Learn to Swim@JC
Replacement for Swim Gear Form

Please read the instructions below before completing this form:

Instructions

1. Please complete Part 1 & Part 2 of this form.
2. Complete and submit this form along with the following documents to the Learn to Swim@JC ("the Project") Office by post or in person:
   a) Photocopy of the swimmer's Student ID card of the Project; and
   b) Replacement Fee: A crossed cheque for **HKD$225** made payable to **"HKGSA"** (non-refundable). Please write the swimmer's full name, Student ID card number and contact number on the back of the cheque.
3. **(If by post)** Please specify **"Replacement for Swim Gear"** on the envelope.
   The parent/ guardian of the swimmer will be notified by phone to collect a new set of swim gear in about 5 working days upon receipt of this form. If you do not hear from us after 5 working days, please contact our staff at 2335 0662 immediately.
   The parent/ guardian of the swimmer is required to collect the swim gear in person at the Learn to Swim@JC Office within 5 working days after being notified. Please bring the swimmer's Student ID card/ a valid proof of identity of the swimmer for validation.
4. **(If in person)** The Project staff will verify the submitted form and the swimmer's Student ID card/ a valid proof of identity of the swimmer immediately and distribute the new swim gear on-site directly after verification.
5. If the parent/ guardian of the swimmer is unable to collect the swim gear in person, you can authorize a representative to pick up on your behalf. Please complete **Part 3: Authorization for Collection** of this form.
6. A set of swim gear (including one swimsuit, one swim cap, one pair of goggles and one waterproof bag) cannot be sold separately.
7. Only accept the damaged or lost swim gear.

Address: Unit I, 9/F, MG Tower, 133 Hoi Bun Road, Kwun Tong Tel: 2335 0662
Office Hour: Mon to Fri, 10:00 am – 1:00pm, 2:00pm – 5:00 pm. Closed on Sat, Sun and Public Holidays

Part 1: Particulars of Swimmer

English Full Name		Student ID Card No.	
Chinese Full Name (if any)		Size of the swimsuit	☐120 ☐130 ☐140
Reason for Replacement	☐Loss ☐Damage		

Part 2: Declaration

I am the *Parent/ Guardian of the above swimmer and on behalf of the said swimmer, to apply for the replacement for swim gear. I hereby understand and declare that the swim gear is non-transferable, non-saleable and not allowed for business propose.

Full Name in English of *Parent/Guardian		Tel. Number	
*Parent/Guardian's Signature		Date	

**Please delete as appropriate*

Part 3: Authorization for Collection (If applicable)			
The parent/ guardian of the swimmer, who authorizes a representative for collection, shall fill in and duly sign on this part. The authorized person shall present the following documents when collecting the swim gear: 1. Photocopy of the swimmer's Student ID card of the Project; 2. Photocopy of Parent/ Guardian's HKID Card; and 3. Personal identity document of the authorized person.			
Full Name in English of Authorized Person		Tel. Number of Authorized Person	
Authorized Person's Signature		*Parent/Guardian's Signature	

** Please delete as appropriate*

Part 4: ACKNOWLEDGEMENT (To be completed by receiver upon collection of the replacement of swim gear)			
I, on behalf of the swimmer: (Name) _____, acknowledge receipt of the replacement of swim gear including the following items: 1) One Swimsuit (Size: ☐120 ☐130 ☐140); 2) One Swim Cap; 3) One pair of goggles; and 4) One waterproof bag I have checked there is no damage or missing items. I will neither request to return nor exchange.			
Full Name (in English) of Receiver		Tel. Number of Receiver	
Receiver's Signature		Date	

For Learn to Swim@JC Office			
Received Date		Intake	
Cheque No.	HKD $225.0	Follow up (if any)	
Staff		Staff's Signature	