



# Win Tin Swimming Club

## April – June 2019 Swimming Course

### Application Form

Fukien

**Hong Kong's Champion Swimming Club**  
**30 Years of Teaching Standard Swimming Techniques**  
*-Awarded a perfect score as a swimming club by the Hong Kong Amateur Swimming Association for 12 consecutive years.*  
*-The only swimming club with a perfect score in 2012.*  
*-Winning Team Championship in the Three most Celebrated Hong Kong Swimming Tournaments for 12 consecutive years.*

**Attention Applicants!**  
 Old Student Enrolment Deadline\*:  
 1) 3 Mar 2019 (Apr to Jun)  
 New Student & Online Enrolment Deadline#:  
 1) 10 Mar 2019 (Apr to Jun)  
 \*Any existing student applying after the 'Old student enrolment Deadline' will be regarded as a new student for processing.  
 #Online registrations only accept Children Course enrollment.  
 For information on enrolment please refer to the 'Enrolment and Student Model Code' section.

**Application Form** (Please check the relevant options and fill in all information, otherwise the application will not be processed.)

**Swimmer's Information**

New Student  I would like to have a receipt. (Please provide a self-addressed envelope with a \$ 2 stamp affixed, otherwise the request will not be processed.)

Surname : (CH) \_\_\_\_\_ (ENG) \_\_\_\_\_  
 Given Name : (CH) \_\_\_\_\_ (ENG) \_\_\_\_\_

Telephone No. : (Mother's Mobile) \_\_\_\_\_ (Father's Mobile) \_\_\_\_\_ (Swimmer's Mobile) \_\_\_\_\_

Please provide a telephone no. that can receive SMS (short message service). (Choose only one of the following.)

Mother's Mobile  Father's Mobile Other : \_\_\_\_\_

Date of Birth (DD/MM/YYYY) : \_\_\_\_\_ Sex : Male / Female

Attending School : \_\_\_\_\_ Grade & Class : Grade \_\_\_\_ Class \_\_\_\_ Student No. \_\_\_\_

Residential Address : (District, e.g. Tai Wai) \_\_\_\_\_ (Address) \_\_\_\_\_

Codes and Times of Swimming Courses Applied for					
<ul style="list-style-type: none"> <li>- If the student is accepted to the 1<sup>st</sup> preferred class, Win Tin will not give further notice; if the student is not accepted to the 1<sup>st</sup> preferred class, Win Tin will contact by phone to confirm the choice of the 2<sup>nd</sup> preferred class or the 3<sup>rd</sup> preferred class.</li> <li>- If the student is applying for "Beginners Prep Course" or "Nursery Course", the 2<sup>nd</sup> preferred class and the 3<sup>rd</sup> preferred class must be filled in, otherwise the application processing will be delayed. The Club shall not be held responsible in case the student's application is unsuccessful for this reason.</li> <li>- The Club will contact the parents of students accepted to "Beginners Prep Course" and "Nursery Course" by phone three days prior to the start of the courses, to notify them of the time of the courses.</li> </ul>					
1 <sup>st</sup> Preferred Class		2 <sup>nd</sup> Preferred Class		3 <sup>rd</sup> Preferred Class	
Swimming Course Code	Time	Swimming Course Code	Time	Swimming Course Code	Time
①					
②					

**Make check payable to : 泳天游泳中心有限公司 / Win Tin Swimming Centre Ltd. / Deposit to bank account : Hang Seng Bank 210-228227-001**

**Swimming Skill Level (Please provide accurate information to facilitate the grouping of the students)**

Cannot swim

Can swim, Freestyle can swim \_\_\_\_\_M · Backstroke can swim \_\_\_\_\_M · Breaststroke can swim \_\_\_\_\_M · Butterfly can swim \_\_\_\_\_M

Win Tin Swimming Club (Ten-Level Swimming Progress Chart) Level \_\_\_\_\_

How did you receive the course information?

