

會員／參賽者填寫更改資料申請表前必須詳細閱讀下方的申請方法、如何填寫申請表及可提出更改要求的範圍。

1. 可提出更改要求的範圍

1.1 有關「自選樂曲」的事宜

- 接受更改原因：
- (a) 未能於提交日期前提交「自選樂曲表格」；
 - (b) 更改已提交的自選樂曲曲目(更改樂章或編曲者亦視作更改曲目)；
 - (c) 更改自選樂曲曲目的演出次序；或
 - (d) 補充自選樂曲資料(如樂章等)。

1.2 補交「版權聲明信」(如適用)

1.3 更改報名表上參賽者的個人資料

會員／參賽者可申請更改報名表上參賽者的個人資料或負責會員，但不可申請更改比賽的地區代號、項目編號或轉換參賽者。

1.4 更改比賽項目

只接受更改至相同類別之項目，原因只限於：

- (a) 男子錯報女子項目或相反；或
- (b) 錯報年齡組別或年級組別；或
- (c) 男校／女校錯報混聲聲樂項目。

1.5 更改比賽項目的組別(僅適用於現場比賽項目)

1.5.1 接受更改原因只限於：

- (a) 比賽項目與校內考試、測驗、評估於同一時段進行；
- (b) 比賽項目與校內默書或其他校內活動於同一時段進行，而該活動將影響參賽者之學術成績；或
- (c) 比賽項目與音樂節其他比賽項目編排於同一時段進行。

1.5.2 每個分組均預留若干名額供會員／參賽者申請。每場名額視乎參賽人數及場地限制而定，因此申請未必一定成功。

1.5.3 會員／參賽者須先行到本會網站(<http://www.hksmsa.org.hk>)查閱比賽項目的分組概況、各組比賽時間及地點等，自行選定希望調到的組別，並將優先次序填寫在申請表上。

1.6 更改團體／獎學金項目之次序或組別(僅適用於現場比賽項目)

團體及獎學金項目之初賽次序或組別只接受對調，本會亦只會接受 1.5.1 項內所列出之更改原因；參賽者需自行徵詢同項目其他參賽者答允對調，並需依照整個更改程序作出申請。

2. 申請方法

2.1 會員／參賽者須就每一項更改資料申請提交一份申請表。

2.2 申請日期為 2025 年 1 月 8 日上午十時至 1 月 15 日下午五時(2025 年 1 月 11 日的辦公時間：上午九時至下午十二時三十分；2025 年 1 月 12 日：休息)。所有申請於截止後，不論任何原因，均不獲處理(1.3 項內所列出更改報名表上參賽者的個人資料除外)。

2.3 個別參賽者若晉身決賽，而該決賽與其所參與之其他項目於同一時段進行，該參賽者請盡快聯絡本會更改參賽時間，惟有關更改未必成功。

2.4 會員／參賽者必須親臨或派員到本會辦理申請，以便即時獲悉申請結果。成功申請者將即時獲發確認回條及已更新之參賽通知。本會不接受電話、電郵、傳真或郵寄等形式之申請。

2.5 遞交申請表，必須帶同以下各樣文件(文件若不齊全，恕不接受申請)：

- (a) 報名表回條(EFR)／參賽通知(CN)之影印本；
- (b) 參賽者身份證明：香港身份證／旅遊證件(如錯報年齡組別)或顯示就讀年級的學生手冊(如錯報年級組別)等之影印本；及
- (c) 其他證明文件：部分更改情況及所須遞交之證明文件已列於下表，詳情請參閱「更改資料申請表」。(ii)及(iii)所述證明信之範本可於本會網站會員區內下載使用。

| 更改情況／例子 | 其他須遞交的證明文件 |
|--|---|
| (i) 比賽項目與校內考試、測驗或評估於同一時段進行 | 已蓋上校印的考試時間表或校曆表(如有註明考試、評估或測驗的年級，須另請提供與參賽者就讀年級相符的年級證明) |
| (ii) 比賽項目與校內默書或其他校內活動於同一時段進行，而該活動將影響參賽者之學術成績 | 學校證明信—必須經校長簽署及蓋上校印 |
| (iii) 個人／二人項目與團體項目於同一時段進行 | 老師證明信—必須經負責老師簽署及蓋上校印 |
| (iv) 團體／獎學金項目之參賽者／隊伍因情況(i)、(ii)或(iii)而欲互相對調次序或組別 | 情況(i)／(ii)／(iii)之證明文件；及雙方同意書 |

