

THE HONG KONG POLYTECHNIC UNIVERSITY
Office of Counselling and Wellness (Sports Development)

APPLICATION PROCEDURES FOR
SPORTS FACILITIES USER CARD (FHKPUAA Membership Cardholders)

1. Holders of valid FHKPUAA Membership Card issued by the “Federation of The Hong Kong Polytechnic University Alumni Associations,” are eligible to apply for: **an annual Sports Facilities User Card** by paying a non- refundable fee of HK\$400 for a maximum of 12 months from 1st September of the year or after to 31st August of next year.
2. (i) Eligible applicants may apply for the Sports Facilities User Card **in person** at the **Service Counter of Shaw Sports Complex, Room VS001 (from Monday to Sunday during 8:30 am – 10:00 pm)** with the following:
 - a) the **completed application form** as attached;
 - b) the **original receipt of the ATM slip** as attached for payment of the appropriate application fee;
 - c) a **passport-sized** photo;
 - d) the valid **FHKPUAA** Membership Card or original receipt from FHKPUAA;
 - e) HKID card;
 - f) the old Sports Facilities User Card (for renewal only), if the old card is missing, new application procedures will be adopted(ii) Eligible applicants may also apply for the Sports Facilities User Card by mail and send the following to:
Room VS001, Service Counter of Shaw Sports Complex, The Hong Kong Polytechnic University, Hunghom, Kowloon:
 - a) the **completed application form** as attached;
 - b) a cheque made payable to “The **Hong Kong Polytechnic University**” for payment of the appropriate application fee;
 - c) a **passport-sized** photo;
 - d) a photocopy of the valid **FHKPUAA** Membership Card or the photocopy of the receipt issued by FHKPUAA;
 - e) a photocopy of the HKID Card;
 - f) the old Sport Facilities User Card (*for renewal only*), if the old card is missing, new application procedures will be adopted;
 - g) a **stamped self-addressed envelope** for mailing of the Sports Facilities User Card, it may cause delay of receiving your card if no stamp is affixed; and
 - h) Applicants will receive their Sports Facilities User Cards approximately **within two weeks** after submission of the application form.
3. If applicants are **NOT** the valid member of FHKPUAA, they should apply for the membership of FHKPUAA first. For Details of the application of the FHKPUAA membership, please refer to the website of FHKPUAA: <http://www.fhkpuaa.org.hk>
For enquiries, please contact FHKPUAA at:
Tel: 27665123,
Email: fhkpuaa@polyu.edu.hk
Add: M1506a, 15/F., Li Ka Shing Tower, The Hong Kong Polytechnic University, Hunghom, Kowloon
4. A valid FHKPUAA Cardholder issued with a valid Sports Facilities User Card may use the sports facilities on campus and the Joint Sports Centre at Renfrew Road in Kowloon Tong.
5. A valid FHKPUAA Cardholder issued with a valid Sports Facilities User Card may bring **a maximum of 3 paying guests** at one time to use the sport facilities. Please refer to the following website for the policy of bringing in guests.
6. When entering the sports facilities, users are required to produce the Sports Facilities User Card.
7. For details on the opening hours and charges of the sports facilities, please refer to the website:
<https://www.polyu.edu.hk/stars/sports>.
For enquiries, please call the Office at 2766 6780 / 2766 6778,
Email: sapes@polyu.edu.hk
8. The Centre STARS reserves the right to close any part of the facilities if, in its, opinion, the facilities are not fit for use or for any other reasons.
9. The Hong Kong Polytechnic University reserves the right to revise the above arrangement, whenever it deems necessary and appropriate.

Remark: Only those who have been trained / endorsed by Office of Counselling and Wellness (Sports Development) to use the Fitness Room can book & use the Fitness Room.

**Application for Sports Facilities User Card
(FHKPUAA Membership Cardholders)**

New Application Renewed Lost (Please fill in the current Sports Facilities User Card No. : _____)

Name (Dr/Mr/Ms): _____ (_____)
Full name *(Chinese Name)*
(Please refer to your HKID card)

Residential Address: _____

Email Address: _____ Contact No.: _____

Year of Graduation: _____

FHKPUAA Membership Card: checked _____

NetID: _____

HKD 400.00 (for a maximum of 12 months from 1st September of the year or after to 31st August of next year)

DECLARATION

I declare that the information provided herein is true and correct to the best of my knowledge and agree to abide by all conditions governing the issuance of the Sports Facilities User Card and obey the regulations governing the use of sports facilities.

Signature _____ Date: _____

For Office Use

Card No. : _____ *Expiry Date* : _

Data input by : _____ *on* _____ *(Date)*

The above information shall only be used for the purpose of application processing and will be kept for no more than 1 year.