Website  School  Friend  Post  Other \_\_\_\_\_

**Declaration (Swimmers aged 18 or above or guardians of swimmers aged under 18 must read the following declaration carefully and sign, otherwise the application will not be processed.)**

I hereby declare that once I am accepted to the course I have applied to, I will comply with the "Model Codes for Enrolment and Students" established by Win Tin Swimming Club. Meanwhile, I declare that I am in good physical condition and capable of participating in the course I have applied to and will not recover compensation from the Club or the staff of the Club in case of physical injury and property loss incurred due to the participation in the activities of the Club.







Name of Signer : \_\_\_\_\_ (Relationship with Swimmer: \_\_\_\_\_) Signature : \_\_\_\_\_

CA	Old Student\$	by C/TR/CQ (	#	-	dd	D/	M)	Collected by	on	D/	M
WT	Input by :	Remarks :						R fm	on	D/	M

## Swimming Course Categories

Students may choose from different types of swimming courses according to their ability, age and goals. There are three different levels of training with different training content:

1 Swimming Training → 2 Swimming Team Prep / School Swimming Team → 3 Win Tin Swimming Team

Swimming Course	Age Group	Skill Level of Student	Course Details (Based on Win Tin's "Ten-Level Swimming Progress Chart")	Teacher-Student Ratio
 <b>Beginners Prep</b> 學前預備班	2-3 years old	From beginners to being able to swim freestyle 5m or less	Preparatory Course	1 : 2
 <b>Nursery</b> 幼兒班	3-4 years old	From beginners to being able to swim freestyle 5m or less	Level One Course	1 : 4
 <b>Nursery and Children*</b> 幼童班	3-15 years old	Any skill level [From beginners to those who are proficient in all of the four styles]	Levels One to Six Courses [Flexible teaching methods, courses are conducted in wide designated pools/lanes, and students are divided into groups according to their ability]	For those who cannot swim 50m: 1 : 6
 <b>Children</b> 兒童班	5-15 years old			For those who can swim 50m: 1 : 8
 <b>Adults</b> 成人班	16 years old or above			1 : 8
 <b>Swimming Team Prep</b> 泳隊預備班	5-13 years old	Being able to swim freestyle 100m or more, backstroke or breaststroke 50m or more	Levels Six to Seven Courses	1 : 15
 <b>Four Styles Improvement</b> 四式改良班	8-18 years old	Being able to swim freestyle 200m, backstroke 100m, breaststroke 100m and butterfly stroke 50m	Level Seven Course	1 : 15

\*This course category is designated to be carried out in public swimming pools, and is not available in other pools.

## Win Tin's "Ten-Level Swimming Progress Chart"

Consists to ten levels. To ensure students' learning progress and safety, necessary changes will be made to the courses of this program according to the limitations of the arrangement of individual pools.

