



Win Tin Swimming Club

October – December 2019

Swimming Course Application Form

Attention Applicants!
 Old Student Enrolment Deadline*: 1 SEP
 New Student & Online Enrolment Deadline#: 8 SEP

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.
-Winning Team Championship in the Three most Celebrated Hong Kong Swimming Tournaments for 12 consecutive years.

*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) _____ Given Name : (CH) _____
 (ENG) _____ (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

- If the student is accepted to the 1st preferred class, Win Tin will not give further notice; if the student is not accepted to the 1st preferred class, Win Tin will contact by phone to confirm the choice of the 2nd preferred class or the 3rd preferred class.
- If the student is applying for "Beginners Prep Course" or "Nursery Course", the 2nd preferred class and the 3rd 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.
- 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.

1 st Preferred Class		2 nd Preferred Class		3 rd 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 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
 Beginners Prep 學前預備班	2-3 years old	From beginners to being able to swim freestyle 5m or less	Preparatory Course	1 : 2
 Nursery 幼兒班	3-4 years old	From beginners to being able to swim freestyle 5m or less	Level One Course	1 : 4
 Nursery and Children* 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
 Children 兒童班	5-15 years old			For those who can swim 50m: 1 : 8
 Adults 成人班	16 years old or above			1 : 8
 Swimming Team Prep 泳隊預備班	5-8 years old	Being able to swim freestyle 100m or more, backstroke or breaststroke 50m or more	Levels Six to Seven Courses	1 : 15
 Four Styles Improvement 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
Levels Eight to Ten	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: www.wtsc.com.hk	Improve personal confidence, determination and resilience, etc. Have opportunities to participate in territory-wide public swimming contests Outstanding performers will be recommended to join the Hong Kong Team
Level Seven	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	Be able to complete a 50 m freestyle, backstroke, 100 m breaststroke, butterfly stroke, a timed test for 100 m freestyle and Timed test for 50 m freestyle kicking using a kickboard
Level Six	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	Be able to swim 200 m freestyle, 100 m backstroke, 100 m breaststroke and 50 m butterfly stroke Timed test for 50 m freestyle kicking using a kickboard
Level Five	Breaststroke	1. Basic leg and arm movements; 2. Arm movements and breathing coordination;	3. Arm and leg movements and breathing coordination; 4. Breaststroke start	Be able to swim 100 m freestyle, 50 m backstroke, 50 m breaststroke and deep water treading for 30 seconds Timed test for 50 m freestyle kicking using a kickboard
Level Four	Backstroke and breaststroke treading	1. Freestyle technique improvement; 2. Backstroke posture improvement;	3. Basic backstroke jump-off movement; 4. Breaststroke treading and drill movements	Be able to swim 50 m freestyle Be able to swim 25 m backstroke Timed test for 25 m freestyle kicking using a kickboard
Level Three	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	Be able to swim 25 m freestyle Be able to swim 12.5 m backstroke Timed test for 25 m freestyle kicking using a kickboard
Level Two	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	Be able to swim 12.5 m freestyle Master basic backstroke kicking
Level One	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	Master basic breathing technique Floating kicking Basic arm and leg movements and breathing technique Be able to swim 5 m freestyle
Beginners Prep	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	Be able to exhale in water while using a kickboard and finish 5 m freestyle kicking

Swimming Pools in New Territories

Lam Tai Fai College Indoor Heated Swimming Pool

Address: 25 Ngan Shing Street, Shatin, N.T.
Water Depth: 0.8 m to 1.25 m
Meeting place: School main entrance

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



Renaissance College Hong Kong Indoor Heated Swimming Pool

Address: 5 Hang Ming Street, Ma on Shan, N.T.
Water Depth: 0.8 m to 1.4 m (25-meter standard pool)
Meeting place: School main entrance
Remarks: Parents can observe the lesson free of charge at the audience stand on 1/F.



