

## 69<sup>th</sup> Hong Kong Schools Speech Festival - 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 procedure carefully before filling in the Alteration Application Form.

### 1. Items to be altered are restricted to:

- 1.1 Late Submission / Change of Own Choice Piece  
This does not apply to Class N491-N493 and N241-N243.  
Own Choice piece not yet submitted before the deadline or Change of Own Choice piece.
- 1.2 Change of Competitors' Personal Information on the Entry Form  
Members / Competitors can apply for change of personal data filled in the Entry Form (e.g. misspelling of the competitor's name; change of phone number or school name, etc). Request for alteration of competition district, class or competitor(s) will not be entertained.
- 1.3 Change of Class  
A change of class can be accepted only in the case where:
  - a) A male competitor has entered a female class or vice versa;
  - b) A competitor has entered a class not of his / her age group or education level; or
  - c) A solo class competitor has entered a duo class.
- 1.4 Change of the Group in the Same Class  
This does not apply to Classes N491-N493 and N241-N243.
  - 1.4.1 A change of group in the same class can be accepted only in the case where:
    - a) Competition clashes with school examination, test and 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.
  - 1.4.2 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.
  - 1.4.3 Members / Competitors should 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.
- 1.5 Change of Competition Time of the Group Classes  
With reason(s) listed in 1.4.1, a school may be permitted to apply for a swap of competition order or competition group with another school in the same class. However, the school has to take their own step to liaise with another school so as to reach a mutual agreement between them on the swap before starting the application procedures.

### 2. Application Procedure

- 2.1 Members / Competitors should submit one Alteration Application Form per item of an entry need to be altered.
- 2.2 The Association handles Alteration Application from 31 October (10:00 a.m.) to 8 November 2017 (5:00 p.m.). 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 1.2.)
- 2.3 Members / Competitors should 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.
- 2.4 Please bring along the following documents when submitting the application. Applications will not be processed if documents are missing:
  - a) Entry Form Receipt / Competition Notification;
  - b) Proof of the competitor(s)' identity: A photocopy of Hong Kong ID Card / travel document (for wrong age group) or student handbook (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 on the next page for details. Templates for (ii) and (iii) can be downloaded from the Member's Area of the Association website.

Example	Other supporting documents
(i) Competition clashes with school examination, test or assessment	Examination timetable with the school chop / school calendar with the school chop (documentary proof of competitor attending class of the matching education level is mandatory 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 groups between schools / intra-school due to (i) or (ii)	Supporting documents required in (i) / (ii); and a letter of consent by the two schools that agree to make the swap

### 2.5 Fees

- 2.5.1 Members / Competitors should pay a handling fee of \$100 for each application except in the case when competition clashes with another competition of the Festival. For late submission / change of Own Choice piece, they should pay a surcharge equal to the amount of the entry fee of the class. For change of class, the surcharge is equal to the entry fee of the new class. Please refer to the Alteration Application Form on the next page for details.
- 2.5.2 Payment must be made in cash.
- 2.5.3 A confirmed alteration cannot be cancelled. Nevertheless, members / competitors may make another application for alteration and pay the respective fees.
- 2.5.4 Under no circumstances would fees be refunded.



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

Example	<b>Documents and Fees Required</b>	
	Supporting Documents to be Submitted (*Photocopy is acceptable)	Fees
Late submission / Change of Own Choice piece	CN / EFR and Own Choice Form	\$100 + Entry Fee
Change of Competitors' Personal Information on the Entry Form	Please contact the Association for further details	
Competition clashes with school examination, test or assessment	CN / EFR, student handbook* and the school examination / test / assessment timetable with the school chop / school calendar with the school chop (documentary proof of competitor attending class of the matching education level is mandatory if there is an indication of education level in the document submitted. )	\$100
Competition clashes with dictation or other school events which affects the competitor's academic results	CN / EFR and a supporting letter from the school (Member can download a template of the letter from the Association website)	\$100
Competition clashes with another competition of the Festival	CNs / EFRs of the two competition Classes concerned	Waived
Competition clashes with a Group Class competition of the Festival	CN / EFR and a supporting letter from the teacher (Member can download a template of the letter from the Association website)	Waived
A male competitor has entered a female class or vice versa	CN / EFR and Hong Kong ID Card * / travel document *	\$100 + Entry Fee
A competitor has entered a class not of his / her age group	CN / EFR and Hong Kong ID Card * / travel document *	\$100 + Entry Fee
A competitor has entered a class not of his / her education level	CN / EFR and student handbook *	\$100 + Entry Fee
A Solo Class competitor has entered a Duo Class	CN / EFR, Hong Kong ID Card * / travel document * and the student handbook *	\$100 + Entry Fee
Swapping group between schools (Please refer to Point 1.5 of the Procedure overleaf)	CN / EFR, supporting letter from the school / supporting letter from the teacher and the written consent from another school	\$100

CN = Competition Notification, EFR = Entry Form Receipt

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

Name(s) of Competitor(s) / Competing Team	<b>Our School / I permitted the competitor / competing team to proceed with this application and hereby delegate a person on our / my behalf to submit the relevant documents.</b>	
	<b>School Chop of the School Member Responsible for Enrollment</b>	<b>Signature of the Associate Member Responsible for Enrollment</b>
Membership No.	Reference No.	
<b>An application without the school chop of the School Member or the signature of the Associate Member will not be processed.</b>		

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

- A. Late Submission / Change of Own Choice Piece** This does not apply to Classes N491-N493 and N241-243.
- B. Change of Competitors' Personal Information on the Entry Form (e.g. misspelling of a competitor's name, etc)**

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

- C. Change of Class / Group** This does not apply to Classes N491-N493 and N241-N243.

<b>Column 1 - Reason</b>							
<input type="checkbox"/> Competition clashes with school examination, test or assessment (Go to Columns 2 & 3)							
<input type="checkbox"/> Competition clashes with dictation or other school events which affects the competitor's academic results (Go to Columns 2 & 3)							
<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. _____		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 (Go to Columns 2 & 3)							
<input type="checkbox"/> A competitor has entered a class not of his / her age group or education level (Go to Columns 2 & 3)							
<input type="checkbox"/> A solo class competitor has entered a duo class (Go to Columns 2 & 3)							
<b>Column 2 - Scheduled Competition to be rearranged</b> (Please copy the information from the Competition Notification)				<b>Column 3 - Request for change to another competition</b>			
Date		Reporting Time		Area Code	<i>Cannot be changed</i>	Class No.	
Area Code		Class No.		Group (To select preferable Group Nos, please visit the Association website to find out the time and venue of all the competitions arranged for the Class.)			
Group		Assigned Order		1st Choice ____	2nd Choice ____	3rd Choice ____	4th Choice ____
				5th Choice ____	6th Choice ____	7th Choice ____	8th Choice ____

- D. Swapping Groups between Schools**

Reference No. of the team to be swapped with: \_\_\_\_\_

(For Office Use)

Application No.	
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Processed By: _____	Date: _____
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