Level	Main Style to Learn	Course Content and Sequence		Objective / Test
<b>Levels Eight to Ten</b>	All four styles – Butterfly stroke, backstroke, breaststroke and freestyle	1. Intermediate to advanced level of systematic training;	2. For details regarding Win Tin swimming team course content, please visit our website : <a href="http://www.wtsc.com.hk">www.wtsc.com.hk</a>	<ul style="list-style-type: none"> <li>Improve personal confidence, determination and resilience, etc.</li> <li>Have opportunities to participate in territory-wide public swimming contests</li> <li>Outstanding performers will be recommended to join the Hong Kong Team</li> </ul>
<b>Level Seven</b>	All four styles – Butterfly stroke, backstroke, breaststroke and freestyle	Primary level of systematic training, including: 1. Improvement of four styles posture, turn and jump-off techniques; 2. Personal medley turn and pool-touching finish movements;	3. Using training clock and learning FINA regulations; 4. Improve endurance, speed and competition techniques	<ul style="list-style-type: none"> <li>Be able to complete a 50 m freestyle, backstroke, 100 m breaststroke, butterfly stroke, a timed test for 100 m freestyle and</li> <li>Timed test for 50 m freestyle kicking using a kickboard</li> </ul>
<b>Level Six</b>	Butterfly stroke	1. Basic leg and arm movements; 2. Basic drill movements;	3. Arm and leg movements and breathing coordination; 4. Four style turn and start movements improvement	<ul style="list-style-type: none"> <li>Be able to swim 200 m freestyle, 100 m backstroke, 100 m breaststroke and 50 m butterfly stroke</li> <li>Timed test for 50 m freestyle kicking using a kickboard</li> </ul>
<b>Level Five</b>	Breaststroke	1. Basic leg and arm movements; 2. Arm movements and breathing coordination;	3. Arm and leg movements and breathing coordination; 4. Breaststroke start	<ul style="list-style-type: none"> <li>Be able to swim 100 m freestyle, 50 m backstroke, 50 m breaststroke and deep water treading for 30 seconds</li> <li>Timed test for 50 m freestyle kicking using a kickboard</li> </ul>
<b>Level Four</b>	Backstroke and breaststroke treading	1. Freestyle technique improvement; 2. Backstroke posture improvement;	3. Basic backstroke jump-off movement; 4. Breaststroke treading and drill movements	<ul style="list-style-type: none"> <li>Be able to swim 50 m freestyle</li> <li>Be able to swim 25 m backstroke</li> <li>Timed test for 25 m freestyle kicking using a kickboard</li> </ul>
<b>Level Three</b>	Freestyle and backstroke	1. Freestyle and backstroke; 2. Basic freestyle jump-off movement;	3. Basic backstroke arm movements; 4. Basic backstroke arm and leg movement coordination	<ul style="list-style-type: none"> <li>Be able to swim 25 m freestyle</li> <li>Be able to swim 12.5 m backstroke</li> <li>Timed test for 25 m freestyle kicking using a kickboard</li> </ul>
<b>Level Two</b>	Freestyle and backstroke kicking	1. Freestyle arm and leg movements and breathing coordination (with kickboard);	2. Freestyle arm and leg movements and breathing coordination (without kickboard); 3. Basic backstroke leg movements	<ul style="list-style-type: none"> <li>Be able to swim 12.5 m freestyle</li> <li>Master basic backstroke kicking</li> </ul>
<b>Level One</b>	Freestyle	1. Overcome fear of water; 2. Become familiar with pool environment, safety information and terms of swimming movements; 3. Basic leg movements and exhaling in water;	4. Coordinate leg movements with breathing (straight arms holding the edge of the swimming pool); 5. Floating kicking and basic arm movements	<ul style="list-style-type: none"> <li>Master basic breathing technique</li> <li>Floating kicking</li> <li>Basic arm and leg movements and breathing technique</li> <li>Be able to swim 5 m freestyle</li> </ul>
<b>Beginners Prep</b>	Develop an interest in swimming through games	1. Understand the coach's instructions (to prevent dangerous behaviours); 2. Exhale in water (blow air bubbles);	3. Get a feel moving forward in water; 4. Learn freestyle kicking and arm movements using a kickboard	<ul style="list-style-type: none"> <li>Be able to exhale in water while using a kickboard and finish 5 m freestyle kicking</li> </ul>

## Swimming Pools in Kowloon

### Fukien Secondary School Swimming Pool

Address: 83 Chun Wah Road, Ngau Tau Kok, Kowloon  
Water Depth: 1.2m to 1.8m (25-meter standard pool)

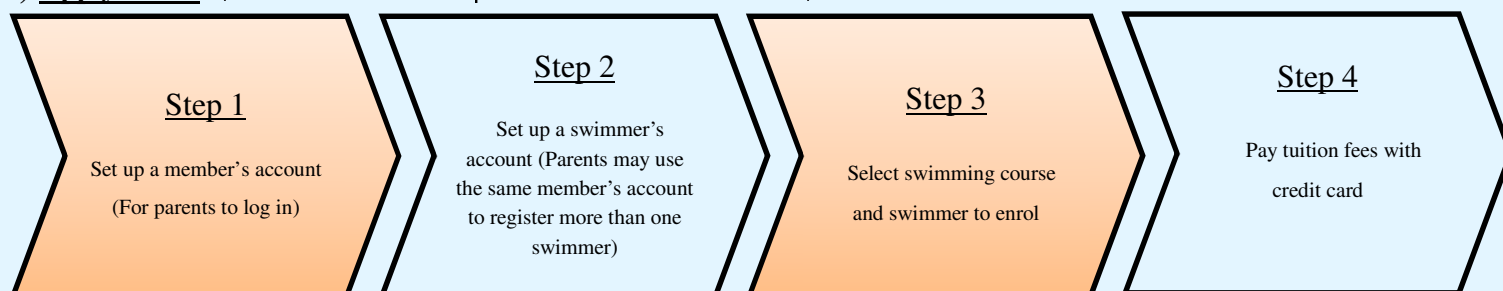
Meeting place: Swimming pool entrance (Must be use the school main entrance)