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
Renaissance*	RC-BA	5/10 – 28/12	13	Sat	1:30 pm	8:00 pm		\$1,820	Renaissance \$140	7/12
	RC-BU	6/10 – 29/12	13	Sun	8:30 am	1:00 pm		\$1,820		1/12
Lam Tai Fai	LF-BA	5/10 – 28/12	13	Sat	9:00 am	6:30 pm		\$1,820	Lam Tai Fai \$140	7/12
	LF-BU	6/10 – 29/12	13	Sun	9:00 am	1:30 pm		\$1,820		1/12

*This activity is held by (name of course provider) and is not part of RCHK curriculum.



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
Renaissance*	RC-CW	2/10 – 18/12 (Except 25/12)	12	Wed	6:00 pm	7:00 pm	8:00 pm		\$2,700	Renaissance \$225	4/12
	RC-CA	5/10 – 28/12	13	Sat	2:00 pm	3:00 pm	4:00 pm	5:00 pm	\$2,925		7/12
					6:00 pm	7:00 pm					
RC-CU	6/10 – 29/12	13	Sun	9:00 am	10:00 am	11:00am	12:00 nn	\$2,925	1/12		

*This activity is held by (name of course provider) and is not part of RCHK curriculum.



Nursery Course (3 to 4 years old)

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

Teacher-student ratio: 1 : 4

幼兒班

Pool	Swimming Course Code	Date	No. of Lesson	Weekly On	Available Session (1 hour per lesson)					Tuition per Course	Fee per Lesson	Assessment Date	
Lam Tai Fai	LF-CM	7/10 – 30/12	13	Mon	5:00 pm	6:00 pm	7:00 pm			\$2,990	Lam Tai Fai \$230	2/12	
	LF-CTU	1/10 – 31/12	14	Tue	5:00 pm	6:00 pm	7:00 pm			\$3,220		3/12	
	LF-CW	2/10 – 25/12	13	Wed	5:00 pm	6:00 pm	7:00 pm			\$2,990		4/12	
	LF-CTH	3/10 – 26/12	13	Thu	5:00 pm	6:00 pm	7:00 pm			\$2,990		5/12	
	LF-CF	4/10 – 27/12	13	Fri	5:15 pm	6:15 pm	7:15 pm	8:15 pm		\$2,990		6/12	
	LF-CA	5/10 – 28/12	13	Sat	9:30 am	10:30 am	11:30 am	12:30 pm	1:30 pm	\$2,990			7/12
					2:30 pm	3:30 pm	4:30 pm	5:30 pm					
LF-CU	6/10 – 29/12	13	Sun	9:30 am	10:30 am	11:30 am	12:30 pm		\$2,990	1/12			



Children Course (5 to 15 years old)

Eligibility: Any skill level

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

兒童班

Pool	Swimming Course Code	Date	No. of Lesson	Weekly On	Available Session (1 hour per lesson)					Tuition per Course	Fee per Lesson	Assessment Date	
Renaissance*	RC-M	14/10 – 30/12 (Except 7/10)	12	Mon	7:00 pm					\$1,920	Renaissance \$160	2/12	
					8:00 pm					\$1,860	Renaissance \$155		
	RC-W	2/10 – 18/12 (Except 25/12)	12	Wed	6:00 pm	7:00 pm				\$1,920	Renaissance \$160	4/12	
					8:00 pm					\$1,860	Renaissance \$155		
	RC-F	4/10 – 27/12	13	Fri	7:00 pm	8:00 pm				\$2,535		6/12	
	RC-A	5/10 – 28/12	13	Sat	1:30 pm	2:30 pm	3:30 pm	4:30 pm	5:30 pm	\$2,535	Renaissance \$195	7/12	
6:30 pm					7:30 pm								
RC-U	6/10 – 29/12	13	Sun	8:30 am	9:30 am	10:30 am	11:30 am	12:30 pm	\$2,535		1/12		
Lam Tai Fai	LF-M	7/10 – 30/12	13	Mon	6:00 pm	7:00 pm				\$2,535	Lam Tai Fai \$195	2/12	
	LF-TU	1/10 – 31/12	14	Tue	5:00 pm	6:00 pm	7:00 pm	8:00 pm		\$2,730		3/12	
	LF-W	2/10 – 25/12	13	Wed	5:00 pm	6:00 pm	7:00 pm			\$2,535		4/12	
	LF-TH	3/10 – 26/12	13	Thu	5:00 pm	6:00 pm	7:00 pm	8:00 pm		\$2,535		5/12	
	LF-F	4/10 – 27/12	13	Fri	5:30 pm	6:30 pm	7:30 pm	8:30 pm		\$2,730		6/12	
	LF-A	5/10 – 28/12	13	Sat	9:00 am	10:00 am	11:00 am	12:00 nn	1:00 pm	\$2,730			7/12
					2:00 pm	3:00 pm	4:00 pm	5:00 pm					
LF-U	6/10 – 29/12	13	Sun	9:00 am	10:00 am	11:00 am	12:00 nn	1:00 pm	\$2,730		1/12		
				2:00 pm	3:00 pm	4:00 pm							

