		- Win	Tin Swimmin	ng Club	Attention Ap Old Student* & New Studer 1) 20 June (For the class st	t Enrolment Deadline#: tarting before 24 July)
		J	uly – September	2021	 2) 11 July (For the class st *Any existing student applyir enrolment Deadline' will be reg 	ng after the 'Old student arded as a new student for
Ν	/TSC	Swimmi	ng Course Appli	cation For	For information on enrocessition to the 'Enrolment and Stude	lment please refer
		(Kow	loon Park & Kw	vun Tong)	Special O	offer
of Win T experier score sw for 14 ye Boys ove	Tin Swimming nce, Win Tin S vimming club ears consecuti erall, Girls ove	Club. With ov wimming Clu of Hong Kong ively. Win Tin erall and Club	ended to join the swim ver 30 years of teaching b has been awarded as Amateur Swimming A Swimming Club garner overall championship competitions	the full ssociation red the	Student enrolled successful swimming Courses could en (Except Online Applications and F Terms 1 This offer ONLY apply to July-September 2 student who Switch Course and Applicat started) 2. The offer cannot be used in conjunction w discounts or cash coupons. 3. Win Tin reserves all rights and final decision	joy \$150 discount. ukien Swimming Course 2021 swimming course (Except ions summited after the course ith other promotional offers,
Applicati	on Form	Please check the r	elevant options and fill in all in	formation otherwi	se the application will not be pro	
	r's Information			□ I wo self-add	build like to have a receipt. (Pleas ressed envelope with a \$ 2 stamp affi will not be processed.)	se provide a
Name :	(Chinese)			(Englis	sh)	
Telephone	e No. : (Mother's	Mobile)	(Father's Mo	bile)	(Swimmer's Mobile)
Please pro	ovide a telephone	no. that can rece	eive SMS (short message ser	vice). (Choose o	nly one of the following.)	
□ Mother	r's Mobile 🛛 H	Father's Mobile	Other :		-	
Date of B	irth (DD/MM/YY	YYY) :		Sex : Male	/ Female	
Attending	School :			Grade & Clas	s : Grade Class	Student No
Residentia	al Address : (Di	istrict, e.g. Tai W	Vai) (Address))		
 If the conta If the appli The 	e student is accepted act by phone to confin e student is applying teation processing will	to the 1 st preferred rm the choice of the 2 for "Beginners Prep Il be delayed. The Co et the parents of stud	2 nd preferred class or the 3 rd preferred o Course" or "Nursery Course", the ompany shall not be held responsible ents accepted to "Beginners Prep C	ed class. e 2 nd preferred class a le in case the student	ent is not accepted to the 1 st preferre and the 3 rd preferred class must be fi 's application is unsuccessful for this ' Course" by phone (or partly by SM	illed in, otherwise the reason.
	1 st Preferred C	Class	2 nd Preferred	Class	3 rd Preferred	Class
Swimmin	ng Course Code	Time	Swimming Course Code	Time	Swimming Course Code	Time
1						
2						
□ Cannot swim □ Can swim □ Win Tin S	wim h, Freestyle can swim Swimming Club (Ter a receive the course in	M · Backst	Progress Chart) Level		M · Butterfly can swimN	1
	Make the cheq	ue payable to	泳天游泳會有限公司	/ Win Tin Swimm	ing Club Ltd.	
carefully I hereby de Swimming compensat Company	y and sign, other eclare that once I am g Club Ltd. Meanwhil ion from the Compar	rwise the application accepted to the course le, I declare that I among or the staff of the order of the staff of the staff of the order of the order of the staff of the order of the orde	ation will not be processed as I have applied to, I will comply we in good physical condition and car Company in case of physical injury	.) with the "Model Code pable of participating and property loss ind	8 must read the following de es for Enrolment and Students" establ in the course I have applied to and w curred due to the participation in the a nal data (including name, telephone n	ished by Win Tin rill not recover activities of the
	1	ce address) for futur	e communication, programme/servi			
r r	Signer : Student\$ b	by C/TR/CQ ((Relationship with S #		M) Collected by on	D/ M

Remarks :

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Input by :

