



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

APPLICATION PROCEDURES

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 of the year or after to 31st August of next year:
 - Holders of valid PolyU Alumni eCard issued by Alumni Affairs and Development 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). Please refer to the following website for the policy of bringing in guests.

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/srss/facilities/sports-facilities/opening-hours-for-sports-facilities/>.

7. For enquiries, please call the 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.



**THE HONG KONG POLYTECHNIC UNIVERSITY
STUDENT AFFAIRS OFFICE**

**Application Form for Sports Facilities User Card
(for holder of PolyU Alumni eCard / PolyU Visa Card / FHKPUAA Card)**

☐ New Application
 ☐ Renew
 ☐ Lost
 (Please fill in the existing Sports Facilities User Card No.: _____)

☐ PolyU Alumni eCard
 ☐ PolyU Visa Card
 ☐ FHKPUAA Card

Card Number : _____

Name (Dr / Mr / Ms) : _____ (_____)
(Delete as appropriate) *Full Name* *(Chinese Name)*
(Please refer to your HKID/ Mainland ID/ Passport No.)

Residential Address : _____

Email Address : _____
 You will receive email notification when your Sports Facilities User Card is ready.

Contact Tel. No. : _____ **NetID :** _____

Annual Non-refundable Fee

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 observe the regulations governing the use of sports facilities.

Signature : _____ **Date :** _____

For SAO Use

Card No. : _____ **Expiry Date :** _____

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

The personal data collected in this form will be used by SAO to process your application only and will be kept for 1 year. Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application.