2.6 費用

2.6.1 申請更改資料每次須付手續費\$100。

2.6.1.1 如因比賽項目與音樂節其他比賽項目編排於同一時段進行而需要更改，可獲豁免手續費。

2.6.1.2 如申請 1.1(a)至(c)項，須繳交手續費及額外繳交等同於該項目報名費的附加費。

2.6.1.3 如因 1.4 項而需要更改比賽項目，須繳交手續費及額外繳交等同於新項目報名費的附加費。

有關收費可參閱更改資料申請表。

2.6.2 所有費用須以現金繳付。

2.6.3 辦妥更改後，不得取消；再次更改須重新辦理更改手續，並重新繳交有關的申請費用。

2.6.4 手續費及附加費一經繳付，一律不獲退還。



會員／參賽者遞交申請表前必須詳細閱讀上頁之「申請程序」。

| 情況 | 須遞交的證明文件 (*須遞交影印本) | 更改資料費用 | |
|---|---|--------|---------|
| | | 手續費 | 另加附加費 |
| 逾期遞交「自選樂曲表格」／更改自選樂曲曲目或演出次序 | 報名表回條／參賽通知*及「自選樂曲表格」 | \$100 | 該項目之報名費 |
| 補充自選樂曲資料 (如樂章) | 報名表回條／參賽通知*及「自選樂曲表格」 | \$100 | 不適用 |
| 逾期遞交「版權聲明信」(僅適用於錄影模式項目) | 報名表回條／參賽通知*及「版權聲明信」 | \$100 | 不適用 |
| 更改報名表上參賽者的個人資料(如更改姓名／出生日期) | 報名表回條／參賽通知*及香港身份證*／旅遊證件* | \$100 | 不適用 |
| 更改負責會員 | 報名表回條／參賽通知* | \$100 | 不適用 |
| 比賽項目與校內考試、測驗或評估於同一時段進行 | 報名表回條／參賽通知*、學生手冊*及已蓋上校印的考試／測驗／評估時間表或校曆表(如有註明考試、評估或測驗的年級,須另請提供參賽者就讀年級相符的年級證明) | \$100 | 不適用 |
| 比賽項目與校內默書或其他校內活動於同一時段進行,而該活動將影響參賽者之學術成績 | 報名表回條／參賽通知*及學校證明信(會員可於本會網站下載範本) | \$100 | 不適用 |
| 比賽項目與音樂節另一個人／二人項目於同一時段進行 | 兩個項目的報名表回條／參賽通知* | 豁免 | 不適用 |
| 比賽項目與音樂節另一團體項目於同一時段進行 | 兩個項目的報名表回條／參賽通知*及老師證明信(會員可於本會網站下載範本) | 豁免 | 不適用 |
| 男子錯報女子項目或相反／錯報年齡組別 | 報名表回條／參賽通知*及香港身份證*／旅遊證件* | \$100 | 新項目之報名費 |
| 錯報年級組別 | 報名表回條／參賽通知*及學生手冊* | \$100 | 新項目之報名費 |
| 男校／女校錯報混聲聲樂項目 | 報名表回條／參賽通知* | \$100 | 新項目之報名費 |
| 團體項目隊伍／獎學金項目參賽者互相對調(請參閱上頁「申請程序」1.6項) | 雙方的報名表回條／參賽通知*、「申請程序」2.5項情況(i)／(ii)／(iii)之證明文件及雙方同意書(須附有雙方學校會員校印及校長簽署／個人會員簽署) | \$100 | 不適用 |

第一部份 請參照報名表回條／參賽通知上的資料填寫下表

| 參賽者姓名／隊伍名稱 | | 本校／本人現向協會提出此申請,及遞交相關文件。 | |
|------------|------|---------------------------|-----------|
| | | 負責學校會員的校印 | 負責個人會員的簽署 |
| 會員編號 | 參考編號 | 或 | |
| | | 如沒有學校會員蓋印或個人會員簽署,申請將不獲受理。 | |

第二部份 更改事項 (請於適用方格加上 ✓ 號)

