

- 本局營地可於每年教育局發出通告後，接受下學年的申請。
- 學校必須在教育營舉行最少兩個月前，先以電話直接與本局營務組預訂營期，在接納後一星期內將填妥的【教育營申請表格】交回，以確定營期及人數。
- 學校須於「接納營期通知書」發出後一個月內繳交訂金(每位\$25)，營期一經作實，不可更改，並於營期四星期前將所有費用交付保良局財務部，逾期繳費或縮減人數，訂金概不發還。【請用支票繳費，抬頭保良局】
- 凡一號或以上風球，或教育局宣佈停課，學校可申請更改營期。
- 如有必要，本局有權取消已訂的營期，而無須提供理由，遇此情形，本局當盡快通知學校，並發還已交之一切費用。
- Applications are open once the Education Bureau issues a notice to schools (usually in mid-May each year) .
- Schools should contact our Booking Office (2277 8678) to apply by phone at least two months in advance. After verbal acceptance of application, the school organizer needs to return the Education Camp application form to our Booking Office within one week to confirm the camp dates and number of attendees.
- Deposits (\$25 per person) need to be made within one month after the date of issue printed on the Notice of Acceptance of Application. Once the date is confirmed, no change will be accepted. The balance of payment should be paid to our Finance Department within one month before the first camp day. Deposit will be forfeited in case of late payment or the number of campers is less than that at the time of booking. Please pay by cheque and made payable to Po Leung Kuk.
- If Typhoon Signal No. 1 or above is hoisted and Education Bureau announces suspension of classes, schools are eligible to apply for change of camp date.
- Po Leung Kuk reserves the right to cancel any booking without explanation. If this occurs, you will be notified beforehand and fees paid will be refunded in full.