

National Taiwan Normal University Implementation Guidelines for the Opening and Management of the Natatorium

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- I. These Implementation Guidelines for the Opening and Management of Sporting Facilities were established by referencing the University's "Sports Affairs Council By-laws," Article 5 of the University's Management Regulations for the Self-funded Income and Expenditure of University Funds. These Guidelines were established to enhance the management and usage of the sporting facilities, provide a comprehensive sporting and recreational environment, promote physical and mental health of the University's teachers and students, and encourage people to do sports with the community to revitalize the functionality of sporting facilities.
- II. Opening Principles: The planned areas may be made available to the public without affecting the instruction of physical education, training of varsity teams, and University events.

III. Opening Hours

(I) Main Campus

1. Faculty/staff and students of the University: Entry with faculty/staff ID cards, retired faculty/staff ID cards (must to exchange the pass at counter), and student ID cards.
- (1) Hours of Free Admission during Semesters (temporary changes will be implemented according to announcements by the Athletic Department)

Time Periods/Identity	Student	Faculty and Staff	Retired Faculty and Staff
Afternoon Swims 12:00~14:00	Monday to Friday		

- (2) During winter and summer vacations: The opening hours depend on the operation condition of that year, and a separate announcement will be made one week before winter and summer vacations start.
- (3) The Natatorium is closed on national holidays.
2. Opening hours for Individual Swimmer Members and one-time entry swimmers:

Individuals can enter to use the facility during the following opening hours with the University Swimming Pass. (Individual Swimmer Members are limited to 1 swim per day)

(1) Opening Hours during Semesters

Time Periods	Monday to Friday	Saturday	Sunday
Opening Hours	06:00~08:30	06:00~22:00 (closed)	06:00~17:00 (closed)
	12:00~14:00		
	17:30~22:00 (closed)		

- (2) Opening hours during winter and summer vacations (according to the opening dates announced annually)

Time Periods	Monday to Friday	Saturday	Sunday
Opening Hours	06:00–22:00 (closed)	6:00–22:00 (closed)	6:00–17:00 (closed)

(3) The Natatorium is closed on national holidays.

(II) Linkou Campus

1. May to October: (1) Tuesday to Sunday 06:00–08:00, and 15:00–21:00
(2) Closed on national holidays, and closed on Mondays (pool)
2. November to April: (1) Tuesday to Sunday 06:00–08:00
(2) Closed on national holidays, and closed on Mondays (pool)

IV. Registration Procedures

(I) Main Campus

1. Mainly for those that are adequate at swimming. Individuals need to sign an Affidavit, abide by the regulations on the use of the Natatorium, and be responsible for their own safety. In addition, those who are less than 130 cm in height must have someone that can take care of them (also required to apply for a certificate) to enter the pool.
2. Documents required for the Application:
 - (1) Non-university Personnel: proof of identity (ID card or health insurance card)
 - (2) Persons on campus:
 - (a.) Students: student ID.
 - (b.) Faculty and Staff: ID card or service certificate issued by NTNU.
 - (c.) Research assistant and post-doctoral research fellow: service I.D card.
 - (d.) Spouse and immediate relative of NTNU staff and faculty.
 - (e.) Alumni: Photocopy of diploma or alumni card.
 - (f.) Retired faculty and staff: retired I.D card or the document which can prove the retired identity.
3. Registration and Payment: apply to the account, then log in to the online “registration and payment system” of the website of the Athletic Department, NTNU. After the registration and payment are completed, bring the Easy Card, payment receipt, and related documents to the swimming pool counter for the application.
4. Time and place of application:
 - (1) Time: The pass can be obtained during the opening hours of the Natatorium.
 - (2) Location: No. 162, Section 1, Heping East Road, Da’an District, Taipei City. National Taiwan Normal University Natatorium.
 - (3) Contact Number: (02)7749-3262 or (02)7749-3263
5. Please keep the Pass properly. If it is lost and reissued, or it is damaged and replaced, a handling fee of NT\$ 200 will be charged.