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	2-3 years old	From beginners to being able to swim freestyle 5m or less	Preparatory Course	1:2					
Nursery	3-4 years old	From beginners to being able to swim freestyle 5m or less	Level One Course	1:4					
Nursery and Children*	3-15 years old		Levels One to Six Courses	For those who cannot swim 50m: 1 : 6					
Children	5-15 years old	Any skill level [From beginners to those who are proficient in all of the four styles]	[Flexible teaching methods, courses are conducted in wide designated pools/lanes, and students are divided into groups	For those who can swim 50m: 1 : 8					
Adults	16 years old or above		according to their ability]	1:8					
Swimming Team Prep	Telford 9-12 years old La Salle 6-16 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	La Salle 6-16 years old Other 8-16 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	Training Focus	Cours	e Content	Objective					
Eight to Ten	Enhance the competition technique of 4 styles.	 The middle to advance training system for Win Tin's swimming team 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 National Squad Training Team 					
Level	Main Style to Learn	Course Conte	ent and Sequence	Objective/Test					
Seven	All 4 styles – Butterfly stroke, backstroke, breaststroke and freestyle	 Swimming competition rules Improvement of jump-off, turn and pool-touching finish movements 	 Improvement of four styles techniques Enhancement of endurance, speed and competition techniques. 	 Be able to complete 100 m in four styles Be able to complete time test for 50 m freestyle, backstroke, breaststroke and butterfly stroke Timed test for 50 m freestyle kicking using a kickboard 					
Six	Butterfly stroke	 Leg and arm technique Arm and leg movement coordination Technique decomposition 	 Arm and leg movement, and breathing coordination Improvement of four styles' start techniques 	 Be able to complete 200 m in freestyles, 100 m backstroke and breaststroke, and 50 m butterfly stroke Timed test for 50 m freestyle kicking using a kickboard 					
Five	Breaststroke	 Leg and arm technique Arm movement and breathing coordination Arm and leg movement, and breathing coordination 	 Treading in water Breaststroke start technique 	 Be able to complete 100 m in freestyles, 50 m backstroke and 50 m breaststroke Timed test for 50 m freestyle kicking using a kickboard 					
Four	Backstroke and breaststroke kicking	 Freestyle and backstroke technique improvement Freestyle and backstroke distance training 	 Backstroke jump-off movement Breaststroke kicking and arm movements 	 Be able to complete 50 m freestyle and 25 m backstroke Timed test for 50 m freestyle kicking using a kickboard 					
Three	Freestyle and backstroke	1. Freestyle and backstroke 2. Basic freestyle jump-off movements	 Backstroke arm techniques Coordination of backstroke arm and leg techniques 	 Be able to complete 25 m freestyle and 12.5 backstroke Timed test for 25 m freestyle kicking using a kickboard 					
Two	Freestyle and backstroke kicking technique	 Freestyle arm and leg movements and kicking breathing coordination (with kickboard) Freestyle arm and leg movements and kicking breathing coordination 	3. Backstroke floating and body position 4. Backstroke kicking	Be able to complete 12.5 m freestyle Master basic backstroke kicking					
One	Freestyle	 Learning basic swimming techniques in a relax way, in a safe and comfortable swimming environment. Basic leg movements and exhalation under water 	 Coordinate leg movements with breathing (straight arms holding the edge of the swimming pool) Floating kicking and basic arm movements Enhance self-confidence 	 Master basic breathing technique Float-kicking Basic arm and leg movements and breathing technique Be able to swim 5 m freestyle 					
Beginners Prep	Swimming interest cultivation and aquatic safety learning	 Aquatic safety knowledge learning Cultivate swimming interest through games in water Exhalation under water (blow air bubbles) 	 Learn moving forward in water 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 					

Kowloon Park Indoor Heated Pool

Address: Kowloon Park, 22 Austin Road, Tsim Sha Tsui Meeting place: In front of the group entrance Remarks: Except for temporary closures or match days, parents may bring their own swimming pool plastic slippers and enter the swimming pool are to observe the lesson at their own cost. (Daily temporary closure hours: 12 noon to 1p.m.; 5p.m. to 6p.m.)

