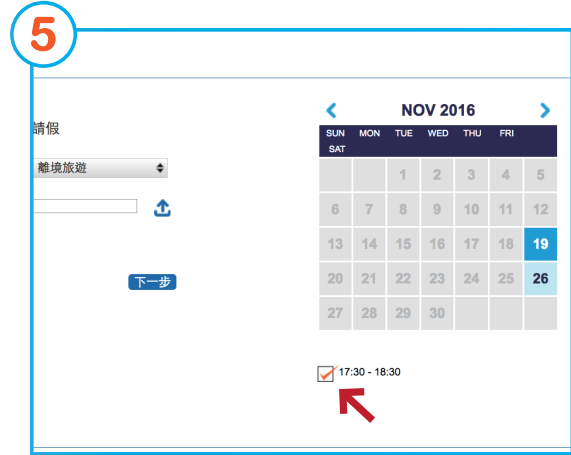


網上請假流程 Online leave application procedure

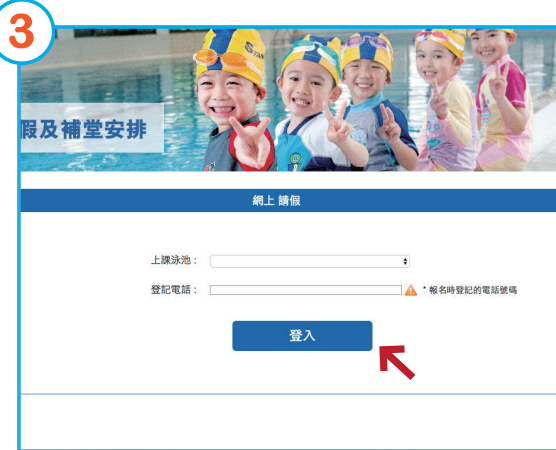
1 登入 Visit www.stanfordswim.com.hk/make-up



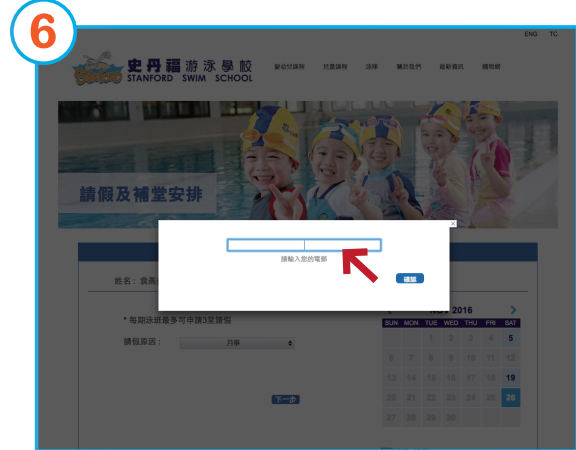
選擇「請假」 Select "Apply leave"



於月曆位置選擇需請假的日期及時間，按「下一步」
Select date and time in calendar then press "next step"



選擇學員所屬泳池，輸入報名時的登記電話後登入
Select pool venue, enter registered contact number and log in



輸入電郵地址
Enter your email address



選擇請假原因 Select Reason for leave

7 請假確認電郵將傳送至閣下電郵地址
You will receive the confirmation email

生病 需上載有關醫生紙證明 (可申請回一個月前的病假)
Medical reason upload doctor certificate approval for leave (medical reason request can apply back one month ago)

學校活動 需上載相關學校活動通告 (需於請假當日24小時前申請)
School event upload school approval for leave (apply 24 hours before lesson starts)

離境旅遊 需上載相關旅遊證明 (需於請假當日24小時前申請)
Departure to overseas upload approval for leave (apply 24 hours before lesson starts)

紅事 需上載相關證明 (需於請假當日24小時前申請)
Wedding upload approval for leave (apply 24 hours before lesson starts)

白事 無需證明 (可申請回一個月前的白事請假)
Funeral No proof needed (can apply back one month ago)

月事 無需證明 (可申請回一個月前的月事請假)
Period No proof needed (can apply back one month ago)

開班前 無需證明 (需於泳班第一堂開始前申請)
Requested before class starts No proof needed (application is required before 1st lesson starts)



網上補堂流程

Online make up class arrangement procedure

1

登入Visit www.stanfordswim.com.hk/make-up

4

於月曆位置選擇想補堂的日期及時間，按「下一步」
Select date and time in calendar, press "next step"

2

選擇「安排補堂」 Select "Request for leave"

5

補堂確認電郵將傳送至閣下電郵地址
You will receive make up confirmation email

3

選擇學員所屬泳池，輸入報名時的登記電話後登入
Select pool venue, enter registered contact number and log in

6

補堂安排已確認
Application success

補堂注意事項

1. 每期泳班最多只可請假3堂。(嬰幼兒課程最多只可請假2堂)
2. 已申請的請假及補堂不能更改時間，任何情況下缺席補堂者當自動棄權論
3. 所有因天氣情況而取消的泳班，將不設補堂
4. 所有補堂需於8個月內補回，逾期當自動棄權論
5. 所有7-8月之平日暑期課程均不設任何補堂安排(開班前申請之請假除外)

Make up class policy

1. A maximum of 3 make-up classes (medical or personal reason) will be offered in each course; "maximum of 2 make up classes for water babies course"
2. Confirmed make-up class cannot be rescheduled under all circumstances. Absentee of the make-up class surrenders their right of the make-up class;
3. No make-up class is arranged for bad weather cancellation;
4. Any make-up class can only be extended 8 months;
5. No make-up class is arranged for Summer weekday course(excluded requested before class start)