Remarks: Parents can observe the lesson free of charge at the audience stand on 1/F



### Application methods

#### A) Apply online\* (Online Enrolment Date: Apr to Jun — 3/8/2018 to 10/3/2019)



\* If the online application is successful, the Club will send an SMS to confirm application with the parent. The system will automatically compute the applicable amount of the special offer to ensure the correct payment.

\* If the student desires to use the remaining amount from the previous term, special offer from the previous term, or any gift certificate, please do not use the online application system.

#### B) Submit paper application form



#### Submitting payment by cheque or bank deposit receipt:

- Make the cheque payable to: Win Tin Swimming Centre Ltd. (We do not accept promissory notes and postal money orders.)
- Please deposit money to the Club's bank account: Hang Seng Bank account no. 210-228227-001
- Be sure to write on back of cheque or bank deposit receipt: Name of applicant, contact telephone no., swimming course code and time, name of attending school and form and course

#### Other information on Application

1. When using online application, applicants can find out the application result instantly. Paper applications are processed on a "first come, first serve" basis ( Except Beginners Prep Course & Nursery Course) and applicants will have to wait for the Club's staff to process the applications. We do not accept applications over the telephone or on-site applications when the course starts. If applicants pay by bank deposit, they may submit application forms and bank deposit receipts by fax(2512-2486) or by e-mail ([course@wtsc.com.hk](mailto:course@wtsc.com.hk)).
2. Each applicant using the paper application form must submit one application form. Do not use one application form for two or more applicants.
3. All applicants using paper application form must submit the application forms to the Club's office for processing by the enrolment deadline specified by the Club (application forms collected at the swimming pools will take one to two working days to be delivered to the office). The Club will process overdue applications only when there are vacancies in the swimming course.

#### Information on Win Tin Office

Address: Room 1205, Fortress Tower, 250 Kings Road, North Point (MTR Fortress Hill Exit B and turn right)

Fax: 2512 2486

Website : [www.wtsc.com.hk](http://www.wtsc.com.hk) E-mail : [course@wtsc.com.hk](mailto:course@wtsc.com.hk)

Office Hours : Monday - Friday , 9:30am - 1pm , 2pm - 5pm ; Saturday , 9:30am - 1pm ; Closed on Sundays and public holidays

**Inquiry and Enrolment Hotline: 2512 2793**



### **Beginners Prep Course (2 to 3 years old)**

Younger students may practice swimming while standing on a 0.8 meter-high fiberglass platform.

學前預備班 Eligibility: Any skill level / Teacher-students ratio: 1 : 2

Pool	Swimming Course Code	Date	No. of Lesson	Weekly On	Available Session (30 mins per lesson)	Tuition per Course	Fee per Lesson	Assessment Date
Fukien	FK-3BA	6/4 – 29/6	13	Sat	9:30 am 10:00 am 4:30 pm 5:00 pm	\$1,690	\$130	1/6
	FK-3BU	7/4 – 30/6	13	Sun	9:30 am 10:00 am 3:00 pm 3:30 pm 4:00 pm	\$1,690		2/6



### **Nursery Course (3 to 4 years old)**

Eligibility: From Beginners to those who can swim freestyle 5m or less

幼兒班 Teacher-student ratio: 1 : 4

Pool	Swimming Course Code	Date	No. of Lesson	Weekly On	Available Session (1 hour per lesson)	Tuition per Course	Fee per Lesson	Assessment Date
Fukien	FK-3CF	5/4 – 28/6	13	Fri	6:00 pm 7:00 pm 8:00 pm	\$2,535	\$195	31/5
	FK-3CA	6/4 – 29/6	13	Sat	8:30 am	\$2,340	\$180	1/6
					9:30 am 10:30 am 3:30 pm 4:30 pm	\$2,535	\$195	
					5:30 pm	\$2,340	\$180	
	FK-3CU	7/4 – 30/6	13	Sun	9:30 am 10:30 am 11:30 am 12:30 pm 2:30 pm 3:30 pm 4:30 pm 5:30 pm	\$2,535	\$195	2/6
\$2,340	\$180							