- 甲·自選樂曲
- 逾期遞交「自選樂曲表格」 更改自選樂曲曲目 更改自選樂曲曲目的演出次序
- 補充自選樂曲資料(如樂章等)
- 乙·逾期遞交「版權聲明信」
- 丙·更改參賽者個人資料
- 請選擇: 姓名 聯絡電話 出生日期 電郵 其他,請列明: _____
- 更改負責會員(第一部份之會員編號及會員蓋印或個人會員簽署必須為新負責會員)

| 地區代號及項目編號 | 報名表原有資料 | 更新資料 |
|-----------|---------|------|
| | | |

 丁·更改比賽項目／組別

| 欄 1 - 原因 (選擇原因後請填寫欄 2 及欄 3) | | | |
|---|------------|---|----------|
| <input type="checkbox"/> 比賽項目與校內考試、測驗、評估於同一時段進行 <input type="checkbox"/> 比賽項目與校內默書或其他校內活動於同一時段進行,而該活動將影響參賽者之學術成績 <input type="checkbox"/> 比賽項目與音樂節其他比賽項目編排於同一時段進行(填寫下表及欄 3) | | | |
| 參考編號 _____ | 地區代號 _____ | 項目編號 _____ | 組別 _____ |
| 參考編號 _____ | 地區代號 _____ | 項目編號 _____ | 組別 _____ |
| 出場序 _____ | 出場序 _____ | | |
| <input type="checkbox"/> 男子錯報女子項目或相反 <input type="checkbox"/> 錯報年齡組別或年級組別 <input type="checkbox"/> 男校／女校錯報混聲聲樂項目 | | | |
| 欄 2 - 已獲編排的比賽資料 (請參照參賽通知上的資料填寫下表) | | 欄 3 - 比賽更改要求 | |
| 比賽日期 | 報到時間 | 地區代號 | 不得更改 |
| 地區代號 | 項目編號 | 項目編號 | |
| 組別 | 出場序 | 組別(請先行到本會網站的比賽時間表查閱比賽項目的分組概況、各組比賽時間及地點等,自行選定希望調到的組別) 第一選擇 _____ 第二選擇 _____ 第三選擇 _____ 第四選擇 _____ | |

 戊·團體項目隊伍／獎學金項目參賽者互相對調

同意對調隊伍／參賽者之參考編號: _____

(本會專用) 申請編號: _____ 經辦人: _____ 日期: _____ 收取金額: _____

申請表上的個人資料只用於應屆音樂節,並將於來屆音樂節前銷毀。

77th Hong Kong Schools Music Festival (2025) – Procedure for Alteration Application

The procedure stated below is to inform members / competitors on how to apply for alteration, how to complete the alteration application form, and items they can apply for alteration. Members / Competitors should study the guidelines carefully before filling in the Alteration Application Form.

1. Items to be altered are restricted to:

- 1.1 Own Choice Class-related items
An application may be accepted in the case where:
 - a) Own Choice Form not submitted within the submission period;
 - b) Change of Own Choice piece submitted (change of movement(s) or arranger may also be deemed to be a change of Own Choice piece;
 - c) Change of order in performing Own Choice pieces; or
 - d) Submission of additional information of Own Choice piece (e.g. movement(s), etc).
- 1.2 Late Submission of “Copyright Declaration Form” (if applicable)
- 1.3 Change of Competitors’ Personal Information on the Entry Form
Members / Competitors may apply for change of personal information or responsible member filled in the Entry Form. Request for alteration of area code, class or competitor(s) will not be entertained.
- 1.4 Change of Class
A change of class within the same category may be accepted only in the case where:
 - a) A male competitor has entered a female class or vice versa; or
 - b) A competitor has entered a class not of his / her age group or education level; or
 - c) A boys’ school / girls’ school has entered a mixed choral class.
- 1.5 Change of the Group in the Same Class (For Classes in Live Competition Mode only)
 - 1.5.1 A change of group in the same class may be accepted only in the case where:
 - a) Competition clashes with school examination, test or assessment;
 - b) Competition clashes with dictation or other school events which affects the competitor’s academic results; or
 - c) Competition clashes with another competition of the Festival.
 - 1.5.2 An alteration quota is set in each group. However, the quota may vary due to the number of entries in a class and the conditions of the venues. Therefore, applications are not guaranteed to be successful.
 - 1.5.3 Members / Competitors have to check on-line at <http://www.hksmsa.org.hk> the number of groups scheduled in the same class, when and where the competitions are held, etc., and then list on the form their order of preference to show which group they wish to be reallocated to.
- 1.6 Change of Competition Time of the Group Classes / Scholarship Classes (For Classes in Live Competition Mode only)
With reason(s) listed in 1.5.1, a competitor may be permitted to apply for a swap of competition order or competition group with another competitor in the same class. However, the competitor has to take their own step to liaise with another competitor so as to reach a mutual agreement between them on the swap before starting the application procedures.

