

香港中文大學
合資格退休僱員游泳證申請辦法

甲. 申請資格

香港中文大學「具十年或以上服務年期的合資格退休僱員」，即：

- i. 按有關服務條例("TOS")或長期聘用條款("CA")受聘的全職僱員並在退休前已連續服務十年或以上者；或
- ii. 於合約期屆滿時已達 60 歲或 60 歲前一天並已在大學連續全職服務十年或以上者。

乙. 辦理手續

(一) 親身辦理或委託他人辦理

- (1) 申請人可親自或由委託人攜同已填妥之「香港中文大學合資格退休僱員游泳證申請書」表格乙份，連同申請人之半身近照一張、身份證副本、「享用大學服務／設施工作證明書（只適用於合資格退休僱員）」之正本及影印本，以及合資格退休僱員游泳證年費（二百二十元正）於辦公時間內前往位於香港中文大學范克廉樓一樓之學生事務處行政及設施組接待處辦理申請手續。費用需以劃線支票支付，抬頭為「香港中文大學」。
- (2) 凡攜有舊證者，須於繳交年費後由本處職員在舊證上蓋上新的有效日期及簽署，其辦證手續方為完成；倘若舊證續期欄已蓋滿，請備近照乙張以便更換。

(二) 郵遞辦理

- (1) 申請人可親臨本處索取或於本處網頁(待更新超連結)下載申請表格乙份，填妥後連同半身近照一張、身份證副本、「享用大學服務／設施工作證明書（只適用於合資格退休僱員）」影印本以及劃線支票二百二十元正（抬頭為「香港中文大學」），逕寄香港中文大學范克廉樓一樓 101 室學生事務處行政及設施組(大學游泳池辦事處)，信封面請註明「申請合資格退休僱員游泳證」。於本處領取游泳證時，請出示「享用大學服務／設施工作證明書（只適用於合資格退休僱員）」之正本，以供核實資料之用。
- (2) 申請人若持有舊證，只須把舊證連同貼足郵費之回郵信封，以及附上劃線支票二百二十元正（抬頭為「香港中文大學」）逕寄香港中文大學范克廉樓一樓 101 室學生事務處行政及設施組(大學游泳池辦事處)辦理，信封面請註明「申請合資格退休僱員游泳證」。倘若舊證續期欄已蓋滿，請備近照乙張以便更換。

丙. 注意事項

- (一) 如選擇以郵遞辦證，請勿郵寄現金。
- (二) 已繳交年費之合資格退休僱員游泳證有效日期，乃由泳池每年重新開放日 起至該年十一月三十日止。
- (三) 若合資格退休僱員於泳池重新開放日後才辦理申請，則其游泳證之有效日期便以發證日至該年十一月三十日為準。

香港中文大學學生事務處
謹啟

二零二四年三月

The Chinese University of Hong Kong
Application for Eligible Retirees Swimming Card

I. Card Holder Eligibility

“Eligible Retirees with 10 years or more service” who are appointees with 10 years or more full-time continuous service immediately prior to retiring from University appointment:

- i. on regular Terms of Service (“TOS”)/Continuous Appointment (“CA”) mode;
OR
- ii. on completion of contract upon reaching age 60 or the day immediately prior to the 60th birthday or beyond.

II. Application Procedures

A. Application in person or by authorized person

1. The applicant should bring along in person or by an authorized person (1) the completed "Application Form for CUHK Eligible Retirees Swimming Card", (2) one recent photo, (3) photocopy of Hong Kong ID Card, (4) original copy and photocopy of “Employment Certification in Support of Access to University Services/Facilities (for Eligible Retirees only)” and (5) annual subscription fee (HK\$220) to the *Reception of Administration and Amenities Section, Office of Student Affairs (OSA) at 1/F, Benjamin Franklin Centre, CUHK* during office hours. The annual subscription fee should be made by crossed cheque payable to “The Chinese University of Hong Kong”.
2. For renewal cases, the applicant should bring along the old card to the *University Swimming Pool Office* for stamping of a new expiry date. If the blanks for filling out the new expiry dates are full, the swimming card has to be reissued with a recent photo submitted.

B. Application by post

1. The applicant could obtain the "Application Form for CUHK Eligible Retirees Swimming Card" at OSA or download from the OSA website ([hyperlink to be updated](#)). The completed form together with (1) one recent photo, (2) photocopy of Hong Kong ID Card, (4) photocopy of “Employment Certification in Support of Access to University Services/Facilities (for Eligible Retirees only)” and (5) crossed cheque for annual subscription fee (HK\$220) payable to “The Chinese University of Hong Kong” should be sent to the *University Swimming Pool Office, Administration and Amenities Section, Office of Student Affairs, Room 101, 1/F, Benjamin Franklin Centre, CUHK*. Please state “Application for Eligible Retirees Swimming Card” on the envelope. You are required to present the original copy of the “Employment Certification in Support of Access to University Services/Facilities (for Eligible Retirees only)” when collecting the Swimming Card at our office for information verification.
2. For renewal cases, the old card together with (1) a crossed cheque for annual subscription fee (HK\$220) payable to “The Chinese University of Hong Kong” and (2) a stamped return envelope should be sent to the *University Swimming Pool Office, Administration and Amenities Section, Office of Student Affairs, Room 101, 1/F, Benjamin Franklin Centre, CUHK*. Please state “Application for Eligible Retirees Swimming Card” on the envelope. If the blanks for filling out the new expiry dates are full, the swimming card has to be reissued with a recent photo submitted.

III. Important Notes

- A.** Please DO NOT send cash if the application is to be made by post.

- B. The annual subscription is effective from the re-opening date of the University Swimming Pool of the season to November 30 of that year.
- C. If the application is made later than the re-opening date of the University Swimming Pool, the valid period will be from the date of the card issuance/renewal to November 30 of that year.

Office of Student Affairs
The Chinese University of Hong Kong

Mar 2024