(II) Linkou Campus

1. Mainly for those that are adequate at swimming. Individuals need to sign an Affidavit, abide by the regulations on the use of the Natatorium, and be responsible for their own safety. In addition, those who are less than 130 cm in height must be accompanied by a capable carer (also required to apply for a certificate) to enter the pool.
2. Documents required for the Application:
 - (1) Non-university Personnel: identification documents (ID card, health insurance card, etc.), two photos.
 - (2) Persons on campus:

- (a.) Students: Photocopy of student ID card and two photos.
 - (b.) Faculty and staff and dependents: service certificate, photocopy of ID card, and two photos.
 - (c.) Alumni: Photocopy of graduation certificate and two photos.
3. The fee is paid using online payment and after payment has been completed, please contact the Athletics Division or the swimming pool counter of the Linkou Campus with the proof of payment within 3 days to apply for a swimming pass.
 4. The online registration <http://www.phr.ntnu.edu.tw/main.php> is at the National Taiwan Normal University Athletic Department website. Click on the Natatorium and then click on the Linkou Campus Swimming Pool to enter the public registration and online payment system to complete the registration and payment. If you have any questions, please contact: (02)7749-8466 or (02)7749-8458
 5. Time and Location of Application:
 - (1) Time: Individuals can apply for the Pass during the opening hours of the swimming pool.
 - (2) Location: No. 2, Section 1, Ren'ai Road, Linkou District, New Taipei City. National Taiwan Normal University Linkou Campus Swimming Pool.
 - (3) Contact Number: (02)7749-8466 or (02)7749-8458
 6. Please keep the Pass properly. If it is lost and reissued, or it is damaged and replaced, a handling fee of NT\$ 200 will be charged.

V. Fees

(III) Main Campus

1. Facility Rental Method:
 - (1) Rental of the entire facility: If there is a need for non-university public and private groups that need to rent out the facility, the fees are as follows after it has been approved by the University's supervisory unit:
 Facility Fees: facility fee of the competition pool for half a day is NT\$ 20,000, and the facility fee of the training pool for half a day is NT\$ 5,000.
 Utility and Cleaning Fees: half a day is NT\$ 6,000.
 Personnel Fees: each time is NT\$ 100 per person, overtime pay for staff members and lifeguard fees are calculated separately.
 - (2) Renting swimming pool lanes: if the University, government agencies, and organizations are applying to rent dedicated swimming pool lanes, each lane will be charged NT\$ 1,500/hr., and the number of people using the lane is limited to 15 people if the application is approved. The preferential discount for lane rental is limited to a one-time application, and the fee must be paid before renting. There is no refund if the preferential discount had been paid.
 Renting lanes for more than 10 hours gets a 10% discount; renting lanes for more than 20 hours gets a 20% discount; renting lanes for more than 40 times gets a 40% discount, and renting lanes for more than 50 hours gets a 50% discount.
 - (3) Individual Renting: If a University unit is approved to rent the swimming pool while not affecting morning/evening swims and teaching periods, each individual is charged NT\$ 120 per entry. If the individual renting is a member of the swimming team, there are no dedicated swimming pool lanes and coaches are prohibited from carrying out training and coaching.

2. If the usage exceeds the original rental time, the fees will be increased according to the ratio of the rental time. If the rental time is less than one hour, the fee will count as one hour.
3. Non-university Individual Swimmer Members that have personally registered for three consecutive years of membership will be given a 15% discount on annual membership fees starting from the fourth year (must present their swimming pass from the previous year). If the contract does not renew before expires, it must re-accumulate the term.
4. If there are more than 5 Individual Swimmer Members that want to register as a group, they will be given a 5% discount; when there are more than 15 members, they will be given a 10% discount; when there are more than 30 members, they will be given a 20% discount, but each discount offer can only be used once.
5. Non-university units or companies that have been approved by the University will be given a minimum 20% discount by presenting their employee ID card from their unit or company, but each discount offer can only be used once.
6. List of Fees for Individual Swimmers

