



Hong Kong Sports Institute Limited

香港體育學院有限公司

2017年9月至2017年12月份 社區體育活動

September 2017 – December 2017 Community Sports Programmes

社區體育活動 Community Sports Programmes	報名日期 ENROLMENT DATE	
	現有學員 EXISTING STUDENT	新學員 NEW STUDENT
游泳課程 (C17WJ) Swimming Courses 少年班 Junior Courses	7/8/2017 – 20/8/2017	5/8/2017 – 20/8/2017 (遞交表格) Form submitted
		25/8/2017 (抽籤日期) Drawing lots
		28/8/2017 – 31/8/2017 (中籤後繳交費用) Payment for successful applicant
成人班 Adult Courses	1/8/2017 – 16/8/2017	21/8/2017 – 31/8/2017
運動課程 (517) (乒乓球除外) Sports Courses (2017年9月至10月) (Sep 2017 – Oct 2017)	11/8/2017 – 27/8/2017	5/8/2017 – 25/8/2017 (遞交表格) Form submitted
		29/8/2017 (抽籤日期) Drawing lots
		30/8/2017 – 31/8/2017 (中籤後繳交費用) Payment for successful applicant
乒乓球課程(517) Table Tennis Courses (2017年9月至10月) (Sep 2017 – Oct 2017)	11/8/2017 – 3/9/2017	5/8/2017 – 25/8/2017 (遞交表格) Form submitted
		5/9/2017 (抽籤日期) Drawing lots
		6/9/2017 – 8/9/2017 (中籤後繳交費用) Payment for successful applicant
運動課程 (617) Sports Courses (2017年11月至12月) (Nov 2017 – Dec 2017)	11/10/2017 – 27/10/2017	5/10/2017 – 25/10/2017 (遞交表格) Form submitted
		29/10/2017 (抽籤日期) Drawing lots
		30/10/2017 – 31/10/2017 (中籤後繳交費用) Payment for successful applicant

備註 Remarks:

- ✓ 活動章程內所刊載的報名日期，均以香港體育學院有限公司(簡稱“體院”)的最新公佈為準，如有更改，恕不另行通知。詳情請致電 2605 9483 查詢或瀏覽體院網頁 <http://www.hksi.org.hk>。

All the information on this booklet, including but not limited to enrolment date and course period is to be determined based on the Hong Kong Sports Institute Limited's (HKSI) latest records. In case of disputes, the Institute's decision and record shall be final and binding. Amendment of the offer details would be done without prior notice. Please check with us at 2605 9483 or HKSI website at <http://www.hksi.org.hk> for details.

- ✓ 若報名人數不足，體院將會取消該課程。當有足夠報名人數而確定課程舉行時，體院會致電通知有關報名人士於開課前繳費。倘若在該課程開班七天前仍未收到體院通知，即表示該班已取消，而體院將不作另行通知。

If there is insufficient enrolment, HKSI reserves the rights to cancel the class. Successful applicants will be notified by phone to pay the course fees before the class commences. If you do not receive notice from HKSI 7 days before course commencement date, it implies that the class has been cancelled without further notice.

報名細則及條款

1. 參加者必須確定身體健康狀況良好，適合參加所申請之活動。
2. **游泳班之申請人必須年滿五歲及身高 1.20 米或以上，成功報名後，如身高或年齡不符合要求將不獲退款安排**；而其他運動班之申請人必須年滿六歲。
3. 凡未滿十八歲之申請人，必須由家長簽名同意。
4. 報名時必須出示申請人的身份證明文件正本或副本，作為核實申請人資格用途。

報名方法 (新學員)

少年游泳課程 (第 N 級至第四級)

報名方法以抽籤方式收生，游泳班新生首先進行泳術測試，填妥報名表格後於 **25/8/2017** 舉行抽籤。中籤者將會個別另行通知。游泳班中籤者請於 **28/8/2017** 至 **31/8/2017** 繳交費用，逾期繳費恕不受理，剩餘名額將由其他候補人士填補。

所有運動課程

報名方法以抽籤方式收生，羽毛球及乒乓球的新生需報名進行技術測試，繳交表格、抽籤、繳費等日期可參考第一頁之內容，中籤者將會個別另行通知，逾期繳費恕不受理，剩餘名額將由其他候補人士填補。

成人游泳課程

親身報名，名額先到先得。(親臨報名人士之申請將獲優先處理)

6. 付款辦法

I 須親臨本院體育館接待處遞交以下文件。

手續辦理時間 星期一至日: 上午八時至下午八時

-填妥之報名表格

-現金、信用卡或劃線支票 (支票抬頭為「香港體育學院有限公司」，支票背面須寫上申請人姓名、電話及課程編號)

II 郵寄 (以郵戳為準，逾期作廢)