### **Adults (16 years old or above)**

Eligibility: Any skill level

成人班 Teacher-student ratio: 1: 8

Pool	Swimming Course Code	Date	No. of Lesson	Weekly On	Available Session (1 hour per lesson)	Tuition per Course	Fee per Lesson	Assessment Date
Fukien	FK-3SU	7/4 – 30/6	13	Sun	9:30 am	\$2,015	\$155	2/6



### **Swimming Team Prep Course (5 to 13 years old)**

Eligibility: Those who can swim freestyle 100 m or more, and backstroke 50 m or more and breaststroke 50 m or more

泳隊預備班 Teacher-student ratio: 1: 15

\*New Applicant needs to pay \$25 for swimming cap

Pool	Swimming Course Code	Date	No. of Lesson	Weekly On	Available Session (2 hours per lesson)	Tuition per Course	Fee per Lesson	Assessment Date
Fukien	KP6(3)	4/4 – 27/6	13	Thu	6:30 pm	\$2,665	\$250 \$205	23/5 & 30/5
	KP7(3)	6/4 – 29/6	13	Sat	6:30 pm	\$3,120	\$250 \$240	25/5 & 1/6



### Children Course (5 to 15 years old)

Eligibility: Any skill level

兒童班

Teacher-student ratio: 1: 6 (for those who cannot swim 50m) / 1 : 8 (for those who swim 50m)

Pool	Swimming Course Code	Date	No. of Lesson	Weekly On	Available Session (1 hour per lesson)	Tuition per Course	Fee per Lesson	Assessment Date
Fukien	FK-3M	1/4 – 24/6	13	Mon	6:00 pm	\$2,015	\$155	27/5
					7:00 pm	\$1,885	\$145	
	FK-3TU	2/4 – 25/6	13	Tue	6:00 pm	\$2,015	\$155	28/5
					7:00 pm	\$1,885	\$145	
	FK-3W	3/4 – 26/6	13	Wed	6:00 pm	\$2,015	\$155	29/5
					7:00 pm	\$1,885	\$145	
	FK-3TH	4/4 – 27/6	13	Thu	6:00 pm	\$2,015	\$155	30/5
					7:00 pm	\$1,885	\$145	
	FK-3F	5/4 – 28/6	13	Fri	6:00 pm	\$2,015	\$155	31/5
					7:00 pm	\$1,885	\$145	
					8:00 pm	\$1,755	\$135	
	FK-3A	6/4 – 29/6	13	Sat	8:30 am	\$1,625	\$125	1/6
					9:30 am 10:30 am 11:30 am 12:30 pm	\$2,015	\$155	
					2:30 pm 3:30 pm 4:30 pm 5:30 pm			
6:30 pm					\$1,625	\$125		
FK-3U	7/4 – 30/6	13	Sun	7:30 pm 8:30 pm	\$1,625	\$125	2/6	
				8:30 am	\$1,625	\$125		
				9:30 am 10:30 am 11:30 am 12:30 pm	\$2,015	\$155		
				2:30 pm 3:30 pm	\$1,625	\$125		
				4:30 pm 5:30 pm	\$1,625	\$125		



### Four Style Improvement Course (8 to 18 years old)

Eligibility: Those who can swim 200m freestyle, 100m backstroke, 100m breaststroke and 50m butterfly stroke

四式改良班

Teacher-student ratio: 1: 15

Pool	Swimming Course Code	Date	No. of Lesson	Weekly On	Available Session (1 hour per lesson)	Tuition per Course	Fee per Lesson	Assessment Date
Fukien	FK-37F	5/4 – 28/6	13	Fri	7:00 pm 8:00 pm	\$1,755	\$135	24/5 & 31/5
	FK-37A	6/4 – 29/6	13	Sat	11:30 am 4:30 pm 5:30 pm 6:30 pm 7:30 pm	\$1,755		25/5 & 1/6
	FK-37U	7/4 – 30/6	13	Sun	10:30 am 11:30 am 2:30 pm 3:30 pm 4:30 pm	\$1,755		26/5 & 2/6

