



**SPORTS FACILITIES USER CARD FOR
PolyU ALUMNI CARDHOLDERS
(PolyU Alumni eCard / PolyU Visa Card / FHKPUAA Card)**

APPLICATION PROCEDURES (2022-2023)

1. The following card holder users 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 2022 to 31st August 2023:
 - Holders of valid PolyU Alumni eCard issued by Alumni Affairs Office, PolyU.
 - Holders of valid PolyU Visa Card issued by Bank of East Asia, or
 - Holders of valid FHKPUAA Card issued by the Federation of The Hong Kong Polytechnic University Alumni Associations

2. Applicants may 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 PolyU's Certificate of Graduation (*for new application only*); and
 - (e) a photocopy of the valid PolyU Alumni eCard / PolyU Visa Card / FHKPUAA Card or its receipt

Applicants will receive a notification email for collecting the Sports Facilities User Cards **within two weeks** after submission of the application form.

3. A valid PolyU Alumni eCard holder/ PolyU Visa Cardholder / 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.

4. A valid PolyU Alumni eCard holder / PolyU Visa Cardholder / FHKPUAA Cardholder issued with a valid Sports Facilities User Card may bring a maximum of 3 paying guests at one time to use the sports facilities (except the Fitness Rooms). Under the special precautionary measures for sports facilities, the use of the on-campus sports facilities guest ticket will be limited to Saturdays, Sundays and public holidays only until further notice. For the guest policy of Joint Sports Centre, please refer to the website: <https://jsc.hkbu.edu.hk/>

5. All users are required to present the Sports Facilities User Card when entering the sports facilities.

6. For details on the opening hours and charges of the sports facilities, please refer to the website: <https://www.polyu.edu.hk/sao/student-resources-and-support-section/facilities/sports-facilities/sports-facilities-and-opening-hours/>.

7. For enquiries, please call the service counter of Shaw Sports Complex at 2766 6778 or email to sports.facility@polyu.edu.hk.

8. Student Affairs Office (SAO) 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 completed fitness training course organized by SAO or with equivalent qualifications certified by SAO are qualified to use the Fitness Room.

