

**Enrolment Procedure, Remarks, Terms & Conditions of**  
**PMQ – BEING BEINGS Mini-camp**

All applicants (parents/guardians) and participants are required to read the following remarks, terms and conditions during enrolment, and considered to have full understanding of and be in agreement with such remarks, terms and conditions upon completion of enrolment. In the event of any dispute, the decision of PMQ Management Co. Ltd shall be final. Please contact us by email at [seed@pmq.org.hk](mailto:seed@pmq.org.hk) or by phone at +852 5224 2215 should you have any enquiry.

**I. Enrolment Procedure and Personal Information Collection Statement**

1. Interested participants are required to complete the online enrolment and the deposit payment. Seats are limited and will be arranged in the first-come-first-served basis. Any enrolment without complete information and/or without deposit payment will not be considered.
2. A confirmation notice will be sent to the registered email account upon successful enrolment and payment. For those who fail to receive the notice, please contact PMQ by email at [seed@pmq.org.hk](mailto:seed@pmq.org.hk) or by phone at +852 5224 2215.
3. Any change of classes, dates and timeslots upon completion of enrolment will not be entertained.
4. All applicants (parents/guardians) and participants are advised to report their presence via the designated online platform for the event at least **15 minutes** before the activity begins.
5. Owing to the presence of teaching in the mini-camp, all applicants (parents/guardians) are advised to be aware of various requirements of the mini-camp on the participants. Any discrepancy might cause disqualification in participation without refunds.
6. The deposit will be refunded to applicants when the participants who complete the respective programmes within 3 months upon completion of the programmes.
7. Once the application process is completed, all personal data of both successful and unsuccessful applicants will be kept in the database of PMQ Management Co. Ltd. For statistical analysis, the contact information of all participants will be included in the mailing list of PMQ Management Co. Ltd for news updates unless otherwise stated.
8. If applicants (parents/guardians) wish to change, update or delete your personal data submitted, or unsubscribe from receiving PMQ's information, please send your request to [info@pmq.org.hk](mailto:info@pmq.org.hk) or via mail to PMQ Management Co. Ltd., S614, Block A, PMQ, 35 Aberdeen Street, Central, Hong Kong.
9. PMQ reserves the right to photograph and film all activities of the programmes and all participants' projects/works. Participants and their parents agree that PMQ takes ownership of all photographs and films it takes or on its behalf, and the photographs and films can be used in any function for publicity use.

**II. Deposit refund, Terms & Conditions**

1. Applicants are not eligible for refund of deposit if they wish to withdraw from the programmes upon completion of enrolment.
2. In case of cancellation due to under-enrolment, participants may be assigned to other classes of the mini-camp. Those who do not accept the new arrangement are eligible for refund of deposit within 3 months upon completion of the programmes.

3. PMQ reserves its right to change the timetables of the programmes. Participants and their parents/guardians will be notified in advance, and those who do not accept the new arrangement are eligible for refund of deposit within 3 months upon completion of the programmes.
4. Replacement activities may be arranged for cancellation of the activities due to the inclement weather. Those who do not accept the new arrangement are eligible for refund of deposit within 3 months upon completion of the programmes.

### **III. General Arrangement, Absence and Make-up Class**

1. PMQ reserves its right to terminate without class changes or refunds the participation of the vandals who fail to follow the instructions of the mentors and the ground crew and thus influencing the normal operation of the mini-camp.
2. PMQ reserves its right to change the content or choice of mentors and of the mini-camp, or to arrange substitutes for indisposed mentors without further notice.
3. Participants or his/her parents/guardians are required to inform PMQ of any absence due to sickness one hour in advance before the class. A registered doctor's certificate should be submitted within 7 days.
4. PMQ will not issue any deposit refund to the absentees without proper sick leave-taking procedures, and the deposit cannot be retained for any other purposes.

### **IV. Arrangements During Tropical Cyclones or Rainstorms**

The following arrangements will be made for the inclement weather conditions without further notice:

1. When the Tropical Cyclone Warning Signal No.3 or below, or the Amber Rainstorm Warning Signal is in force, the m camp will continue.
2. When the Tropical Cyclone Warning Signal No.8 or above, or the Red/Black Rainstorm Warning Signal is issued three hours before and in force during the class, the class will be cancelled.
3. When the Red/Black Rainstorm Warning Signal is no longer in force or the Tropical Cyclone Warning Signal has been changed to No.3 or below three hours before the class, the class will continue.
4. When the Tropical Cyclone Warning Signal No.8 or above, or the Red / Black Rainstorm Warning Signal is issued during the class, the class might continue or be cancelled. All participants are suggested to stay in safe areas. Parents/guardians decide to stay in the class or to leave under safe circumstances.
5. In inclement weather conditions and for safety reasons, PMQ reserves its rights of final arbitration on the cancellation or rearrangement of the entire event and its activities.
6. PMQ might try to arrange replacement activities for the cancelled activities due to the inclement weather, at the time designated by PMQ, further notice will be advised.