# Enrolment and Student Model Code

## Enrolment and Acceptance:

- All students who intend to apply (whether new or old) must fill in all information in the application form and submit a proof of payment which meets the specifications (check or bank deposit receipt; please refer to the "How to apply" section on the application form). If there is missing information on the application form or the proof of payment does not meet the specifications, the Club reserves the right to not process the application without providing any notice. The Club shall not be held responsible in case the student's application is unsuccessful for this reason.
- All fees required for enrolment must be successfully paid before the start of the swimming courses, otherwise the Club reserves the right to deem the application forfeited. The Club also reserves the right to deny the students attending lessons should there be any unpaid fees.
- The Club reserves the right to reject any applications submitted after the courses have started. If the Club accepts such applications, the students must pay the full cost of the courses.
- All students enrolled in the Nursery and Children Course, Children Course, Adults Course and Swimming Team Prep Course in the previous term must submit an application and pay the fees by the old student enrolment deadline, and the Club will accept students in the "first come, first serve" manner due to the limited quota of places of each swimming course; otherwise the Club will process their applications as for new students. All new students enrolling in the Nursery and Children Course, Children Course, Adults Course and Swimming Team Prep Course must submit an application by the new student enrolment deadline. Applications submitted or payments made after the enrolment deadline may cause delayed processing which results in failed application, which the Club shall not be responsible for.
- All students enrolled in the Beginners Prep Course, Nursery Course and Four Style Improvement Course in the previous term will be given priority in acceptance when they reapply to the same class and pay the fees by the old student enrolment deadline. All new students applying to the Beginners Prep Course, Nursery Course and Four Style Improvement Course must submit an application by the new student enrolment deadline and their acceptance will be decided by lottery. Applications submitted or payments made after the enrolment deadline may cause delayed processing which results in failed application, which the Club will not be responsible for.
- The Club will individually notify by phone (or partly by SMS) the enrolment status of students who have applied for the Beginners Prep Course and Nursery Course three days prior to the start of the course. For the enrolment before the enrolment deadline of the Nursery and Children Course, Children Course, Adults Course and Swimming Team Prep Course, the Club will notify the enrolment status of students who have applied for the Swimming Course three days prior to the start of the course by SMS.
- If the students are not accepted to their 1st preferred class, the Club will individually contact the students three days prior to the start of the 1st preferred class to confirm the lesson times of their 2nd and 3rd preferred classes to assist, in order to arrange time for lessons.
- If an application is unsuccessful, the Club will handle the submitted fees according to the student's will. If the student requires a refund, the Club will mail a cheque to the student's address stated on the application form within 30 working days after the start of the class the student applied to.
- If a student does not meet the requirements for the course he/she is enrolled in (e.g. insufficient level of swimming skill) as confirmed by the coach during the first lesson, the Club will switch the student to an appropriate course. The student should pay the difference in fees. If the new course costs less than the original course, the Club will handle the exceeding amount according to the student's will. The student may withdraw from the course if he/she is not satisfied with the course switched. A cheque carrying a partial refund for the remaining lessons will be mailed to the student's address stated on the application form within 30 working days.
- If there are any extraordinary circumstances, the Clubs reserves the right to change the coaches, class times and locations.