Application Methods

Submit paper application form Step 4 Submit the application form Step 3 Step 1 Step 2 along with the cheque to the Prepare a cheque of the Fill in all information Company's office personally or Fill in the desired required amount about the swimmer courses and times by mail or deliver the same to We do not accept cash in the pool the Company's swimming pool staff personally

Submitting payment by cheque:

- Make the cheque payable to: Win Tin Swimming Club Ltd. (We do not accept promissory notes and postal money orders.) - Cash is accepted in Win Tin Office for enrollment; Address: Room 1205, Fortress Tower, 250 Kings Road, North Point

Nursery and Children Course (3 to 15 years old) Eligibility: Any skill level

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

Pool	Swimming Course Code	Date	No. of Lesson	Weekly on	A		Regular Course (1 hour per lesso	m.)	Fee per Lesson	Tuition per Course	Assessment Date
	KP-1MW	19/7 – 4/8	6	Mon & Wed	9:30 am*	10:45 am*	12:00 nn#			\$780	N/A
Kowloon	KP2MW	9/8 – 30/8	7	won & wed	9:30 am*	10:45 am*	12:00 nn#		Kowloon Park \$130	\$910	23/8
Park	KP-A	2/7 25/0	12	Sat	1:00 pm	7:00 pm	8:00 pm			\$1,690	28/8
	KP-A	3/7 – 25/9	13	Sar	9:00 pm			- 4	Kowloon Park \$125	\$1,625	20/8
	KWT-1TT	15/7 – 5/8	7	Tue & Thu	9:00 am* 3:00 pm*	10:00 am* 4:00 pm*	11:00 am* 5:00 pm*	12:00 nn#	Kwun Tong \$130	\$910	N/A
Kwun Tong	KWT-2TT	10/8 - 31/8	7	Tue & Thu	9:00 am* 3:00 pm*	10:00 am* 4:00 pm*	11:00 am* 5:00 pm*	12:00 nn#		\$910	24/8
	KWT-A	3/7 – 25/9	13	Sat	9:00 am* 3:00 pm*	10:00 am* 4:00 pm*	11:00 am* 5:00 pm*	2:00 pm*		\$1,690	28/8



Four Style Improvement Course (La Salle: 6 to 16 years old; Others: 8 to 16 years old) Eligibility: Those who can swim 200 m freestyle, 100 m backstroke, 100 m breaststroke and 50 m butterfly stroke

四式改良班 Teacher-student ratio:1:15

Pool	Swimming Course Code	Date	No. of Lesson	Weekly on	Regular Course Available Session (1 hour per lesson)	Fee per Lesson	Tuition per Course	Assessment Date
	KWT-17TT 15/7 - 5/8 7		T . 0 Th	2:00 nn#		\$840	N/A	
Kwun Tong	KWT-27TT	10/8 - 31/8	7	Tue & Thu	12:00 nn#	Kwun Tong \$120	\$840	19/8 & 24/8
	KWT-7A	3/7 – 25/9	13	Sat	12:00 nn#		\$1,560	21/8 & 28/8
Kowloon	n	0/7 05/0	10		7:00 pm 8:00 pm	Kowloon Park \$125	\$1,625	24/0.0.20/0
Park	KP-7A 3/7 – 25/9		13	13 Sat	7:00 pm $(2 \text{ hours per lesson for this course})$	Kowloon Park \$230	\$2,990	21/8 & 28/8

成人王	🕑 Eligik	lts (16 yea bility:Any skil ner-student ra	ll level		<u>)</u>			
Pool	Swimming	Date	No. of	Weekly	Regular Course	Fee per	Tuition	Assessment

Poc	Swimming Course Code	Date	No. of Lesson	Weekly on	Regular Course Available Session (1 hour per lesson)	Fee per Lesson	Tuition per Course	Assessment Date
Kowlo Par	KP-SA	3/7 – 25/9	13	Sat	8:00 pm 9:00 pm	Kowloon Park \$130	\$1,690	28/8

Except for temporary closures or match days, parents may bring their own swimming pool plastic slippers and enter the swimming pool area to observe the lesson at their own cost. (Daily temporary closure hours: 12 noon – 1pm; 6pm – 7pm) * Class without specific lanes

Kwun Tong Heated Pool

Address: 2 Tsui Ping Road, Kwun Tong, Kowloon Meeting Place: In front of the Main entrance of swimming pool Remarks: Except for temporary closures or match days, parents may bring their own swimming pool plastic slippers and enter the swimming pool are to observe the lesson at their own cost. (Daily temporary closure hours: 12 noon to 1p.m.; 6p.m. to 7p.m.)

