

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）於辦公時間內遞交至 [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](#)。費用需以劃線支票支付，抬頭為「香港中文大學」。

(二) 郵遞辦理

- (1) 申請人可或於本處網頁(<https://www.osa.cuhk.edu.hk/tc/campus-life/amenities/swimming-pool/>)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」。

(三) 網上辦理

- (1) 申請人可前往本處網頁填寫網上申請表(<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13680900>)

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十二月止。
- (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十二月為準。

香港中文大學學生事務處行政及設施組

二零二五年四月

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”.

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 (<https://www.osa.cuhk.edu.hk/tc/campus-life/amenities/swimming-pool/>). 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.

C. Online application

1. The applicant could fill in the online application form (<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13680900>)

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 December 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 December of that year.

April 2025