*This activity is held by (name of course provider) and is not part of RCHK curriculum.



Four Style Improvement Course (8 to 18 years old)

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

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
Renaissance*	RC-7M	14/10 – 30/12 (Except 7/10)	12	Mon	7:00 pm	\$2,040	Renaissance \$170	25/11 & 2/12
	RC-7F	4/10 – 27/12	13	Fri	7:00 pm	\$2,340	Renaissance \$180	29/11 & 6/12
	RC-7A	5/10 – 28/12	13	Sat	1:30 pm 4:30 pm 5:30 pm	\$2,340		30/11 & 7/12
	RC-7U	6/10 – 29/12	13	Sun	8:30 am 11:30 am	\$2,340		24/11 & 1/12
Pool	Swimming Course Code	Date	No. of Lesson	Weekly On	Available Session (1.5 hour per lesson)	Tuition per Course	Fee per Lesson	Assessment Date
Lam Tai Fai	LF-7TU	1/10 – 31/12	14	Tue	7:00 pm	\$3,500	Lam Tai Fai \$250	26/11 & 3/12
	LF-7A	5/10 – 28/12	13	Sat	4:00 pm 5:30 pm	\$3,250		30/11 & 7/12
	LF-7U	6/10 – 29/12	13	Sun	5:00 pm	\$3,250		24/11 & 1/12

*This activity is held by (name of course provider) and is not part of RCHK curriculum.



Adults (16 years old or above)

Eligibility: Any skill level

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
Renaissance*	RC-SU	6/10 – 29/12	13	Sun	8:30 am	\$2,405	Renaissance \$185	1/12

*This activity is held by (name of course provider) and is not part of RCHK curriculum.



Swimming Team Prep Course (5 to 8 years old)

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

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
Renaissance*	SP22	2/10 – 18/12 (Except 25/12)	12	Wed	7:00 pm	\$3,300	Renaissance \$275	27/11 & 4/12
	SP3	5/10 – 28/12	13	Sat	2:30 pm	\$3,575		30/11 & 7/12
	SP1	6/10 – 29/12	13	Sun	9:30 am	\$3,575		24/11 & 1/12
Lam Tai Fai	SP16	4/10 – 27/12	13	Fri	7:30 pm	\$3,380	Lam Tai Fai \$260	29/11 & 6/12
	SP17	5/10 – 28/12	13	Sat	7:00 pm	\$3,380		30/11 & 7/12
	SP18	6/10 – 29/12	13	Sun	11:00 am	\$3,380		24/11 & 1/12

*This activity is held by (name of course provider) and is not part of RCHK curriculum.

