WTSC

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WIN TIN SWIMMING CENTRE LTD
SWIMMING COURSE APPLICATION FORM

(HKBU Affiliated School Wong Kam Fai Secondary and Primary School)
January 2027 – June 2027

September to December 2026 Old Student Enrolment Deadline*:
6 Dec (Jan to Mar 2027)
7 Mar (Apr to Jun 2027)
New Student Enrolment Deadline:
13 Dec (Jan to Mar 2027)
14 Mar (Apr to Jun 2027)
*Any existing student applying after the 'Old student enrolment Deadline' will be regarded as a new student for processing.
For information on enrolment please refer to the 'Enrolment and Student Model Code' section.

Potential students will be recommended to join the swimming team of Win Tin Swimming Club. With over 30 years of teaching experience, Win Tin Swimming Club has been awarded as the highest score swimming club of Hong Kong China Swimming Association for 15 years consecutively. Win Tin Swimming Club garnered the Boys overall, Girls overall and Club overall championship over 120 times in local important swimming competitions.

Application Form



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

☐ I would like to have a receipt. (Please provide a self-addressed envelope with a $ 2.4 stamp affixed, otherwise the request will not be processed.)

Swimmer's Information

Name: (Chinese) _____ (English) _____

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

Please provide a telephone no. that can receive SMS (short message service) and Whatsapp. (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 or Whatsapp to confirm the choice of the 2nd preferred class or the 3rd preferred class.
- If the student is applying for "Parent-Child Course", "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 Company shall not be held responsible in case the student's application is unsuccessful for this reason.
- The Company will contact the parents of students accepted to "Parent-Child Course", "Beginners Prep Course" and "Nursery Course" by phone (or partly by SMS or Whatsapp) three days prior to the start of the courses, to notify them of the time of the courses.

1st Preferred Class		2nd Preferred Class		3rd Preferred Class	
Swimming Course Code	Time	Swimming Course Code	Time	Swimming Course Code	Time
①					
②					
③					

Location	Make check payable to	Deposit to bank account
Swimming courses operated by | Others	泳天游泳中心有限公司 /Win Tin Swimming Centre Ltd.	Hang Seng Bank 210-228227-001

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 Centre Ltd / Win Tin Swimming Consultants Ltd. 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 Company or the staff of the Company in case of physical injury and property loss incurred due to the participation in the activities of the Company.

According to the Personal Data (Privacy) Ordinance, I accept Win Tin Swimming Centre Ltd / Win Tin Swimming Consultants Ltd to use my personal data (including name, telephone numbers, email address, home address and correspondence address) for future communication, programme/service promotion and collecting opinions.

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:

01 Swimming Training → **02** Four Styles Improvement / Elite Team / Swimming Team Prep → **03** Win Tin Swimming Team

Beginners Prep	Nursery	Nursery and Children *	Children	Adults	Swimming Team Prep	Four Styles Improvement
2-3 years old	3-4 years old	3-15 years old	5-15 years old	16 years old or above	HK Island 5-13 years old FuKien 5-11 years old Other 5-8 years old La Salle 8-15 years old	La Salle & Pooi To 6-16 years old Other 8-16 years old
From beginners to being able to swim freestyle 5m or less Preparatory Course Teacher-Student Ratio 1 : 2	From beginners to being able to swim freestyle 5m or less Level One Course Teacher-Student Ratio 1 : 4	Any skill level【From beginners to those who are proficient in all of the four styles】 Levels One to Six Courses Teacher-Student Ratio 1 : 6/1 : 8	Any skill level【From beginners to those who are proficient in all of the four styles】 Levels One to Six Courses Teacher-Student Ratio 1 : 6/1 : 8	Any skill level【From beginners to those who are proficient in all of the four styles】 Levels One to Six Courses Teacher-Student Ratio 1 : 8	Being able to swim freestyle 100m or more, and backstroke 50m or more and breaststroke 50m or more Levels Six to Seven Courses Teacher-Student Ratio 1 : 15	Being able to swim freestyle 200m, backstroke 100m, breaststroke 100m and butterfly stroke 25m Level Seven Course Teacher-Student Ratio 1 : 15

