

Serial No.:
Waitlisted No.:



Date received:
Date accepted:

### ACTIVITIES & EVENT REGISTRATION

Member's Name:	Membership No.:
Contact Email:	Contact Phone(s):

Name to appear on a refund check (please PRINT clearly): \_\_\_\_\_

Activity & Event Title	Date	Activity Cost	
		HK\$	
		HK\$	
		HK\$	
		HK\$	
		HK\$	
		HK\$	
		HK\$	
Guest's Name	Activity & Event Title	Date	Activity Cost
			HK\$
			HK\$
			HK\$
<b>Total HK\$:</b>			

<b>Payment Method:</b>	<input type="radio"/> Cash	<input type="radio"/> Check	<input type="radio"/> VISA Card	<input type="radio"/> Master Card
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Check payable to:	'AWA'	Check No.: _____	Date: _____
Forms and checks send to:	<b>Room 1105 Arion Commercial Centre, 2-12 Queen's Road West Sheung Wan, Hong Kong</b>		

Please charge my Credit Card for the above total amount	
Credit Card No.: _____	Expiry date (Month/Year): ____ / ____
Card Issuing Bank:	Card Holder's Name:

Additional Registration Forms can be downloaded from <https://www.awa.org.hk>

**Cash:** Come to the AWA office with your registration form and correct amount of cash as the office is unable to provide change.  
**Credit Card or Check:** payment made by Mail Order, Email Order and Fax Order will not be issued with a receipt.

**Registration** for any activity is processed on a first-come, first-served basis. Upon receipt of your registration form, the AWA office will send you an email notification of your registration status i.e. **accepted** or **waitlisted**. If you are accepted to attend the activity, said email notification is your confirmation of registration. If you do not receive a response within 2 business days, please call or email the office to confirm that your registration has been received.

As a benefit of membership, husbands and dependant children pay member fees. Non-member fees apply to all other guests of members. All participants must be 18 years or older to participate in an activity unless stated otherwise.

**Refunds, Substitution & Cancellation Policy:** Every local tour/ activity includes **an administrative fee of \$70 for Members and \$140 for Member's Guest/s. This base fee is not refundable at any time unless the AWA cancels the event. Charges in excess of the base fee are refundable if cancellation is received at the AWA office at least one full week before the activity date.** For example, if the activity is on a Tuesday, cancellation must be received before midnight on the previous Tuesday. If the AWA cancels the event, the entire activity cost will be automatically credited to you. Credit notes are not transferable and must be used within 6 months from the date of issue or by the end of the AWA fiscal year (30<sup>th</sup> June), whichever is earlier. You may request a check in lieu of a credit at any time before the credit expires. If you are unable to attend an activity please inform the AWA office to cancel your place to allow someone on the waitlist to attend.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE</b>	Processed By:	Date:
	Notes:	<input type="radio"/> Website <input type="radio"/> MYOB

Revision (July 2012)