

Deposit Instructions for YEA Programme 2025

2025 年 YEA 青年環保大使計劃按金細則

1. Programme Fee | 計劃費用：

Participation is free of charge. However, a refundable deposit of HKD 500 is required upon acceptance into the programme.

計劃費用全免，惟參加者須於報名確認後繳交按金港幣 500 元正，參加者整體出席率須達到 80%，並於測驗合格，方獲於完成計劃後全數退回。

2. Payment Method | 付款方式：

- a. After you receive your official confirmation email accepting you into the programme, you will be required to pay the HKD 500 deposit via bank transfer within 7 days after receiving confirmation email.

當參加者成功報名後，將會收到確認電郵，並須於收到確認電郵後的 7 天內透過銀行轉帳支付港幣 500 元按金。

- b. Bank account details for the transfer will be provided in the confirmation email. 銀行帳戶詳細資料將在確認電郵中提供。
- c. Once the transfer is made, you must send a copy of the bank transfer slip/proof of payment via email by the deadline indicated. 轉帳完成後，參加者必須在指定期限前，把銀行轉帳收據或付款證明的副本回覆電郵。
- d. An email will be sent to you via email once your payment is confirmed by our team. 當主辦單位確認參加者的付款後，將回覆電郵以茲證明。
- e. If you do not pay the deposit by the deadline indicated, our team will consider withdrawal from the programme.
- f. 如參加者沒有於指定之日期及時間內交按金，主辦單位會考慮視作參加者退出。

3. Deposit Refund Conditions | 退回按金條件：

The full deposit of HKD 500 will be refunded to you when you meet the following two criteria | 參加者必須符合以下兩項條件以退還港幣 500 元的全額按金：

- a. **Attendance** : Achieve a minimum attendance rate of 80% across all scheduled sessions and activities.

出席率：所有課程和活動的出席率至少達到 80%；

- b. **Examination** : Pass the examination administered in August. 測驗：於 8 月舉行的期中測驗取得合格成績。

4. Leave Policy | 請假細則：

- a. Participants are expected to attend all sessions. However, we understand that unforeseen circumstances may arise.

參加者應出席所有課程，但是主辦單位明白參加者可能會發生突發情況。

- b. Leave applications must be submitted at least 3 working days in advance. 請假申請必須至少提前 3 個工作天提交。

- c. Emergency leave requires notification within 24 hours. 緊急請假需在 24 小時內通知。

- d. Valid documentation (medical certificate, etc.) required for all absences. 請假時均需提供有效證明文件，如醫生信等。

5. Forfeiture of Deposit | 沒收按金的情況：

The HKD 500 deposit will not be refunded if you | 如果出現以下情況，港幣 500 元按金將不予退還：

- a. Fail to achieve the minimum 80% attendance. 未能達到最低 80% 的出席率；

- b. Do not pass the examination. 未能通過測驗；

- c. Withdraw from the programme prematurely. 計劃開始後無故退出；
- d. Fail to pay the deposit by the specified deadline after receiving the confirmation email. 在收到確認電郵後，未在指定期限前支付按金。

6. Deposit Return Process | 按金退還流程：

- a. The deposit will be returned in person on the closing ceremony to eligible participants. 按金將於閉幕典禮現場退還給符合資格的參加者。
- b. Refund will be given in cash. 退款將以現金支付。