*This course category is designated to be carried out in LCSD 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	Course 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 Content 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 100m in four styles • Be able to complete time test for 50m freestyle, backstroke, breaststroke and butterfly stroke • Timed test for 50m 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 200m in freestyles, 100m backstroke and breaststroke, and 50m butterfly stroke • Timed test for 50m 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 100m in freestyles, 50m backstroke and 50m breaststroke • Timed test for 50m 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 50m freestyle and 25m backstroke • Timed test for 50m freestyle kicking using a kickboard
Three	Freestyle and backstroke	• Freestyle and backstroke • Basic freestyle jump-off movements	• Backstroke arm techniques • Coordination of backstroke arm and leg techniques	• Be able to complete 25m freestyle and 12.5 backstroke • Timed test for 25m 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	• Backstroke floating and body position • Backstroke kicking	• Be able to complete 12.5m 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 5m 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 5m freestyle kicking

Swimming Pools in New Territories

HKBU Affiliated School Wong Kam Fai Secondary and Primary School Indoor Heated Swimming Pool

Address: 6 On Muk Lane, Shek Mun, Shatin, N.T.
Water depth: 1.2m (Toddlers' Pool), 1.4m (25-meter standard pool)
Meeting place: 1/F Swimming pool entrance
Remarks:
1) Each student is allowed to bring two parent to the designated area
2) Win Tin reserves the right of final decision on the location and class time for swimming courses. Any changes will be notified to the students



HKBU Affiliated School Wong Kam Fai Secondary and Primary School Indoor Heated Swimming Pool

Application methods

Apply online (Except Renaissance and LCSD Swimming Pool)

Step 1	Step 2	Step 3	Step 4
Set up a member's account (For parents to log in)	Set up a swimmer's account (Parents may use the same member's account to register more than one swimmer)	Select swimming course and swimmer to enrol	Pay tuition fees with credit card

* If the online application is successful, the Company 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.

Submit paper application form

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

Submitting payment by cheque or bank deposit receipt or screenshot confirming a successful FPS transaction:

- 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 Company'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

WTSC
泳天轉數快 QR Code
Win Tin FPS QR Code

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 Parent-Child Course, Beginners Prep Course, Nursery Course and Four Styles Improvement Course) and applicants will have to wait for the Company'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 Company's office for processing by the enrolment deadline specified by the Company (application forms collected at the swimming pools will take one to two working days to be delivered to the office). The Company 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 Sunday and public holidays

Inquiry and Enrolment Hotline: 2512 2793
Whatsapp : 68866639 (Office)
93898448 (Swimming Pool)
(Text-based inquiries only)



Parent-Child Course
(18 to 35 months)

Learn water safety and enhance parent-child bonding; practice standing, balancing, and relaxing in water; learn basic breath control and kicking techniques.
Eligibility: Any skill level / Teacher-students ratio: 1 : 6 (Groups)
Notes: Each child must be accompanied by one parent or guardian during the class. The accompanying adult does not need to know how to swim but should be comfortable in water.
To maintain pool hygiene, children who are not yet toilet-trained must wear swim diapers.

Pool	Swimming Course Code	Date	No. of Lesson	Weekly on	Available Session（1 hour per lesson）	Course Enrollment (Fee per Lesson)	Promotional offer# (2 Consecutive Courses) (Per Lesson)	Assessment Date
HKBUAS ^	WKF-2FA	2/1 – 27/3 (Except 6/2)	12	Sat	6:00 pm	$310	~~$310~~ $280	6/3
	WKF-3FA	3/4 – 26/6	13					12/6

^ Win Tin reserves the right of final decision on the location and time for swimming courses. Any changes will be notified to the students as soon as possible.
# Full Course Payment should be made for promotional offer. Applications submitted after the courses have started or online enrollment is not applicable to this offer.
The course fee must be paid by the same cheque or bank in slip for each student.
Due to Chinese New Year, all swimming classes will be suspended from 5/2/2027 to 9/2/2027.



