/Tower ___________________________

屋苑/D大盘 Estate/Building ___________________________ 街/道 Street/Road ___________________________

區 District ___________________________ 郵 郵 Email ___________________________

家居電話 Home Tel. ___________________________ 手提電話 "Mobile" ___________________________

請提供手提電話號碼，因本會有可能以短訊方式通知課程／活動之特別安排。Please provide mobile number as the special arrangements of courses/activities may be announced by text messages.

參加者資料 Participant Particulars (與香港身份證上資料相同 Same as those appear on Hong Kong ID Card)

姓 Surname ___________________________ 名 Name ___________________________

會員號碼 Membership No. (if applicable) ___________________________ 性別 Male □ Female □

出生日期 (日/月/年) Date of Birth (dd/mm/yy) ___________________________ 年齡 Age ___________________________

課程/活動名稱 Course/Activity Title ___________________________ 編號 Code ___________________________ 費用 Fee $ ___________________________

1. ___________________________ 2. ___________________________ 3. ___________________________ 4. ___________________________ 5. ___________________________

付款方法 Payment Method □現金 *Cash* | □優惠券 Coupon | □信用卡 Credit Card | □Visa | □Master

□支票號碼 Cheque Number *| 1. ___________________________ 2. ___________________________

遞交前核對表 Submission Checklist

□已填妥及簽署報名表格 Completed and signed enrolment form

□已附有有效及清晰的課程 (只限有＊符號的課程) Attached a valid report slip (only for courses with the symbol)

□已附上貼有足夠郵資的回郵信封 (當場報名除外) Attached a self-addressed envelope with sufficient postage (except on-spot enrolment)

□已附上填妥支票/信用卡付款資料 (現金付款除外) Attached a crossed cheque or completed credit card payment authorization form (except cash payment)

緊急聯絡 Emergency Contact

姓名 Name ___________________________ 手提電話 Mobile ___________________________ 與參加者關係 Relation with Participant ___________________________

課程/活動費用退款方法 Course/Activity Fee Refund (現金以支票退款 Cash refund by cheque)

*支票退款 Cheque Refund - 受益人姓名（須與戶口姓名相同）Payee Name (must be same as account holder name) ___________________________

*信用卡退款 Credit Card Refund - 暫支信用卡戶 Via credit card account ___________________________

免費聲明 Disclaimer

下列條文由18歲以上人士簽署，18歲以下人士需由家長或監護人代簽署。

Below has to be signed by adult above the age of 18, or by parents or adult guardian on behalf of child/youth under the age of 18.

本人要求及其親朋按按並願意遵守香港基督教青年會(hong Kong)所有條例與規範及行為以維及自身和他人的安全。本人和本人的親朋 réussi了了解本人及求職者及受求職者之承諾及承擔責任，本人同意免於港青及代理人、服務人員因任何責任，本人和本人之親朋及其親屬及受職者之承諾及承擔責任，本人明白親朋及受職者之承諾及承擔責任。

我同意已就申請表及其相關資料就香港基督教青年會(hong Kong)及所有條例與規範及行為以維及自身和他人的安全。

無誤聲明 Personal Information Collection Statement

本人已知悉，明白知識及申請表格的「報名指引」及於背頁的「無誤聲明」條款。I acknowledge that I have read and agree to the 'Enrolment Guidelines' and the 'Personal Information Collection Statements' on the back.

日期 Date ___________________________ 簽署 Signature ___________________________

General Enrolment Form & Guidelines 201901
Enrollment Guidelines

1. No re-enrollment or re-admission by phone is accepted.
2. Member should be aware of the times listed to avoid conflicting time schedule when enrolling. Please choose the most appropriate course/activity time and date carefully.
3. Refunds will be processed after the course start date and up to 14 days prior to the commencement of the course. An administration fee of $12.30 will be charged to each refund request. If the enrollment fee is less than or equal to $60.00, 75% of it will be refunded. Refunds will be processed around 2 months after the receipt of request for course withdrawal under normal circumstances.
4. Request for course transfer must be written and submitted by Member services not later than 14 days prior to the commencement of the course. Course transfer can only be entertained if space permits and the applicant meets course prerequisites. An administration fee of $12.30 will be charged to each course transfer request. Refund will be processed around 2 months after the receipt of request for course transfer under normal circumstances.
5. YMCA of Hong Kong reserves the right to cancel courses / activity due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not available, fees paid will be refunded by cheque and post, or credit card. Refund will be processed around 3 months after the commencement of the course, or at the earliest possible date. This is subject to normal circumstances. 
6. There will be no make up or refund for any absences. Members must not exchange or transfer courses with one another after enrollment. Replacement attendance is prohibited.
7. Please be aware of the "Coastal Weather Policy" for bad weather conditions.
8. In the event of holiday or special programme, all classes affected will be postponed. Re-enrollment will be confirmed by YMCA.
9. The YMCA of Hong Kong will arrange makeup session for any cancellation which is due to administrative reasons (e.g., instructor call sick), no refund for such cases.
10. Any enquiry for the course withdrawal procedure and process, please refer to the following contact information.
11. All course payments shall be signed payable to “YMCA of Hong Kong”.
12. No direct deposit is accepted. 
13. Please bring along the receipt to the enrollment office for the refunding. 
14. Merit Certificate will be issued for completing the course. 
15. The YMCA of Hong Kong reserves the right to suspend the course if the enrolment fee is insufficient. 
16. Members may contact the course coordinator before attending a class. 
17. All participants must be accompanied with the adult supervision by the class. 
18. Please refer to the notice posted on the notice board for any course / activities. 
19. All classes are subject to weather conditions.
20. Please be aware of the "Coastal Weather Policy" for bad weather conditions.
21. The YMCA of Hong Kong reserves the right to cancel classes or close programs for unforeseen circumstances. If classes do not start due to unforeseen circumstances, members will be notified in advance.

POSTAL / DROP BOX / ON-SPOT ENROLMENT GUIDELINES

1. Applications collected by post/box drop will be processed on the day following the Application Process Start Date.
2. The Application Process Start Date is announced by the YMCA of Hong Kong. 
3. On-line enrolment is generated by member’s enrolment. 
4. Prior to the time limit, priority will be given to the YMCA members in the daily enrolment registration. 
5. Refund will be given to the YMCA existing members later than 3 months after the commencement of the course. 
6. Please be aware of the "Coastal Weather Policy" for bad weather conditions.
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