## Arrangements for Leave of Absence and Making up Missed Lessons:

- No make-up lessons are allowed for the "Swimming Team Prep Course". Students in all other courses may apply for one make-up lesson for every five lessons (e.g. if there are six lessons for a swimming course, one make-up lesson is allowed; or if there are 13 lessons for a swimming course, two make-up lessons are allowed; and so forth.)
- There is no make-up lesson for the first lesson of all swimming courses.
- Should the student apply sick leaves, a valid medical certificate must be provided on the day of lesson. The medical certificate is valid within three days of the absent lesson. For excused leaves, the student must make a request to the class assistant or manager residing at the swimming pool fourteen days prior to the leave. The Club reserves the right to not to process any requests for leaves and make-up lessons submitted less than fourteen days prior to the leave and the student will be deemed absent without authorization and not be given any make-up lessons.
- The Club will arrange for lessons at appropriate skill level for students as make-up lessons. Students may inquire and make arrangement with the swimming pool manager or assistant regarding issues of make-up lessons. Student must complete all the make up lessons in the same term. If the student is unable to take the make-up lessons (e.g. failure to arrange a schedule etc.) or unable to finish the make-up lessons within the same term, the Club reserves the right to deem that the student has renounced the make-up lessons and not make further arrangement of make-up lessons.
- If the student is absent for a make-up lesson, he/she is deemed to have renounced the make-up lesson and the Club will not arrange to make up for the same lesson twice.
- All arrangements for make-up lessons are not alterable once confirmed.
- All leaves of absence will be handled in the manner of make-up lessons. No refund shall be made for missed lessons.
- If any students are unable to attend lessons for a short period of time due to serious illnesses or physical injuries (students must submit doctor's certificate for proof), they may request a suspension within a week of the issuance of the doctor's certificate. The Club will arrange the students to resume lessons when they have recovered from the illnesses or injuries, provided that the first resumed lesson must be attended within a month after the student's recovery.

## Arrangements for Assessments:

- There will be no assessments for courses with less than eight lessons.
- The Club will reserve the right to change the dates of assessments and inform students of such changes during lessons.
- The Club reserves the right not to hold make-up assessments for students who are absent or take leave of absence during assessment days.
- Starting from the 1st July 2014, the Club will distribute a "Progress Assessment Report" to student instead of the previous progress report or certificate, and the "Progress Assessment Report" will also show the student's exam results.
- The Club will issue a "Progress Assessment Report" at the last lesson of the course. Students who are absent or take leave of absence on that day shall obtain the "Progress Assessment Report" at the swimming pools within six months after the end of the course.
- If the student would like to obtain the certificate after such period (no certificates overdue for six months or more will be issued), the Club will collect a processing fee of HKD 130. The student must pick it up personally at the Club office or the swimming pool. Student is also optional to obtain the certificate by post (Surface Mail), and the Club will collect a processing fee of HKD 150.
- If the assessment results are satisfactory, the Club will recommend the student to join Win Tin Swimming Team for further training.
- Starting from 1st July 2014, if the student would like to obtain the certificate, the Club will collect an administration fee of HKD 30 for each certificate and student should pick it up personally at the Club office or the swimming pool. For obtaining the certificate by post (Surface Mail), the Club will collect an administration fee of HKD 50. For the sake of processing the certificate application, students must submit the certificate application form together with the application fee to the Club office or to submit them personally to Club staff at the swimming pool. The Club will take two working weeks to handle the application.

## Other fees:

- The Club will collect a fee of HKD 25 from students enrolled in the Swimming Team Prep Course for the purchase of the first swim cap or the replacement for each damaged or lost swim cap (charged on each individual occasion); students in Four styles improvement courses have to pay HKD 25 for the replacement of a lost swim cap (charged on each individual occasion); all students in other swimming courses have to pay HKD 20 for the replacement of a lost swim cap (charged on each individual occasion).
- The Club will provide ONE swim cap for each new student in all swimming courses free of charge. Except for students in the Swimming Team Prep Course, all students may replace worn out swim caps with a new one free of charge (Not applicable to man-made damages).
- If parents or guardians of students desire to observe the lessons, they must pay the entrance fee for public swimming pools (no entrance is permitted during temporary closure of public swimming pools). For non-public swimming pools, please refer to the Swimming Pools section on the application form for observation arrangements.
- If student would like to cancel the application due to any personal reason after the application has been submitted successfully, administration fee of HKD\$100 have to be paid for any cancel class.