Item	Status of Applicant	Expiration Date	Fee	Remarks
Individual Swimmer Member	Students of the University (including graduate students)	One Month Half a Year One Year	NT\$250 NT\$1,000 NT\$1,800	<ol style="list-style-type: none"> 1. When applying for a Pass, please automatically present the relevant documents. 2. The NTNU senior undergraduate student and graduate student can only apply for one-month/half year membership. 3. Continuous Education Students from the Language Center can apply Passes for maximum duration of three months each time. 4. The discount for the continuous education students is only limited to their study period. 5. The fees listed on the left include business tax. 6. Different discount cannot be used in the same time. 7. Swimmers must cooperate with the pool's opening time and the lane scheduling from the lifeguard. During some periods, only the large pool is open. Please pay attention to the on-site announcement. 8. The swimming pool is closed during national holidays, and no additional days will be compensated. 9. Members should apply for the swimming pass within 7 days after the payment is made, or the starting day would start from the 8th day automatically after the payment.
	Faculty and Staff of the University (including research assistant, adjunct lecturer, language center lecturer, post-doctoral research fellow, retired faculty/staff, volunteer)	One Month Half a Year One Year	NT\$500 NT\$2,500 NT\$4,500	
	Direct family members and spouses of the University's faculty/staff	One Month Half a Year One Year	NT\$800 NT\$4,000 NT\$7,200	
	Language Center Students of Continuous Education	One Month Two months Three months	NT\$1,400 NT\$2,500 NT\$3,500	
	Alumni of the University	One Month Half a Year One Year	NT\$1,400 NT\$7,000 NT\$12,000	
	Non-university Personnel	One Month Half a Year One Year	NT\$2,500 NT\$13,000 NT\$21,000	
Single-Entry Fee	Students of the University (including graduate students)		NT\$30	<ol style="list-style-type: none"> 1. Non-university Personnel has to show the I.D and pay on-site. 2. Discounts for people with disabilities: Owners Holders of Disability Cards and 1 person accompanying the individual can use it for free during any single time period.

	Faculty and Staff of the University (including research assistant, adjunct lecturer, language center lecturer, post-doctoral research fellow, retired faculty/staff, volunteer)		NT\$50	<p>3. Discounts for Children:</p> <p>(1) Children under the age of 6 can use it for free during any single time period with their identification documents; however, a child needs to be accompanied by an adult and the accompanying adult enjoys a 50% discount.</p> <p>(2) Children over the age of 6 but under the age of 12 can enjoy a 50% discount for a single use during all time periods with their identification documents.</p> <p>4. Discounts for the Elderly: Elderly individuals over the age of 65 can enjoy a 50% discount for a single use during the public welfare time periods for the Natatorium (weekdays 09:00–11:00; 14:00–16:00) with identification documents. (Weekdays are defined as time periods not including holidays, national holidays, and the University's winter and summer vacations)</p> <p>5. Different discount cannot be used in the same time.</p> <p>6. Admission to use is subject to the opening hours of the Natatorium, please be aware that the large pool will be the only pool made available during certain time periods, please note the on-site announcement.</p>
	Direct family members and spouses of the University's faculty/staff		NT\$80	
	Alumni of the University		NT\$100	
	Non-university Personnel		NT\$150	

(IV) Linkou Campus

1. As long as it does not affect the opening and teaching hours, non-university units renting the swimming pool will be charged a facility fee of NT\$ 1,500/hour (overtime pay for staff members and lifeguard fees are calculated separately).
2. If the usage exceeds the original rental time, the fees will be increased according to the ratio of the rental time. If the rental time is less than one hour, the fee will count as one hour.
3. List of Fees for Individual Swimmers

Item	Status of Applicant	Expiration Date	Expenses	Remarks
1	The faculty and staff of the University (spouse, direct family members), retired personnel and part-time teachers, contracted (including temporary) personnel, and full-time working students all belong to this category.	One Year	NT\$500	<ol style="list-style-type: none"> 1. Membership fees include: utility fees, water quality treatment fees, facility maintenance and cleaning fees, and management fees. 2. The Natatorium is already insured with public liability insurance. 3. Group members of more than 30 members can enjoy a 10% discount on the annual membership fee. 4. Events for social education, public welfare or special events will get a 50% discount upon approval by the University. 5. The Pass is invalid after the expiration date, and the information on replacements will be issued based on the archived information by the Natatorium. When applying for a replacement Pass, please submit a one-inch bust frontal photo and a handling fee of NT\$ 200. 6. The Pass shall not be lent to others, and owners cannot request to retain the period of use, extended, or deposited. If there is a forgery or fraudulent use of the Pass, the owner's right to enter the pool will be canceled and the pass will be confiscated.
2	Students of the University (including graduate students).	One year	NT\$300	
3	Alumni of the University	One year	NT\$2800	
		Six months	NT\$1500	
		Three months	NT\$800	
4	Students from other schools (referring to the regular education systems from elementary school to doctoral programs, excluding students of continuous education and higher education programs)	One year	NT\$4000	
		Six months	NT\$2500	
		Three months	NT\$1500	
5	Non-university Personnel	One year	NT\$6000	
		Six months	NT\$3500	
		Three months	NT\$2000	
6	30 tickets.		NT\$1500	