Beginners Prep Course
(2 to 3 years old)

Younger students may practice swimming while standing on a 0.8 meter-high fiberglass platform.
Eligibility: Any skill level/Teacher-students ratio:1 :2

Pool	Swimming Course Code	Date	No. of Lesson	Weekly on	Available Session（30 minutes per lesson）	Course Enrollment (Fee per Lesson)	Promotional offer# (2 Consecutive Courses) (Per Lesson)	Assessment Date
HKBUAS ^	WKF-2BF	1/1 – 26/3 (Except 5/2)	12	Fri	6:00 pm	$175	~~$175~~ $155	5/3
	WKF-3BF	2/4 – 25/6	13					11/6
	WKF-2BA	2/1 – 27/3 (Except 6/2)	12	Sat	1:30 pm			6/3
	WKF-3BA	3/4 – 26/6	13					12/6
	WKF-2BU	3/1 – 28/3 (Except 7/2)	12	Sun	9:30 am			7/3
	WKF-3BU	4/4 – 27/6	13					6/6

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# Full Course Payment should be made for promotional offer. Applications submitted after the courses have started or online enrollment is not applicable to this offer.
The course fee must be paid by the same cheque or bank in slip for each student.
Due to Chinese New Year, all swimming classes will be suspended from 5/2/2027 to 9/2/2027.

幼兒班

Nursery Course
(3 to 4 years old)

Eligibility: From Beginners to those who can swim freestyle 5m or less
Teacher-student ratio: 1 : 4

Pool	Swimming Course Code	Date	No. of Lesson	Weekly on	Available Session（1 hour per lesson）	Course Enrollment (Fee per Lesson)	Promotional offer# (2 Consecutive Courses) (Per Lesson)	Assessment Date
HKBUAS ^	WKF-2CTH	7/1 – 25/3	12	Thu	5:00 pm 6:00 pm	$290	~~$290~~ $270	4/3
	WKF-3CTH	1/4 – 24/6	13					10/6
	WKF-2CF	1/1 – 26/3 (Except 5/2)	12	Fri	6:30 pm 7:30 pm	$300	~~$300~~ $280	5/3
	WKF-3CF	2/4 – 25/6	13					11/6
	WKF-2CA	2/1 – 27/3 (Except 6/2)	12	Sat	2:00 pm 3:00 pm 4:00 pm 5:00 pm			6/3
	WKF-3CA	3/4 – 26/6	13					12/6
	WKF-2CU	3/1 – 28/3 (Except 7/2)	12	Sun	10:00 am 11:00 am 12:00 nn 2:00 pm 3:00 pm			7/3
	WKF-3CU	4/4 – 27/6	13					6/6

^ Win Tin reserves the right of final decision on the location and time for swimming courses. Any changes will be notified to the students as soon as possible.
# Full Course Payment should be made for promotional offer. Applications submitted after the courses have started or online enrollment is not applicable to this offer.
The course fee must be paid by the same cheque or bank in slip for each student.
Due to Chinese New Year, all swimming classes will be suspended from 5/2/2027 to 9/2/2027.

成人班

Adults Course
(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）	Course Enrollment (Fee per Lesson)	Promotional offer# (2 Consecutive Courses) (Per Lesson)	Assessment Date
HKBUAS ^	WKF-2SF	1/1 – 26/3 (Except 5/2)	12	Fri	8:30 pm	$265	~~$265~~ $235	5/3
	WKF-3SF	2/4 – 25/6	13					11/6

^ Win Tin reserves the right of final decision on the location and time for swimming courses. Any changes will be notified to the students as soon as possible.
# Full Course Payment should be made for promotional offer. Applications submitted after the courses have started or online enrollment is not applicable to this offer.
The course fee must be paid by the same cheque or bank in slip for each student.
Due to Chinese New Year, all swimming classes will be suspended from 5/2/2027 to 9/2/2027.