2. Application Procedure

- 2.1 Members / Competitors have to submit one Alteration Application Form per item of an entry to be altered.
- 2.2 The Association handles Alteration Application from 8 January 2025 (10:00 a.m.) to 15 January 2025 (5:00 p.m.) (Office hours on 11 January 2025: 9:00 a.m. to 12:30 p.m.; 12 January 2025: Closed). Late submission of Alteration Application Forms will not be processed (Such restriction does not apply to change of personal data on the entry form stated in 1.3).
- 2.3 A finalist with the final clashing with another Festival competition has to contact the Association for a change of competition time as soon as possible. However, application for the change may not be successful.
- 2.4 Members / Competitors have to submit the Alteration Application Form(s) in person or by a delegated person so that he / she will be informed immediately whether or not the application is accepted, and correspondingly be given a confirmation slip and an updated Competition Notification should the application be successful. Applications via phone call, email, fax or post, etc., will not be accepted.
- 2.5 Please bring along the following documents when submitting the application. Applications will not be processed if any of the following documents is missing:
 - a) A copy of Entry Form Receipt (EFR) / Competition Notification (CN);
 - b) Proof of the competitor(s)’ identity: A photocopy of Hong Kong ID Card / travel document (for wrong age group) or student handbook showing the class of students (for wrong education level), etc.; and
 - c) Other supporting documents: Examples of clashes and the supporting documents required are listed below. For more details, please refer to the Alteration Application Form. Templates for (ii) and (iii) can be downloaded from the Member’s Area of the Association website.

| Example | Other supporting documents required |
|--|---|
| (i) Competition clashes with school examination, test or assessment | Examination timetable with the school chop / school calendar with the school chop (<u>documentary proof of the competitor attending class of the matching education level is mandatory</u> if there is an indication of education level in the document submitted) |
| (ii) Competition clashes with dictation or other school events, which would affect the competitor’s academic results | A supporting letter with the principal’s signature and school chop |
| (iii) Competition in Solo / Duo Class clashes with a Group Class competition | A supporting letter with the signature of the teacher responsible for the competition and school chop |
| (iv) Swapping the competition time / groups with other competitors / teams in Group Classes or Scholarship Classes due to (i), (ii) or (iii) | Supporting documents required in (i) / (ii) / (iii); and a letter of consent by the two parties that agree to make the swap |

- 2.6 Fees
 - 2.6.1 Members / Competitors shall pay a handling fee of \$100 for each application.
 - 2.6.1.1 Handling fee is waived in the case when competition clashes with another competition of the Festival.
 - 2.6.1.2 For alteration items in 1.1 (a) to (c) above, they have to pay the handling fee and a surcharge equal to the amount of the entry fee of the class.
 - 2.6.1.3 For change of class due to reasons stated in 1.4, they have to pay the handling fee and a surcharge equal to the amount of the entry fee of the new class.
Please refer to the Alteration Application Form for details.
 - 2.6.2 Payment must be made in cash.
 - 2.6.3 A confirmed alteration cannot be cancelled. Nevertheless, members / competitors may make another application for alteration and pay the respective fees.
 - 2.6.4 Under no circumstances will the handling fee and surcharge be refunded.



Members / Competitors should read the Procedures on the preceding page before submitting the application.

