

拉法加拿大基督教發展中心
Rapha Christian Development (Canada) Association
「課程/醫治營費用」延期申請表 “Course / Camp Fees” Extension Form
(2020 年 3 月更新 Updated Mar 2020)



「拉法加拿大基督教發展中心」(簡稱「拉法」)乃加拿大註冊非牟利機構。為確保善用有限的資源，並有效的支持有需要的朋友，請耐心細閱以下事項及填寫資料。“Rapha Christian Development (Canada) Association” (or “RAPHA” in short) is a Canadian registered Non-profit Organization. To ensure the best use of limited resources, and effectively support those friends in need, please read the following items carefully and fill in the information.

注意事項 Important Notes :

1. 「課程/醫治營費用」指報讀課程 Level 1, 2, 3 或醫治營所繳交的費用。
"Course / Camp Fees" refer to the fees paid for enrollment in Level 1, 2, 3 courses and/or camp.
2. 若學員已參加了第一次的課堂，或拉法已發放第一次視頻給學員，費用則不獲發還及不能作申請延期使用。
If the student has participated in the first class, or if Rapha has already emailed the first DVD link, the fee will not be refunded and cannot be used to apply for extension.
3. 任何人仕，一經報名，如因個人原因退出課程/醫治營，費用將不獲發還；但所繳之費用，經申請成功，扣除手續費\$15 後，部份費用可用作參加本會下一次的課程/醫治營。
Once a student registered, they will not be refunded, if they withdraw due to any personal reasons. However, upon successful credit application, the fees paid after a deduction of \$15 admin fee, can be applied towards future Course / Camp.
4. 同一筆款項，只可申請延期一次，有效期為 24 個月。
The same fees can only be applied for an extension once, with a validation period for 24 months.
5. 申請人必須準確和如實地填寫本申請表，提供必要的資料作為「拉法」對有關申請作出評估審批。
Applicants must complete this application form accurately and truthfully, and provide the necessary information for "Rapha" to evaluate and approve the relevant application.
6. 申請人所提供的有關資料，「拉法」只會用作以上用途，並將會絕對保密。
The relevant information provided by the applicant, will only be used by "Rapha" for the above purposes, and will be kept strictly confidential.
7. 申請成功與否，將由「拉法」作最終決定。
"Rapha" will make the final decision, whether the application is approved or not.
8. 生效日期：由 2020 年 4 月 1 日起。
Effective Date : From Apr 1st, 2020.

申請資料 Application Information :

- ◆ 申請延期之原因 Reason for applying for extension: _____
- ◆ 已繳交之費用為 Fees paid \$ _____ CAD / USD
- ◆ 收據編號 Receipt # : _____ 繳交日期 Paid Date : _____
- ◆ 曾申請「拉法」課程/醫治營資助? Have you applied "Rapha" Course/Camp Subsidy?
 否 N / 是 Y
- ◆ 請註明課程/醫治營編號及名稱 Please specify Course/Camp Code & Name:

個人資料 Personal Information :

姓名 (中文) Chinese Name: _____ (英文) English Name : _____
性別 : 男 M / 女 F 年齡 Age : _____ 電郵 Email : _____
電話 Tel : (住宅 Home) _____ (手提 Cell) : _____
地址 Address: _____

本人同意及明白上述「課程/醫治營費用」延期申請之說明。I agree and understand the above terms for Application of Course/Camp Fee Extension.

申請人姓名 Name of Applicant : _____ 簽署 Signature: _____
填表日期 Application Date : _____ 年 Year _____ 月 Month _____ 日 Day

(本欄只限拉法辦公室內部填寫 For RAPHA Office Internal Use Only:)

批核情況 Approval Status : <input type="checkbox"/> 接納 Approved <input type="checkbox"/> 不接納 Rejected	批核日期 Approval Date :
扣除手續費 Admin Fee Deduction : <input type="checkbox"/> \$ <input type="checkbox"/> 其他 Other \$	簽署 Signature :
獲批核之餘款 Approved Amount : CAD/USD \$	
可延期至 Extension Valid Till 年 Year 月 Month 日 Day	核准人 Name of Approver :
備註 Remarks:	

跟進記錄(餘款使用記錄) Follow-up Record (Usage of Approved Amount) :

課程/醫治營名稱 Course/Camp Name : _____ 開課日期 Start Date: _____
課程/醫治營程編號 Course/Camp Code : _____ 上課地點 Location : _____
經手人 Name of Co-ordinator : _____
填寫日期 Completion Date: _____