



## “Term 2 Private Lesson” Application Form (Jan-Mar 2020)

Class Venue: **Indoor Swimming Pool**

Term	Period
1	September - December
2	January - March
3	April - June
Summer	July - August

Duration	Fee
30 minutes	\$545

Guests will be charged extra 10% on regular fees

Application Start: 29<sup>th</sup> Nov 2019 (we will send out the confirmation on 23<sup>rd</sup> December 2019)

For Enquiries: **Michelle Lo**, Swim Coach- 3199 3596/[michellelo@lrc.com.hk](mailto:michellelo@lrc.com.hk)

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### Participant’s Information

Name: _____		Gender: _____		DOB: _____		Member / Guest <i>(Please circle)</i>	
First Priority: Monday 6pm-9pm/Tuesday 2pm-4pm/ Thursday 7:00am-12:00noon/ Friday 2pm-5pm/ Sunday 8:30am-7pm				Time: _____			
Second Priority: Monday 6pm-9pm/Tuesday 2pm-4pm/ Thursday 7:00am - 12:00noon/ Friday 2pm-5pm/ Sunday 8:30am-7pm				Time: _____			

### Member’s & Parent’s Information

Name: _____		Membership No: _____		Phone No.: (M) _____	
E-mail Address: _____		Date: _____		Signature: _____	

#### Cancellation policy

1. **No charge for first time cancellation before 48 hours cancellation policy or sick leave supported by doctor’s certificate**
2. Cancellation with 48 hours’ notice, 50% of the fee will be charged for any further cancellation
3. Sick leave supported by doctor’s certificate, 50% of the fee will be charged for any further sick leave
4. No shows will be charged 100%
5. No make-up class will be offered
6. **Signing up is for the entire term and no withdrawal is permitted.**

#### Priority

1. Priority of holding the same spot from Term 1 to 3 is given to member with a good attendance record
2. Member’s with >80% attendance has priority for their same time slot for next term
3. Member’s with <80% attendance in a term will lose their spot in next term, priority will then be given to those on waiting list
4. **No priority given to swimmer who had completed for 2 consecutive terms (excluded Summer term)**
5. Members will be put on waiting list if application period is closed
6. **Applicant only, not any other person is allowed to take the lesson**
7. Guest applications will have the lowest priority and will only be accepted if no member has applied for that time slot for that term
8. No attendance priority for guest registering for a second term
9. The final decision remains the discretion of the Head Swim Coach

*Please note – participants will be contacted with class information 1 month prior to commencement of programmer*

#### Notes & conditions:

1. Enrollment for lessons on receipt of application
2. Member are required to sign-in their guest and be present during classes
3. **No lesson on a public holidays**
4. I accept that the LRC and its coaches will not be responsible for any liability whatsoever arising out of any accident or injury to the participant or to any other person.

Please turn in your enrollment form to Sports Desk or fax to 2522 2512 / Tel: 3199 3800 E-mail: [michellelo@lrc.com.hk](mailto:michellelo@lrc.com.hk)

#### For office use only

Received by	Date	Time	Initials

**\* Members are responsible for their guests’ behaviour while on club premises.\***

Update 21<sup>st</sup> Nov 2019