7	Single-Entry		NT\$100	1. On-site payment. 2. Discounts for people with disabilities: Owners Holders of Disability Cards and 1 person accompanying the individual can use it for free during any single time period. 3. Discounts for Children: (1) Children under the age of 6 can use it for free during any single time period with their identification documents; however, a child needs to be accompanied by an adult and the accompanying adult enjoys a 50% discount. (2) Children over the age of 6 but under the age of 12 can enjoy a 50% discount for a single use during all time periods with their identification documents. 4. Discounts for the Elderly: Elderly individuals over the age of 65 can enjoy a 50% discount for a single use during all time periods with their identification documents.
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VI. Refund, Extension Conditions and Regulations for Individual Swimmer Members

(I) Main Campus

- Individual swimmer members who are unable to participate in swimming due to special reasons or serious illnesses can submit a doctor's diagnosis certificate or relevant certification documents for proof. After being approved by the University, they can apply for a refund or extension based on the ratio of the remaining days.
- Individual swimmer members that want to extend their Pass due to going abroad can apply for an extension according to the regulations in the following table before the expiration date of the original membership application by presenting the certification documents within the period of use of the original applicant. Overdue applications will not be accepted. The number of days indicated in the table below is the minimum limit, and the application for extension can only be applied for the number of days above the minimum limit (Domestic tourism does not count), and can be refunded or postponed in proportion to the remaining days. The Pass can be extended for a maximum of 60 days, and the limit is once per membership year

Extension due to Special Condition (attach the unit's business dispatch form, and proof of arrival and departure)					
Membership status	Annual membership	Semiannual membership	3 months	2 months	1 month
The number of days that is eligible for application					
Max. Limit of the Extension	60 days	30 days	15 days	7 days	×

3. Application for Refund

- Those who apply for a refund 7 days after completing the registration and payment will be refunded according to the amount of the exact membership fee minus the monthly membership fee of your member status multiplied by the number of the month that has passed. 【amount of refund=membership fee-(one month membership fee × number of months passed)】
- The number of months is calculated from the effective starting date of membership to the date of applying for refund. If the calculated day is less than 15 days, it will be

regarded as half a month; if it exceeds 15 days, it will be regarded as a month.

(II) Linkou Campus

1. Members who are unable to participate in swimming due to special reasons or serious illnesses can submit a doctor's diagnosis certificate or relevant certification documents for proof, and can apply for a refund or extension based on the ratio of the remaining days.
2. Individual swimmer members who are on official business trips for more than 2 months can apply for an extension by attaching the company's business trip dispatch form, arrival/departure certificate and other relevant documents.
3. Those who do not meet the requirements within seven days of applying for the University's swimming pass, the application for a refund will be deducted according to the actual number of days using the swimming pass with each time counting as a single use of the pass. If the usage date exceeds one month, the price will be calculated proportionally to the actual number of days used, and individuals will be charged 20% handling fee.

VII. Terms of Use and Precautions

- (I) Swimmers should enter the facility with a Membership Pass. Membership passes cannot be lent to others, fraudulently used, or altered. If discovered to have done so, the membership pass will be confiscated according to the severity of the circumstances.
- (II) Anyone suffering from skin diseases, epilepsy, or diseases at risk of infecting others cannot apply for a swimming pass and participate in swimming lessons to maintain public safety.
- (III) Swimmers must go through a shower and footbath and wear a swimming cap before entering the pool to maintain the cleanliness of the water; beach shorts and transparent clothes are prohibited. Besides the swimming goggles, it is strictly forbidden to bring any form of eyeglasses to the swimming pool.
- (IV) Diving is prohibited except during the instruction of swimming, varsity team training and approval by application.
- (V) Please use the fixed facilities around the swimming pool such as walkways, bathrooms, and changing rooms with care. It is strictly prohibited to play and run around the pool, and press down on lane ropes. The parties are involved for any accident that occurs. If individuals fail to comply with the regulations and risk public safety, inflict water pollution, hinder the performance of Natatorium staff after being warned by the lifeguards or management unit, they have the right to suspend the swimmer's right to use the Natatorium for the day. If the circumstances are severe, the membership may be cancelled and the paid membership fee will be refunded in proportion to the number of days of usage. If the person violating the regulations used the pool during a free time period, the Natatorium reserves the right to suspend their right to use the pool and prohibit entry in the future.
- (VI) Swimmers should refrain from bringing valuables with them to the pool. The Natatorium does not take custody of items as there are lockers for swimmers to take care of their personal items by themselves, but the lockers cannot be used overnight and we will not be liable for any losses or damages.
- (VII) In the event of national holidays or force majeure affecting the safety of users, the Natatorium may suspend the opening of the facility and the expiration date on membership passes will not be

extended.