Swimming Team Training Course (6 to 11 years old)

Eligibility: Those who can swim freestyle 50 m or more and backstroke 25 m or more

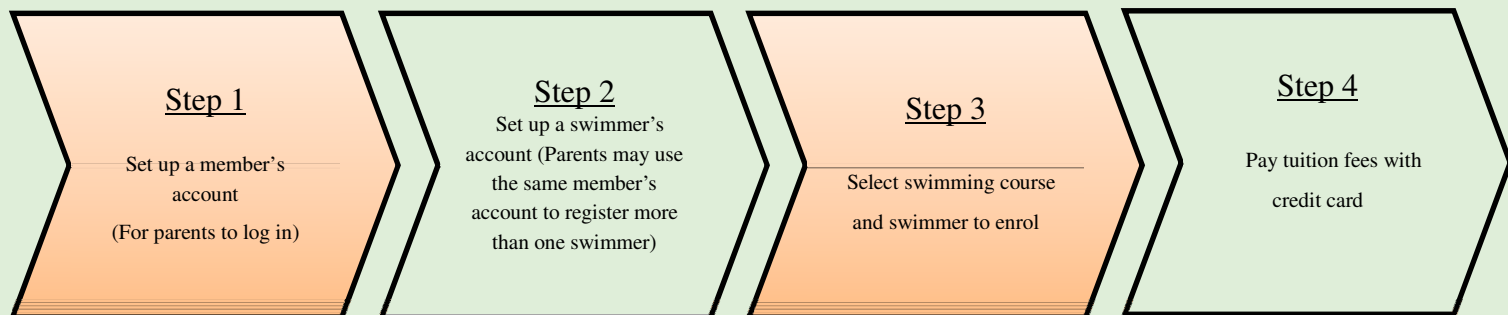
Teacher-student ratio: 1: 13

Pool	Swimming Course Code	Date	Weekly On	Available Session (1 hours per lesson)	Tuition per Course	Fee per Month	Assessment Date
Lam Tai Fai	Lam Tai Fai Swimming Team Training Course#	2/10 – 30/12	Mon · Wed	8:00 pm	\$2.60	\$720	2/12 & 4/12

No make-up lessons are allowed for the Swimming Team Training Course.

Application methods

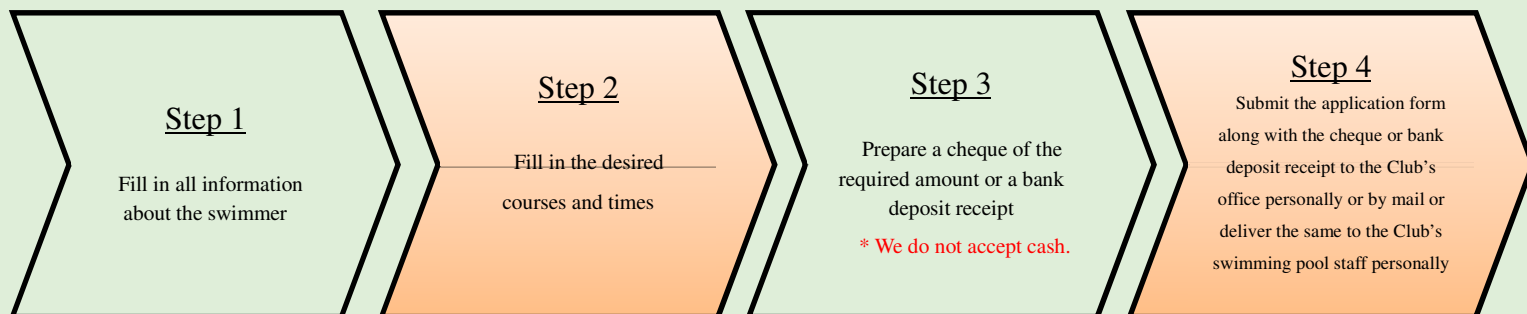
A) Apply online* (Online Enrolment Date is 2/8/2019 until 8/9/2019)



* 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).
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 E-mail : 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

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 to 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 (usually 2 weeks or more) 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 students 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 re-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

*For more information please visit the Club's website: www.wtsc.com.hk

Arrangements for Adverse Weather			
	 雷暴 Thunderstorm	 3 Amber 黃	 8 Red 紅
PLK Siu Hon Sum Primary School Swimming Pool	Normal	Cancelled	Cancelled
Heep Yunn School Swimming Pool	Normal	Cancelled	Cancelled
La Salle College Heated Swimming Pool	Normal	Cancelled	Cancelled
Other Swimming Pools	Normal		Cancelled