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 ball deposition of the point of apply section of the application of the proof of payment does not meet there is missing information on the application form or the proof of payment does not meet the specifications, The Company reserves the right to not to process the application without providing any notice. The Company 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 Company reserves the right to deem the application forfeited. The Company also reserves the right to deam the student's attending lessons chuld there be
- Company also reserves the right to deny the students attending lessons should there be any unpaid fees.
- The Company reserves the right to reject any applications submitted after the courses have started. If The Company 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, Swimming Team Preparation Course and Lam Tai Fai Swimming Team Training Course in the previous term must submit an application and pay the fees by the old student The previous term must submit an application and pay the fees by the old student enrolment deadline, and The Company will accept students in the "first come, first serve" manner due to the limited quota of places of each swimming course; otherwise The Company will process their applications as for new students. All new students enrolling in the Nursery and Children Course, Children Course, Adults Course, Swimming Team Preparation Course and Lam Tai Fai Swimming Team Training 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 of the enrolment deadline may cause delayed processing which results in failed application, which The Company 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
- 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 Company will not be responsible for. The Company 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. For the enrolment before the start of students who have applied for the Swimming Course three days prior to the start of the Swimming Course three days prior to the start of the Swimming Course three days prior to the start of the Swimming Course three days prior to the start of the Swimming Team Preparation Course by SMS. If the students are not accepted to their 1st preferred class. The Company will individually contact the students three days prior to the start of the start of the individually contact the students three days prior to the start of the summing Team Freparation Course by SMS.

- These of their 2nd and 3rd preferred classes to assist, in order to arrange time for lessons. If an application is unsuccessful, The Company will handle the submitted fees according to the student's will. If the student requires a refund, The Company 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 Company 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 Company 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 witched. Since there have discount on students who applied swimming course dont nue to the student's address who applied to reamining 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 Company reserves the right to change the coaches, class times and locations.

Arrangements for Leave of Absence and Making up Missed Lessons:

There is no make-up lesson for the first lesson of all swimming courses. Prerequisites for arranging make-up lesson: (1) If students apply for sick leave, they must submit a valid medical certificate on the same day or within three days (2) All leave applications must be applied to the pool manager, course assistant or coach 14 days before class. The company recent the right pot to process any application for leave that is less than 14

- (2) All leave applications must be applied to the pool manager, course assistant or coach 14 days before class. The company reserves the right not to process any application for leave that is less than 14 days before the class, and the student will be treated as absenteeism from class on that day without making any make-up arrangements. The make-up lesson quota is calculated as follows: The number of make-up lessons is determined by the total number of lessons in each swimming class. You can apply for leave every 5 lessons and can arrange one make-up lessons. (e.g. 6 swimming class lessons can apply for 1 make-up lessons, or 13 swimming class lessons can apply for 2 make-up lessons. The Company will arrange for lessons at appropriate skill level for students as make-up lessons. Students may inquire and make arrangement with the pool manager, course assistant or coach 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 within the same term. The Company 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 Company will not arrange to make up for some sum will. All leaves of absence must be handled in the manner of make-up lessons. No refund shall be made for missed lessons. Any student who is unable to participate in the swimming class within a short time due to illness or physical injury (students must submit a doctor's certificate) (usually asking for issues the certificate.

- issues the certificate

Arrangements for Assessments:

There will be no assessments for students that have regular courses with less than eight

- For summer term assessments for students that have regular couldes with ress that regular fessons. For summer term assessments, please refer to the swimming class enrollment form. The Company will reserve the right to change the dates of assessments and inform students of such changes during lessons. The Company reserves the right to change the assessment date, and the changed arrangement will be informed to students and parents. For students who are absent or take leave of absence during assessment days, The Company will issue a "Student Progress Report" at the last lesson of the course. Students who are absent or take leave of absence on that day shall obtain the "Student Progress Report" at the swimming pools within six months after the end of the course. If the assessment results are satisfactory, The Company will recommend the student to join Win Tin Swimming Team for a systematic competition training throughout the year.

