



Guidance Notes

- All applications must be made by completion of this form with submission in person, by fax at 3963 5276 or by mail to **Advancement and Alumni Affairs Office, Room N405, Block N, The Hang Seng University of Hong Kong, Hang Shin Link, Siu Lek Yuen, Shatin, New Territories, Hong Kong.**
- The annual application fee is HK\$300 for a period of 1 year (from the date of issuance).
- The cardholder can enjoy the following alumni services
 - Library entry rights (excluding borrowing rights)
 - Sports facilities usage rights
 - For 1 September to 30 May, Saturdays and Sundays only (excluding public holidays)
 - For 1 June to 31 August, Mondays through Sundays (excluding public holidays)
 - Venue-booking fees will be charged each time; users must follow user regulations
 - Please refer to *Sports and Amenities Centre (Block B) Information for Users*
 - Free Campus Parking Service (On Saturdays and Sundays only. Campus closure on School Holidays and Public Holidays.)
- The replacement fee for each lost card is HK\$100.
- The replacement for damaged cards is free of charge. Please submit this form together with your damaged card.
- All fees paid are non-refundable.
- HSUHK reserves the rights to amend these Terms and Conditions at any time.

- Annual Application (HK\$300) Loss Replacement (HK\$100) Damaged Replacement (Free)

Personal Particulars

Title _____ Mr / Ms / Miss / Dr / Prof (Please delete as appropriate) _____ Chinese Name _____
 English Name _____ (Surname) _____ (Other Names) _____
 Organisation Name _____ Job Title _____

Academic Qualification in HSUHK/ HSMC / HSSC

Programme Name _____ Graduation Year _____

Contact Details (This section is compulsory for our mail delivery of your HSUHK Affiliate Card to your correspondence address provided.)

Email Address _____ Contact No. _____
 Correspondence Address _____

Payment Methods

- Cash:** Please visit our Office for payment **in person. Attention: Please do not mail cash.**
- Bank Transfer:** Please pay via Hang Seng Bank **787-087808-002 (The Hang Seng University of Hong Kong).** **Attention: Please keep the receipt and write your name and contact number at its back.**
- Crossed Cheque:** Please make cheque payable to “The Hang Seng University of Hong Kong”. **Attention: Please write your name and contact number at the back of the cheque.**

Please submit this form together with the bank transfer receipt or the crossed cheque in person or by mail to our Office.

Declaration on Personal Data Collection

Your information provided in this form will be used in processing your application for the HSUHK Affiliate Card. To ensure that you are informed of The Hang Seng University of Hong Kong’s latest news, we will deliver announcement of our University (including its internal departments and constituent units) and other information, including activities, benefits and services, academic programmes and solicitation of donations, to you through various communication channels by using your personal data provided (including email address, correspondence address and contact number).

For enquiries or change of personal data, please approach our Office.

- I **DO NOT** wish to receive the aforementioned information.

Date: _____ Signature: _____