兒童班

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)

Pool	Swimming Course Code	Date	No. of Lesson	Weekly on	Available Session (1 hour per lesson)	Course Enrollment (Fee per Lesson)	Promotional offer# (2 Consecutive Courses) (Per Lesson)	Assessment Date
HKBUAS ^	WKF-2TU	5/1 – 30/3 (Except 9/2)	12	Tue	4:30 pm 5:30 pm	$240	~~$240~~ $210	2/3
	WKF-3TU	6/4 – 29/6	13					8/6
	WKF-2TH	7/1 – 25/3	12	Thu	4:30 pm 5:30 pm 6:30 pm			4/3
	WKF-3TH	1/4 – 24/6	13					10/6
	WKF-2F	1/1 – 26/3 (Except 5/2)	12	Fri	6:00 pm 7:00 pm 8:00 pm	$265	~~$265~~ $235	5/3
	WKF-3F	2/4 – 25/6	13					11/6
	WKF-2A	2/1 – 27/3 (Except 6/2)	12	Sat	1:30 pm 2:30 pm 3:30 pm 4:30 pm 5:30 pm 6:30 pm			6/3
	WKF-3A	3/4 – 26/6	13					12/6
	WKF-2U	3/1 – 28/3 (Except 7/2)	12	Sun	9:30 am 10:30 am 11:30 am	$265	~~$265~~ $235	7/3
					2:00 pm 3:00 pm 4:00 pm 5:00 pm	~~$265~~ $230	~~$265~~ $220	
	WKF-3U	4/4 – 27/6	13		9:30 am 10:30 am 11:30 am	$265	~~$265~~ $235	6/6
					2:00 pm 3:00 pm 4:00 pm 5:00 pm	~~$265~~ $230	~~$265~~ $220	

^ Win Tin reserves the right of final decision on the location and time for swimming courses. Any changes will be notified to the students as soon as possible.
# Full Course Payment should be made for promotional offer. Applications submitted after the courses have started or online enrollment is not applicable to this offer.
The course fee must be paid by the same cheque or bank in slip for each student.
Due to Chinese New Year, all swimming classes will be suspended from 5/2/2027 to 9/2/2027.

四式改良班

Four Style Improvement Course
(8 to 16 years old)

Eligibility: Those who can swim 200m freestyle, 100m backstroke 100m breaststroke and 25m butterfly stroke
Teacher-student ratio: 1: 15

Pool	Swimming Course Code	Date	No. of Lesson	Weekly on	Available Session（2 hours per lesson）	Course Enrollment (Fee per Lesson)	Promotional offer# (2 Consecutive Courses) (Per Lesson)	Assessment Date
HKBUAS ^	WKF-27F	1/1 – 26/3 (Except 5/2)	12	Fri	6:30 pm	$330	~~$330~~ $305	26/2 & 5/3
	WKF-37F	2/4 – 25/6	13					11/6 & 18/6

Pool	Swimming Course Code	Date	No. of Lesson	Weekly on	Available Session（1.5 hours per lesson）	Course Enrollment (Fee per Lesson)	Promotional offer# (2 Consecutive Courses) (Per Lesson)	Assessment Date
HKBUAS ^	WKF-27A	2/1 – 27/3 (Except 6/2)	12	Sat	2:45 pm	$305	~~$305~~ $275	27/2 & 6/3
	WKF-37A	3/4 – 26/6	13					12/6 & 19/6
	WKF-27U	3/1 – 28/3 (Except 7/2)	12	Sun	11:30 am 3:30 pm			28/2 & 7/3
	WKF-37U	4/4 – 27/6	13					6/6 & 13/6

^ Win Tin reserves the right of final decision on the location and time for swimming courses. Any changes will be notified to the students as soon as possible.
# Full Course Payment should be made for promotional offer. Applications submitted after the courses have started or online enrollment is not applicable to this offer.
The course fee must be paid by the same cheque or bank in slip for each student.
Due to Chinese New Year, all swimming classes will be suspended from 5/2/2027 to 9/2/2027.