- (VIII) Individual Swimmer Members can apply for an extension when the time period is closed for more than seven days for maintenance, instruction, training, holding competitions or rental of the facility.
- (IX) When renting unit uses the facility, the renting unit will be responsible for any accident that occurs.
- (X) The University's contract bond is guaranteed by the University funds.

VIII. Admissions for Swimming Classes at the Main Campus Natatorium

- (I) Purpose: To promote legitimate recreational activities, make the most use of the University's resources and give back to the community so that event participants can improve their swimming skills, physical fitness, and quality of life.
- (II) Prospective individuals: Except preschooler class, anyone who is above age of 7 and taller than 110cm with good health condition and is capable to engage in sports can apply for classes.
- (III) Classes and Fees:

Class	Sessions	Teaching time	Fee	Remarks
Tutoring class	10 lessons	60 minutes	1-on-1 for \$10,000 1-on-2 for \$15,000 1 to 3 for \$18,000	Students who want to participate in the tutoring class need to register at the swimming pool counter first, and the swim coach will be assigned by the University.
Weekend class	8 lessons	70 minutes	NT\$ 2,800 per person	This course is a regular course, each class has between 6-11 ppl, and approximately 1 program is opened every month.
Group class	10 lessons	70 minutes	NT\$ 3,500 per person	Approximately 6 to 11 people per class
Designated and adult swimming class	10 lessons	70 minutes	NT\$ 3,500 per person	Minimum of 8 people per class
Preschooler class	10 lessons	60 minutes	NT\$ 3,800 per person	From age 4-6, 3 to 5 ppl per class

- Group units with more than 15 people registering for classes will be given a 20% discount.
 - Relatives of faculty and staff (limited to direct blood relatives) with supporting documents can enjoy a 10% discount on swimming classes.
 - Different discounts cannot use it together at the same time.
- (IV) Registration and Payment: Please apply for the account and log in via (<https://cash.phr.ntnu.edu.tw/>) the Athletic Department website of the University. The registration has to be done online. After completing the registration and payment, bring the Easy Card, payment receipt, and related document to the swimming pool counter for the entrance.
- (V) Application for refunds:
- Students who have already signed up for swimming classes that want to apply for refunds before the class starts will be refunded the 90% of the payment; those who have taken less than 1/3 of the classes can be refunded 50% of the payment, and those who have taken more than 1/3 of the classes cannot be refunded. The refund time is based on the date when the individual fills out the

refund application form. The refund standards for individual registrations of swimming classes is as follows:

Class		Group class Designated classes	Weekend classes	Preschool classes	1-on-1 tutoring classes	1-on-2 tutoring classes	1-on-3 tutoring classes
Class fees		NT\$3,500	NT\$2,800	NT\$3,800	NT\$11,000	NT\$15,000	NT\$18,000
Refund time	Before class	NT\$3,150	NT\$2,520	NT\$3,420	NT\$ 9,900	NT\$13,500	NT\$16,200
Refund standards	90% refund						
Refund time	Less than 1/3 of the classes	NT\$1,750	NT\$1,400	NT\$1,900	NT\$5,500	NT\$7,500	NT\$9,000
Refund standards	50% refund						
Refund time	More than 1/3 of the classes						
Refund standards	Not refundable						
Remarks		1. If the registered course cannot be started, the full amount that has been paid will be refunded. 2. These refund standards are determined in accordance with the Implementation Measures for Promotion and Education.					

- Those who apply for a refund due to illness, injury, or menstrual period (the first two items must attach relevant certificates from public (private) medical institutions) resulting in the ability to participate in swimming classes can get refunds for the remaining classes once approved by the University.
- Students who apply for refunds after registering and paying for a discount program will not have the discounted amount applied to calculate the refund, and the refund will be handled according to the original price of the swimming class listed in the admissions brochure.

