

# 63<sup>rd</sup> Hong Kong Schools Speech Festival

## Guidelines on the Application for Alteration in Respective Items

The guidelines stated below are to inform members / competitors on how to apply for alteration, how to complete the alteration application form, and which items are allowed to be altered. Members / Competitors should study the guidelines carefully before filling in details on the Alteration Application Form.

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

- 1.1 Late Submission / Change of Own Choice Piece
  - a) Own Choice piece not yet submitted before the deadline
  - b) Change of Own Choice piece
- 1.2 Change of Data on the Entry Form  
Members / Competitors can apply for correction of data filled on 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
  - 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 A quota is set in each group for application for change. 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 preferences to show which group they wish to be reallocated to.
- 1.5 Change of Competition Time of the Group Classes  
Apart from the reason(s) listed in 1.4.1, no application of a Group Class for an alteration of competition time would be accepted. Before starting the application procedures for an alteration, individual school concerned should have obtained the written consent from another school to make a swap of competition time with them.

### 2. Application Procedure

- 2.1 Members / Competitors should submit one Alteration Application Form for each entry in which specific items need to be altered.
- 2.2 Submission of Alteration Application Forms will commence on 25 October 2011 and end at 4:00 p.m. on 1 November 2011. Late submission of Alteration Application Forms will not be processed. (Such restriction does not apply to change of data on the entry form.)
- 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 (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 reference. For more details, please refer to the Alteration Application Form. Templates for (ii) and (iii) can be downloaded for use 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
(ii) Competition clashes with dictation or other school events, which would affect the competitor's academic results	A supporting letter with the school heading, principal's signature and school chop
(iii) Competition in Solo / Duo Class clashes with a Group Class competition	A supporting letter with the school heading, responsible teacher's signature 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 \$60 for each application except in the case when the competitor takes part in two individual classes which are scheduled in the same time slot. 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 also refer to the Alteration Application Form for details.
- 2.5.2 Payment must be made in cash.
- 2.5.3 A confirmed alteration cannot be cancelled. Nevertheless, members / competitors can apply for alteration once again and pay the respective fees.
- 2.5.4 Under no circumstances would fees be refunded.



# 63<sup>rd</sup> Hong Kong Schools Speech Festival - Alteration Application Form

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

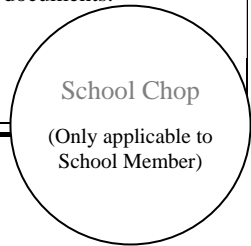
Example	Documents and Fees Required	
	Supporting Documents to be Submitted (*Photocopy is acceptable)	Fees
Late submission / Change of Own Choice piece	CN / EFR and Own Choice Form	\$60 + Entry Fee
Change of Data on the Entry Form	Please contact the Association	
Competition clashes with school examination, assessment or test	CN / EFR, student handbook* and the school examination / assessment / test time-table with the school chop / 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)	\$60
Competition clashes with school dictation or other school events, which would affect the competitor's academic results	CN / EFR and a supporting letter from the school (a template of the letter can be downloaded from the Association website)	\$60
Competition clashes with another competition of the Festival	CNs / EFRs of the two competition Classes concerned	Waived
Competition clashes with a Group Class competition	CN / EFR and a supporting letter from the teacher (a template of the letter can be downloaded from the Association website)	Waived
A male competitor has entered a female class or vice versa	CN / EFR and Hong Kong ID Card *	\$60 + Entry Fee
A competitor has entered a class not of his / her age group	CN / EFR and Hong Kong ID Card *	\$60 + Entry Fee
A competitor has entered a class not of his / her education level	CN / EFR and student handbook *	\$60 + Entry Fee
A Solo Class competitor has entered a Duo Class	CN / EFR, Hong Kong ID Card * and the student handbook *	\$60 + Entry Fee
Swapping group between schools	CN / EFR, supporting letter from the school / supporting letter from the teacher and the written consent from another school	\$60

CN = Competition Notification, EFR = Entry Form Receipt

## Part One

Please Copy the Information Printed on the Entry Form Receipt / Competition Notification into the Boxes Below

Name(s) of Competitor(s)		Our School / I permitted the competitor to proceed with this application and hereby delegate a person on our / my behalf to submit the relevant documents.
Membership No.	Reference No.	
		Member's Signature



## Part Two

Items to be Altered (please ✓ the appropriate box)

- A. Late Submission / Change of Own Choice Piece
- B. Change of Data on the Entry Form (e.g. misspelling of a competitor's name, etc)

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

- C. Change of Class / Group

Column 1 - Reason			
<input type="checkbox"/> Competition clashes with school examination, assessment or test (Go to Columns 2 & 3)			
<input type="checkbox"/> Competition clashes with school dictation or other school events, which would affect 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. _____	
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)			
Column 2 - Scheduled Competition to be rearranged		Column 3 - Request for reallocation of competition	
Fill in each box		Fill in each box	
Date	Time	Area Code	Class No.
Area Code	Class No.	<b>Cannot be changed</b>	
Group No.	Assigned Order	Group No.	1st Choice _____ 2nd Choice _____
			3rd Choice _____ 4th Choice _____

- D. Swapping Groups between Schools

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

(For Office Use)

Application No.	
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Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

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