

Fitness Room User Introductory Courses – Semester I (2015 - 16)

The Office of Counselling and Wellness (Sports Development) will offer Fitness Room User Introductory Courses for all PolyU part-time students, alumni, part-time staff, full-time staff and their immediate family members from 7 September to 8 January 2016 in Room W205, PolyU campus.

1. Course Content

The 2 hours course aims to introduce the basic principles of physical fitness training and the use of fitness equipment.

2. Application

- a. All courses are offered free of charge and enrolment is on first-come-first-served basis.
- b. Application will start from 20 August 2015, 9:00 am onwards.
- c. For immediate family members of full-time staff :
 - i) Only applicants of **aged 16 or above** are eligible for the course.
 - ii) Please be reminded that the immediate family members of full-time staff are required to possess a Dependent Card issued by HRO for admission to the Sports Complex.
- d. Alumni are reminded to apply for a Sports Facilities User Card in advance for admission to the Sports Complex.

3. Application Procedures

- a. Complete and return **the REPLY FORM by email sapep@polyu.edu.hk or by fax 2764 4192.**
 - b. Application via email / fax will start at 9:00 am on 20 August 2015. Application earlier than 9:00 am will not be accepted.
 - c. Application in person at the counter of Shaw Sports Complex will start at 9:00 am on the same date.
 - d. Successful applicants will be confirmed by email / fax in due course.
 - e. Telephone application is not accepted.
4. Successful applicants are reminded to attend the course according to the timetable and should be in **proper sportswear**. Those who are **15 minutes late will not be allowed to attend the course** and their applications will be voided.

Remarks:

- a. CyberU / HKCC / SPEED Students :
You may standby for the course on the day at the entrance of Room W205, PolyU campus.
- b. Those who can produce evident proof of having taken proper fitness training elsewhere can apply for exemption from taking the Fitness Room User Introductory Course. Please contact Office of Counselling and Wellness (Sports Development) at 2766 6778 / 2766 6780 for details.

**Fitness Room User Introductory Course (FIC)
2015-16 Semester I**

Medium of Instruction : English

| Course Code | Date | Time | Venue | Date of Application (By fax or email) |
|--------------------|-------------------|---------------|---------------------------|--|
| FIC-15/S1/A01 | 7 Sep 2015 (Mon) | 15:30 – 17:30 | Room W205 PolyU Campus | 20 Aug 2015 (at 9:00 am) |
| FIC-15/S1/A02 | 24 Sep 2015 (Thu) | 10:30 – 12:30 | | |
| FIC-15/S1/A03 | 13 Oct 2015 (Tue) | 15:30 – 17:30 | | |
| FIC-15/S1/A04 | 10 Nov 2015 (Tue) | 10:30 – 12:30 | | |
| FIC-15/S1/A05 | 4 Dec 2015 (Fri) | 15:30 – 17:30 | | |
| FIC-15/S1/A06 | 8 Jan 2016 (Fri) | 15:30 – 17:30 | | |



Fitness Room User Introductory Course Reply Form

(Staff / Part-time Students / Alumni)

| | | |
|-----------------------|---|--|
| Name of Applicant | | |
| Status (please ✓) | <input type="checkbox"/> Full-time staff <input type="checkbox"/> Immediate family members of full-time staff <input type="checkbox"/> Part-time staff <input type="checkbox"/> Part-time student <input type="checkbox"/> Alumni | |
| PolyU ID Card No. | | |
| Course Code with Date | 1 st Choice | |
| | 2 nd Choice | |
| E-mail Address | | |
| Fax No. | | |
| Telephone No. | | |

Complete and return this reply form by email: sapep@polyu.edu.hk or by fax 2764 4192

Reminder for Fitness Room User Introductory Course

1. For immediate family members of full-time staff, only those whose age is 16 or above can apply. Please check if the Dependent Card has been applied in order to get admission into the Sports Centre before the course commences.
2. When attending the course, please :
 - a. bring the staff ID card, student ID card, dependent card, or sports facilities user card;
 - b. put on proper sportswear for exercise.
3. Be punctual in attending the course at the time specified in the schedule. Those who are **15** minutes late may not be admitted into the Fitness Room and their vacancies will be replaced by stand-by eligible participants.
4. You can start to book the Fitness Room via Web / on-site one week after attending the course. (<https://www40.polyu.edu.hk/starssport/>)
5. The minimum number of participants per course is 8. In case, there are less than 8 participants, the course will be cancelled and applicants will be informed of the cancellation 2 days before the commencement of the course.

The above information shall only be used for the purpose of enrolment processing and will be kept for no more than 1 year.