-把填妥之報名表格連同劃線支票郵寄至「沙田源禾路 25 號香港體育學院社區關係部」收(支票抬頭為「香港體育學院有限公司」，支票背面須寫上申請人姓名、電話及課程編號)。如因地址不全，引致郵誤，本院恕不負責。資料不全，恕不受理。

7. 除特殊情况外，所有課程一經報名，不得申請退款、轉班或轉讓他人代替參加。
8. 如因特殊情况申請退款，必須連同有效證明文件(學校證明或醫生證明)以書面作出申請，並必須由管理層批核才可作實，並需繳付港幣五十元手續費用。
9. 如需索取體院課程之證明書，必須填寫有關表格作出申請，並需繳付港幣二十元手續費用。申請約需十四個工作天處理。
10. 報名後請核對香港體育學院有限公司發出之機印收據上之資料，正確無誤方可離開，否則體院恕不負責。
11. 報名後請保留香港體育學院有限公司發出之機印收據，以便於活動當日供教練或導師查閱。
12. 體院所舉辦之課程或活動，均有體院所發出之收據。如有任何人士稱其課程或活動為體院所辦，而未能發出體院之有效收據，均與體院無關。
13. 因各地區天氣可能有別，室外課程之參加者請於**上課前一小時**致電體院 (查詢電話 2605 9483)。
14. 香港體育學院有限公司保留修改上述資料之權利，而無須作另行通知。
15. 所有球類活動參加者，於上課時須穿上清潔不脫色的膠底運動鞋。

TERMS & CONDITIONS OF ENROLMENT

1. Participants MUST be physically fit to participate in the activity.
2. **Swimming courses' applicant MUST be aged 5 or above and reach the height of 1.2M. After successful enrollment, course refund will not be accepted if age and height of participants do not meet requirements.** For other sports courses, applicants MUST be aged 6 or above.
3. For applicants who are under the age of 18, applications MUST have parent's authorization.
4. Participants should produce the originals or copies of their identity documents upon enrollment for our verification of their eligibility.

5. ENROLMENT METHODS (NEW STUDENTS)

Junior swimming course (Level N to level 4)

Students for level N to level 4 are selected by drawing lots. New students will be completed skill assessment. Drawing result of swimming class application will be available on **25/8/2017** and successful applicant will be confirmed by phone. All successful swimming class applicants please enroll from **28/8/2017** to **31/8/2017**, late entry will not be accepted and vacancy will be replaced by waiting list applicant.

All sport courses

Students are selected by drawing lots. Applicants of Badminton and Table Tennis course would be recommended to complete skill test firstly. Drawing Successful applicant will be confirmed by phone. Date of application form submitted, drawing lots and payment in details refer to Page 1. Late entry will not be accepted and vacancy will be replaced by waiting list applicant.

Adult swimming courses

In Person & first-come-first-served **※ Priority will be given to in person application ※**

6. PAYMENT METHODS

I. Submit the following documents to HKSI Sports Complex Reception Counter. **Enrolment Time** Mon to Sun: 8:00a.m. to 8:00 p.m.

1.1. Completed application form.

1.2. Cash, Credit Card or Crossed Cheque made payable to 「Hong Kong Sports Institute Limited」. Please print the applicant's name, telephone number and course code at the back of the cheque.

II. By Mail (Cut off date according to the date chop made by Post Office)

Mail the completed form with Crossed Cheque made payable to 「Hong Kong Sports Institute Limited」 to 「Community Relations Department, Hong Kong Sports Institute, 25 Yuen Wo Road, Shatin, Hong Kong」 Please print the applicant's name, telephone number and course code at the back of the cheque. If postage cannot be made due to missing address, HKSI has no responsibilities. Application will not be processed if information is missing.

7. Unless under special circumstances, no application for refund, change of or making substitution is allowed after enrolment.
8. Any refund on special circumstances should be made in writing with supporting document (School letter or doctor certificate) can only be accepted based on management's approval. Handling fee **HK \$50** will be required.
9. Reference Letter for course attendance can only be applied by filing the relevant form. It takes around 14 working days to process the application and **HK \$20** handling fee will be required.
10. Please CHECK all the details on the receipt. HKSI will take no responsibility for the amendment after enrolment.
11. Please KEEP the HKSI payment receipt for checking on the activity day.
12. An official receipt will be issued to all participants of courses or activities that organized by HKSI. HKSI will take no responsibility for participant of any courses or activity claimed to be organized by HKSI without producing HKSI official receipt.
13. Due to the variation of weather condition in different area, participants of outdoor course should check with HKSI **ONE** hour before the course commences (Enquiries: 2605 9483).
14. HKSI reserves the right to amend the above terms and conditions without prior notice.
15. All the participants in sports courses should wear clear and non-marking sneakers.