| Conditions | Supporting Documents to be Submitted (*Need to provide a photocopy) | Alteration Fee | |
|---|--|----------------|----------------------------|
| | | Handling Fee | With Surcharge |
| Late submission of OC Form / Change of OC piece or order in performing | EFR / CN* and OC Form | \$100 | Entry Fee of the class |
| Submission of additional information of OC piece (e.g. movement(s), etc) | EFR / CN* and OC Form | \$100 | N/A |
| Late submission of "Copyright Declaration Form" (For Classes in Video Submission Mode only) | EFR / CN* and "Copyright Declaration Form" | \$100 | N/A |
| Change of competitors' personal information on the Entry Form (e.g. change of name / date of birth, etc) | EFR / CN* and Hong Kong ID Card* / travel document* | \$100 | N/A |
| Change of responsible Member | EFR / CN* | \$100 | N/A |
| Competition clashes with school examination, test or assessment | EFR / CN*, student handbook* and the school examination / test / assessment timetable / school calendar with the school chop (documentary proof of the competitor attending class of the matching education level is mandatory if there is an indication of the education level in the document submitted) | \$100 | N/A |
| Competition clashes with dictation or other school events, which affects the competitor's academic results | EFR / CN* and a supporting letter from the school (Member can download a template of the letter from the Association website) | \$100 | N/A |
| Competition clashes with another solo / duo competition of the Festival | EFRs / CNs* of the two competition Classes concerned | Waived | N/A |
| Competition clashes with a group class competition of the Festival | EFRs / CNs* of the two competition Classes concerned and a supporting letter from the teacher (Member can download a template of the letter from the Association website) | Waived | N/A |
| A male competitor has entered a female class or vice versa / A competitor has entered a class not of his / her age group | EFR / CN* and Hong Kong ID Card* / travel document* | \$100 | Entry Fee of the new class |
| A competitor has entered a class not of his / her education level | EFR / CN* and student handbook* | \$100 | Entry Fee of the new class |
| A boys' school / girls' school has entered a mixed choral class | EFR / CN* | \$100 | Entry Fee of the new class |
| Swapping between Group Classes / Scholarship Classes (Please refer to Point 1.6 of the Procedure overleaf) | EFRs / CNs* concerned, supporting documents required listed in situation (i) / (ii) / (iii) of Point 2.5 of the Procedure overleaf; and a letter of consent by the two parties that agree to make the swap (must bear school chop and the signature of the school principal / signature of the Associate Member) | \$100 | N/A |

OC = Own Choice EFR = Entry Form Receipt CN = Competition Notification

Part One - Please copy from the Entry Form Receipt / Competition Notification

| | | | |
|---|----------------------|--|--|
| Name of Competitor(s) / Competing Team | | Our School / I submit this application and the relevant documents. | |
| | | <u>School Chop of the School Member Responsible for Enrolment</u> | <u>Signature of the Associate Member Responsible for Enrolment</u> |
| | | OR | |
| Membership No. | Reference No. | An application without the school chop of the School Member or the signature of the Associate Member will not be processed. | |
| | | | |

Part Two - Items to be Altered (please ✓ the appropriate box)

- A. Own Choice Piece
- Late Submission of Own Choice Form Change of order in performing Own Choice piece
- Change of Own Choice piece Submission of additional information of Own Choice piece (e.g. movement(s), etc)
- B. Late Submission of "Copyright Declaration Form"
- C. Change of Competitor's Personal Information
- Please select: Name Contact No. Date of Birth Email Others, please specify: _____
- Change of Responsible Member (The membership no. and the school chop of the School Member or the signature of the Associate Member in Part One must be from the NEW responsible member)

| Area Code & Class No. | Information on the Entry Form | Information to be updated |
|-----------------------|-------------------------------|---------------------------|
| | | |

D. Change of Class / Group

| Column 1 – Reason (Please go to Columns 2 & 3 after selecting the reason) | | | |
|--|----------------------|---|--------------------------|
| <input type="checkbox"/> Competition clashes with school examination, test or assessment <input type="checkbox"/> Competition clashes with dictation or other school events, which affects the competitor's academic results <input type="checkbox"/> Competition clashes with another competition of the Festival (Fill in the boxes below and then go to Column 3) | | | |
| Reference No. _____ | | Reference No. _____ | |
| Area Code _____ | Class No. _____ | Area Code _____ | Class No. _____ |
| Group No. _____ | Assigned Order _____ | Group No. _____ | Assigned Order _____ |
| <input type="checkbox"/> A male competitor has entered a female class or vice versa <input type="checkbox"/> A competitor has entered a class not of his / her age group or education level <input type="checkbox"/> A boys' school / girls' school has entered a mixed vocal / choral class | | | |
| Column 2 - Scheduled Competition to be rearranged (Please copy the information from the Competition Notification) | | Column 3 - Request for change to another competition | |
| Date | Reporting Time | Area Code | Cannot be changed |
| Area Code | Class No. | Class No. | |
| Group No. | Assigned Order | Group No. (To select preferable Group Nos, please check the Festival Timetable at the Association website to find out the time and venue of all the competitions arranged for the Class.) 1 st Choice _____ 2 nd Choice _____ 3 rd Choice _____ 4 th Choice _____ | |

E. Swapping between Group Classes / Scholarship Classes –

Reference No. of the competing team / competitor to be swapped with: _____

(For Office Use) Application No.: _____ Processed By: _____ Date: _____ Amount: _____

The personal information provided in the Alteration Application form will be used for this Festival only. This form will be destroyed before the next Music Festival.