泳隊預備班

Swimming Team Prep Course
(5 to 8 years old)

Eligibility : Those who can swim freestyle 100m or more, and backstroke 50m or more and breaststroke 50m or more
Teacher-student ratio: 1:15

Pool	Swimming Course Code	Date	No. of Lesson	Weekly on	Available Session（1.5 hours per lesson）	Course Enrollment (Fee per Lesson)	Promotional offer# (2 Consecutive Courses) (Per Lesson)	Assessment Date
HKBUAS ^	SP31(2)	7/1 – 25/3	12	Thu	4:30 pm	$305	~~$305~~ $275	25/2 & 4/3
	SP31(3)	1/4 – 24/6	13					10/6 & 17/6
	SP29(2)	2/1 – 27/3 (Except 6/2)	12	Sat	4:15 pm			27/2 & 6/3
	SP29(3)	3/4 – 26/6	13					12/6 & 19/6
	SP30(2)	3/1 – 28/3 (Except 7/2)	12	Sun	2:00 pm			28/2 & 7/3
	SP30(3)	4/4 – 27/6	13					6/6 & 13/6

^ Win Tin reserves the right of final decision on the location and time for swimming courses. Any changes will be notified to the students as soon as possible.
# Full Course Payment should be made for promotional offer. Applications submitted after the courses have started or online enrollment is not applicable to this offer.
The course fee must be paid by the same cheque or bank in slip for each student.
Due to Chinese New Year, all swimming classes will be suspended from 5/2/2027 to 9/2/2027.

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 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 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 Aqua Aerobics Course in 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 Aqua Aerobics 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 Company shall not be responsible for.
- All students enrolled in the Parent-Child Course, 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 Parent-Child Course, 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 or Whatsapp) the enrolment status of students who have applied for the Parent-Child Course, Beginners Prep Course and Nursery Course three days prior to the start of the course. For the enrollment before the enrolment deadline of the Nursery and Children Course, Children Course, Adults Course, Swimming Team Preparation Course and Aqua Aerobics Course, The Company 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 Company 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 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 switched. Since there have discount on students who applied swimming course continuously for 3 semesters while students who only applied 1 or 2 swimming courses do not have it, the exceeding amount will be counted depends on how many semesters did the student attended. 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 Company 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".
- There is no make-up lesson for the first lesson and assessment day 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 7 days before class.
  The company reserves the right not to process any application for leave that is less than 7 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 4 lessons and can arrange one make-up lesson. (e.g. 6 swimming class lessons can apply for 1 make-up lesson, or 13 swimming class lessons can apply for 3 make-up lessons, etc.)
- 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 (e.g. failure to arrange a schedule etc.) or unable to finish 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 the same lesson twice.
- All arrangements for make-up lessons are not alterable once confirmed.
- 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 leave for 2 weeks or more), can apply for suspension of class within 1 week after the doctor issues the certificate.

Arrangements for Assessments

- There will be no assessments for students that have regular courses with less than eight lessons.
- 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 not make-up the assessment for them.
- 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.
- 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 HKD $30 (charged per time);
  (2) The cap fee for the remaining swimming classes is HKD $30 (charged per time).
- 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 Swimming Pools section on the application form for observation arrangements.
- 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 office or the swimming pool. For obtaining the certificate by post (Surface Mail), 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 fee to The Company office or to submit them personally to Club staff at the swimming pool. 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;
  3. Swimming goggles;
  4. Outerwear / towel;
  5. Swimming pool slippers (must be slip-proof; please do not wear sandals)
- Do not eat too full before class.
- If student feels sick before lesson, it is suggested that you should seek a doctor as soon as 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.
- 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 first 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 to the general public, parents or guardians of students may choose to enter to observe the lessons. However, at the Telford Recreation Club swimming pool, there is a "Parents' Observation Area" by the poolside; Due to limited seating, each student is allowed only one parent to accompany them into the swimming pool area to observe the class. Parents and students may only access the "Rooftop Parents' Area" and "Rooftop Changing Room". Anyone who chooses to enter the pool area must comply with the pool regulations and wear shoe covers, either brought by themselves or provided by the Telford Recreation Club; those who are entering public swimming pools managed by the Leisure and Cultural Services Department 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 Company's staff (including but not limited to arrangements on observing lessons). The Company reserves the right to deny entrance to anyone who refuses to follow the arrangements. If any loss is incurred because of this, The Company 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).
- All students must meet the conditions of that swimming pool changing room before entering.
- If the event of discrepancies between the Chinese and English versions, the Chinese version shall prevail.

Arrangements for Adverse Weather

Arrangements for Adverse Weather	
HKBU Affiliated School Wong Kam Fai Secondary and Primary School Indoor Heated Swimming Pool	Normal / Cancelled

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