



**SPORTS FACILITIES USER CARD FOR
PolyU ALUMNI CARDHOLDERS
(PolyU Alumni eCard / PolyU Visa Card / FHKPUAA Card)**

APPLICATION PROCEDURES (2023-2024)

1. The following card holder users 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 2023 to 31st August 2024:
 - Holders of valid PolyU Alumni eCard issued by Alumni Affairs Office, PolyU, or
 - Holders of valid PolyU Visa Card issued by Bank of East Asia, or
 - Holders of valid FHKPUAA Card issued by the Federation of The Hong Kong Polytechnic University Alumni Associations.
2. Applicants may apply for the Sports Facilities User Card by mail to **Room VS001, Service Counter of Shaw Sports Complex, The Hong Kong Polytechnic University, Hungghom, Kowloon** or by email to sports.facility@polyu.edu.hk (Subject: Application of Alumni Sports Facilities User Card) with the following documents.
 - a) the completed application form as attached;
 - b) a passport-sized photo;
 - c) a photocopy of the PolyU's Certificate of Graduation (*for new application only*); and
 - d) a photocopy of the valid PolyU Alumni eCard / PolyU Visa Card / FHKPUAA Card or its receipt
 - e) For the \$400 annual fee, applicants could choose one of the following payment methods:
 - a cheque made payable to "The Hong Kong Polytechnic University" for payment of the appropriate application fee; or
 - pay the fee via the PolyU Online Payment Portal (POPP) by Finance Office at <https://popp-fo.polyu.edu.hk/enUS/portal/event/D7L64A6002/SAO01>.

Applicants will receive a notification email for collecting the Sports Facilities User Cards **within two weeks** after submission of the application form.

3. A valid PolyU Alumni eCard holder/ PolyU Visa Cardholder / FHKPUAA 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 valid PolyU Alumni eCard holder / PolyU Visa Cardholder / FHKPUAA 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 (except the Fitness Rooms). The use of the on-campus sports facilities guest ticket is limited to Saturdays, Sundays and public holidays. For the guest policy of Joint Sports Centre, please refer to the website: <https://jsc.hkbu.edu.hk/>
5. All users must present the Sports Facilities User Card when entering the sports facilities.
6. For details on the opening hours and charges of the sports facilities, please refer to the website: <https://www.polyu.edu.hk/sao/student-resources-and-support-section/facilities/sports-facilities/sports-facilities-and-opening-hours/>.
7. For enquiries, please call the service counter of Shaw Sports Complex at 2766 6778 or email to sports.facility@polyu.edu.hk.
8. 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.
9. The Hong Kong Polytechnic University reserves the right to revise the above arrangement, whenever it deems necessary and appropriate.

Remark:

- A) Student Affairs Office (SAO) will accord priority to those applications with complete information and supporting documents upon submission. Should SAO request supplementary document to help process the application, the applicant must adhere to the deadline set. Otherwise, the processing of the application may be delayed.
- B) Only those who have completed fitness training course organised by SAO or with equivalent qualifications certified by SAO are qualified to use the Fitness Room.