(VI) Registration time and location:

- Time: Registration is available during the opening hours of the Natatorium.
- Location: No.162, Heping East Road Section 1, Taipei City 10610, Taiwan National Taiwan Normal University Natatorium
- Contact Number: (02)7749-3262 or (02)7749-3263

(VII) Precautions

- Swimming class students need to enter the facility with their Passes. Passes cannot be lent to others, fraudulently used, or altered. If discovered to have done so, the Passes will be confiscated and they will be disciplined according to the severity of the circumstances.
- Anyone suffering from skin diseases, epilepsy, or diseases at risk of infecting others cannot participate in swimming lessons to maintain public safety.
- Swimming class students should refrain from bringing valuables with them to the pool. The Natatorium provides cabinets and paid lockers for students to store their belongings, but they cannot be used overnight and we will not be responsible for any losses or damages.
- Students must take a shower and wear a swimming cap before entering the pool to keep the water clean.
- During classes, the coaches must be present for students to enter the pool, and cannot enter the pool in advance or stay after class. It is strictly prohibited to play and run around the pool, and press down on lane ropes. The parties are involved for any accident that occurs. Individuals that

wish to practice more must follow the instructions of their teachers to get out of the pool first, and ask the lifeguard if they can use the individual swimmer lane to practice. The lifeguard will allow or not allow them to use the individual swimmer lanes depending on the actual situation of the pool, and those shorter than 130 cm are not allowed to practice along in the large pool.

6. During swimming classes, it is prohibited for parents to approach the pool and affect instruction. Violators may be required to leave the facility by the lifeguard.
7. For the convenience of scheduling, group swimming classes will not accept class individuals joining classes when they are in session.
8. If individuals are absent or ask for leaves from group swimming classes, there will be no make-up class or refund. However, an application can be made to the management unit according to the number of remaining classes to convert the remaining classes into single uses. The expiration date will be carried out according to the Natatorium regulations, and the application needs to be carried out within three months after the classes end.
9. If the students of the group swimming class transfer to tutor classes, the remaining group classes will be refunded in full based on the ratio of remaining classes. Those who transfer from a tutoring class to a group class must first apply for a refund according to the refund policy, and then register for the group class separately.
10. In case of natural disasters such as typhoons and earthquakes, the group swimming classes will be postponed according to the announcement of the Taipei City Government Department of Personnel.
11. Students must abide by the Natatorium usage regulations and the coach's guidance during class. If an accident occurs from failing to comply with the aforementioned regulations, the parties involved will be responsible for all of the consequences and the remaining course fees will be refunded according to the refund regulations.
12. If one of the students fails to come to class for some reason for group classes, 1-on-2 and 1-on-3 tutoring classes, the student will be treated as giving up their right to take the class and they cannot ask the coach to make up another class.
13. Individuals or groups that have not been approved by the management unit are prohibited from teaching classes at the Natatorium without permission. Those who violate the regulations will have their rights to use the Natatorium canceled, and the membership fees will not be refunded as the relevant personnel will be restricted from using the Natatorium according to the results from the review by the management unit.
14. Tutoring classes should all be taken within 6 months after payment except for reasons attributable to the coach or the Natatorium. Those who have not taken the classes in time cannot apply for refunds or make-up classes, and the remaining number of classes will be changed to single uses.

IX. Admissions for Summer Swimming Classes at the Linkou Campus

- (I) Purpose: To promote legitimate recreational activities, make the most use of the University's resources and give back to the community so that event participants can improve their swimming skills, physical fitness, and quality of life.
- (II) Prospective individuals: Anyone who is in good health and can engage in sports can apply for

classes. (Must be older than 5 years of age, and taller than 110 cm to register)

(III) Classes and Fees:

Class	Sessions	Teaching time	Cost	Remarks
Tutoring class	10 lessons	1 time period 60 minutes	1-on-1 for \$8,000 1-on-2 for \$10,000 1-on-3 for \$12,000 1-on-4 for \$13,000 1-on-5 for \$14,000	Students who want to participate in the tutoring class need to register at the swimming pool counter first, and the swim coach will be assigned by the University. (Classes available during summer vacations)
Weekend class	8 lessons (Saturday, Sunday)	1 time period 90 minutes	NT\$ 2,400 per person for one program	This course is a regular course, and 1 program is opened every month. Approximately 6 to 12 people per class (Classes available during summer vacations)
Group class	8 lessons	1 time period 90 minutes	NT\$ 2,400 per person for one program	Approximately 6 to 12 people per class (Classes available during summer vacations)
Designated swimming classes	8 lessons	1 time period 90 minutes	NT\$ 2,400 per person for one program	Approximately 6 to 12 people per class (Classes available during summer vacations)

1. Group units with more than 20 people registering for classes will be given a 20% discount; additional discounts may be given for daycare classes or other long-term cooperation.
2. Dependents of faculty and staff (limited to direct blood relatives) with supporting documents can enjoy a 10% discount on swimming classes.