Other fees:

- New students who enroll in swimming class for the first time can receive a swimming cap in
- the first class

- New students who enrol in swimming class for the first time can receive a swimming cap in the first class. Any student can replace the damaged swimming cap in the form of 1 for 1 (not including man-made damage). The cost of replacing the cap after the cap is damaged/lost is as follows: (1) The swimming cap fee for "Swimming Team Preparation Course" and Four Style Improvement Course is \$30 (charged per time); (2) The cap fee for the remaining swimming classes is \$30 (charged per visit). If parents or guardians of students' desire to observe the lessons, they must pay the entrance fee for public swimming pools managed by the Leisure and Cultural Services Department (no entrance is permitted during temporary closure of public swimming pools). For swimming pools NOT managed by the Leisure and Cultural Services Department, please refer to the Starting from 1st October 2020, if the student would like to obtain the certificate, The Company will collect an administration fee of HKD 50 for each certificate and student should pick it up personally at The Company will collect an administration fee of HKD 120. For the sake of processing the certificate application, students must submit the certificate application form together with the application for the Company will collect an administration fee of the Company will collect an administration fee of the company will collect an administration fee of the constration fee of HKD 120. For the sake of processing the certificate application, students must submit the perificate application form together with the application fee to The Company will take two working weeks to handle the application.
- 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 Company will collect a processing fee of HKD 150. The student must pick it up personally at The Company office or the swimming pool. Student is also optional to obtain the certificate by post (Surface Mail), and The Company will collect a processing fee of HKD 220. If student would like to cancel the application due to any personal reason after the application has been submitted successfully, administration fee of HKD\$200 have to be paid for any cancel class.

Course rules:

- Students have to bring the following items to lessons: 1. Swim cap of The Company (each new student will receive ONE swim cap free of charge during the first lesson); 2. Swimming suit / swimming trunks; Swimming suit / swimming trunks;
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- possible. To avoid hindrance to the learning progress, The Company 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 Company 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 Company 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 Company's coach or teaching assistant. Late arrivals are considered an absence and The Company will not arrange for make-up lessons.
- . .
- .
- of lessons and be led to the swimming pool by The Company's coach or teaching assistant. Late arrivals are considered an absence and The Company will not arrange for make-up lessons. For safety purposes, at the end of lessons students must follow The Company'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 iffst and then re-enter the swimming pool on their own (applicable only to students taking lessons at swimming pools managed by the Leisure and Cultural Services Department 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 Company does not encourage students to bring valuable items to lessons. The Company is not responsible for any property loss occurred during lessons. Students must obey swimming pool regulations and follow the instructions of The Company's staff; otherwise The Company reserves the right to terminate the students' enrolment status and no refund of the fees paid will be made to the students. The Company 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 managed by the Leisure and Cultural Services Department are open hour in the "Swimming Pool Parents' Area"; other parents with a swimming pool pass per hour in the "Swimming Pool Cocker Room". For swimming pool area must obey the swimming pool regulations, wear their own swimming pool sippers or use the slippers or shoe covers swimwear and pay to enter through public entrance gates. All those (including but not limited to students or parents or guardians of students) should not use any other facilities affiliated to private club swimming pools must folow the arrangements of The Company 's st

Arrangements for Adverse Weather

Arrangements for							
Adverse Weather	州 雷縣 Thinisistim	イリジョン Amber 黄	⊥3	333838 Red 新工	* 8	33333 Black 黑	
PLK Siu Hon Sum Primary School Swimming Pool Heep Yunn School Swimming Pool	No	rmal	Can	celled	Can	celled	
La Salle College Heated Swimming Pool	Normal			Can- celled	Can	celled	
Other Swimming Pools	Normal				Cancelled		

All lessons cancelled due to adverse weather, no compensation lesson will be arranged *For more information please visit the Company's website: www.wtsc.com.hk

Information on Win Tin Office

Inquiry and Enrolment Hotline: 2512 2793

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