## Course rules:

Students have to bring the following items to lessons:

- Swim cap of the Club (each new student will receive ONE swim cap free of charge during the first lesson);
  - Swimming suit / swimming trunks;
  - Swimming goggles;
  - Beach robe / towel;
  - Swimming pool slippers (must be slip-proof; please do not wear sandals)
- To avoid hindrance to the learning progress, the Club does not encourage students to take leave or skip lessons without a sound reason.
  - Only enrolled students are permitted to attend the lessons. Upon discovery that others have attended the lessons instead, the Club will terminate the student's enrolment status immediately and no refund of the fees paid will be made to the student.
  - Students are not allowed to switch to a class of a different time or date by themselves. Upon discovery, the Club reserves the right to terminate the student's enrolment status and no refund of the fees paid will be made to the student.
  - Students must arrive at the meeting place of the swimming pool 15 minutes prior to the start of lessons and be led to the swimming pool by the Club's coach or teaching assistant. Late arrivals are considered an absence and the Club will not arrange for make-up lessons.
  - For safety purposes, at the end of lessons students must follow the Club's coach or teaching assistant in leaving the swimming pool and be dismissed. If the students desire to continue swimming after the lessons, they must be dismissed first and then re-enter the swimming pool on their own (applicable only to students taking lessons at public pools and dependent on whether the swimming pool is open for public use at that time).
  - If the students (including parents or guardians of students) cause damage to any public property, they must make compensation at the market value.
  - The Club does not encourage students to bring valuable items to lessons. The Club is not responsible for any property loss occurred during lessons.
  - Students must obey swimming pool regulations and follow the instructions of the Club's staff; otherwise the Club reserves the right to terminate the students' enrolment status and no refund of the fees paid will be made to the students.
  - The Club is not responsible for bodily injuries caused by accidents outside the swimming pool area or not during the lessons.
  - On the condition that private club swimming pools, school swimming pools and public swimming pools are open to the general public, parents or guardians of students may choose to enter to observe the lessons. Yet, the Telford Recreation Club allows only 25 parents with a swimming pool pass per hour in the "Swimming Pool Parents' Area"; other parents may only go to the "Rooftop Parents' Area" and "Rooftop Locker Room". The Shek Mun campus of Hong Kong Baptist University allows only 35 parents with a swimming pool pass per hour in the "Swimming Pool Parents' Area". For swimming pool passes and rules please inquire with the Club. Those who choose to enter the swimming pool area must obey the swimming pool regulations, wear their own swimming pool slippers or use the slippers or shoe covers provided by the Club; those who are entering public swimming pools must wear swimwear and pay to enter through public entrance gates.
  - All those (including but not limited to students or parents or guardians of students) entering private club swimming pools and school swimming pools must follow the arrangements of the Club's staff (including but not limited to arrangements on observing lessons). The Club reserves the right to deny entrance to anyone who refuses to follow the arrangements. If any loss is incurred because of this, the Club will not arrange for make-up lessons or compensations in any other way.
  - All persons (including but not limited to students or parents or guardians of students) should not use any other facilities affiliated to private club swimming pools or school swimming pools (except for facilities open to the general public and allowed to be used as permitted by the staff thereof, or certain facilities that such persons are qualified to use).
  - Those using the fee-paying parking lot on the Shek Mun campus of Hong Kong Baptist University must obtain a parking permit from the campus security at the entrance to the parking lot before driving into the fee-paying parking lot. Moreover, the roofed parking spaces are for use by the teaching staff and employees thereof only. Parents of students must park in open parking spaces only. The campus security reserves the right to record the license plate number of violators and forbid violating vehicles to park in the campus parking lot.
  - If the event of discrepancies between the Chinese and English versions, the Chinese version shall prevail.

## Arrangements for Adverse Weather

Arrangements for Adverse Weather			
Hong Kong Baptist University College of International Education Indoor Heated Swimming Pool (Shek Mun Campus)	Normal		Cancelled
PLK Siu Hon Sum Primary School Swimming Pool	Normal	Cancelled	Cancelled
Heep Yunn School Swimming Pool			
La Salle College Heated Swimming Pool	Normal	Cancelled	Cancelled
Other Swimming Pools	Normal		Cancelled

- All lessons cancelled due to adverse weather, no compensation lesson will be arranged.

\*For more information please visit the Club's website: [www.wtsc.com.hk](http://www.wtsc.com.hk)