



SPORTS FACILITIES USER CARD FOR PolyU BEA VISA CARDHOLDERS

APPLICATION PROCEDURES

1. **PolyU BEA*** who are PolyU BEA Visa Cardholder are eligible to apply for **an annual Sports Facilities User Card** by paying a non-refundable fee of HK\$400 for a maximum of 12 months from 1st September of the year or after to 31st August of next year.

2. (i) Applicants may apply for the Sports Facilities User Card **in person at the Service Counter of Shaw Sports Complex, Room VS001 (from Monday to Sunday during 8:30 am – 10:00 pm)** with the following :
 - (a) the completed application form as attached;
 - (b) the original receipt of the ATM slip as attached for payment of the appropriate application fee;
 - (c) a passport-sized photo;
 - (d) the valid PolyU BEA Visa Card
 - (e) a photocopy of the HKID card;
 - (f) a photocopy of the PolyU's Certificate of Graduation (*for new application only*).

2. (ii) Applicants may also apply for the Sports Facilities User Card **by mail** and send the following to **Room VS001, Service Counter of Shaw Sports Complex, The Hong Kong Polytechnic University, Hunghom, Kowloon** :
 - (a) the completed application form as attached;
 - (b) a cheque made payable to **"The Hong Kong Polytechnic University"** for payment of the appropriate application fee;
 - (c) a passport-sized photo;
 - (d) a photocopy of the valid PolyU BEA Visa Card
 - (e) a photocopy of the HKID card;
 - (f) a photocopy of the PolyU's Certificate of Graduation (*for new application only*); and
 - (g) a stamped self-addressed envelope for mailing of the Sports Facilities User Card, it may cause delay of receiving your card if no stamp is affixed.
 - (h) Applicants will receive their Sports Facilities User Cards approximately **within two weeks** after submission of the application form.

3. A PolyU BEA Visa Cardholder issued with a valid Sports Facilities User Card may use the sports facilities on campus and the Joint Sports Centre at Renfrew Road in Kowloon Tong.

4. A PolyU BEA Visa Cardholder issued with a valid Sports Facilities User Card may bring a maximum of 3 paying guests at one time to use the sports facilities. Please refer to the following website for the policy of bringing in guests.

5. For details on the opening hours and charges of the sports facilities, please refer to the website: <https://www.polyu.edu.hk/sao/cws/sports-facilities/polyu-sports-facilities/>. For enquiries, please call the counter of Shaw Sports Complex at 2766 6778 or email to sports.facility@polyu.edu.hk.

6. Student Affairs Office (SAO) reserves the right to close any part of the facilities if, in its opinion, the facilities are not fit for use or for any other reasons.

7. The Hong Kong Polytechnic University reserves the right to revise the above arrangement, whenever it deems necessary and appropriate.

Remark: Only those who have been trained / endorsed by SAO to use the Fitness Room can book & use the Fitness Room.



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

**Application Form for Sports Facilities User Card
(PolyU BEA Visa Cardholder)**

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

Name (Dr / Mr / Ms) : _____ (_____)
(Delete as appropriate) *Full Name* *(Chinese Name)*
(Please refer to your HKID card)

Residential Address : _____

E-mail Address : _____ **Contact Tel. No.:** _____

Valid PolyU BEA Visa Card checked _____

NetID : _____

HKD 400.00 (for a maximum of 12 months from 1st September of the year or after to 31st August of next year)

DECLARATION

I declare that the information provided herein is true and correct to the best of my knowledge and agree to abide by all conditions governing the issuance of the Sports Facilities User Card and observe the regulations governing the use of sports facilities.

Signature : _____ **Date :** _____

For SAO Use

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

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

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