(IV) Registration procedure: payment method is the online payment system of the University. After the payment procedure is completed, please apply for a class pass within 3 days of completing payment at the Swimming Pool.

(V) Application for refunds:

1. Students who apply for a refund from the time of registration and payment till the day before the class starts will be deducted 10% of the class fees; 1/2 of the class fees will be refunded for taking less than (including) 3 classes, and no refund will be given for taking more than 4 classes.
2. Those who apply for a refund due to illness, injury, or menstrual period (the first two items must attach relevant certificates from public (private) medical institutions) resulting in the ability to participate in swimming classes can get refunds for the remaining classes once approved by the University.

(VI) Registration time and location:

1. Time: Registration is available during the opening hours of the Swimming Pool.
2. Location: No.2, Ren-ai Rd., Sec. 1, Linkou Township (Shiang), Taipei County 24448, Taiwan
3. Contact Number: (02)7749-8466 or (02)7749-8458

(VII) Precautions

1. Swimming class students need to enter the facility with their Passes. Passes cannot be lent to others, fraudulently used, or altered. If discovered to have done so, the Passes will be confiscated and they will be disciplined according to the severity of the circumstances.
2. Anyone suffering from skin diseases, epilepsy, or diseases at risk of infecting others cannot participate in swimming lessons to maintain public safety.
3. Swimming class students should refrain from bringing valuables with them to the pool. The Swimming pool provides lockers for students to store their belongings, but they cannot be used overnight and we will not be responsible for any losses or damages.

4. Students must take a shower and wear a swimming cap before entering the pool to keep the water clean.
5. During classes, the coaches must be present for students to enter the pool, and cannot enter the pool in advance or stay after class. It is strictly prohibited to play and run around the pool, and press down on lane ropes. The parties are involved for any accident that occurs. Individuals that wish to practice more must follow the instructions of their teachers to get out of the pool first, and ask the lifeguard if they can use the individual swimmer lane to practice. The lifeguard will allow or not allow them to use the individual swimmer lanes depending on the actual situation of the pool, and those shorter than 130 cm are not allowed to practice along in the large pool.
6. During swimming classes, it is prohibited for parents to approach the pool and affect instruction. Violators may be required to leave the facility by the lifeguard.
7. For the convenience of scheduling, group swimming classes will not accept class individuals joining classes when they are in session.
8. If individuals are absent or ask for leaves from group swimming classes, there will be no make-up class or refund. However, an application can be made to the management unit according to the number of remaining classes to convert the remaining classes into single uses. The expiration date will be carried out according to the Natatorium regulations, and the application needs to be carried out within three months after the classes end.
9. If the students of the group swimming class transfer to tutor classes, the remaining group classes will be refunded in full based on the ratio of remaining classes. Those who transfer from a tutor class to a group class must first apply for a refund according to the refund policy, and then register for the group class separately.
10. In case of natural disasters such as typhoons and earthquakes, the group swimming classes will be postponed according to the announcement of the New Taipei City Government Department of Personnel.
11. Students must abide by the Swimming Pool usage regulations and the coach's guidance during class. If an accident occurs from failing to comply with the aforementioned regulations, the parties involved will be responsible for all of the consequences and the remaining course fees will be refunded according to the refund regulations.
12. If one of the students fails to come to class for some reason for group classes, 1-on-2, 1-on-3, 1-on-4, or 1-on-5 tutoring classes, the student will be treated as giving up their right to take the class and they cannot ask the coach to make up another class.
13. Individuals or groups that have not been approved by the management unit are prohibited from teaching classes at the Swimming Pool without permission. Those who violate the regulations will have their rights to use the Swimming Pool canceled, and the membership fees will not be refunded as the relevant personnel will be restricted from using the Swimming Pool according to the results from the review by the management unit.
14. Tutoring classes should all be taken within 2 months after payment (during summer vacations) except for reasons attributable to the coach or the Swimming Pool. Those who have not taken the classes in time cannot apply for refunds or make-up classes, and the remaining number of classes will be changed to single uses.

- X. Promotion and discount offer can be handled after the project has been signed and approved by the University President depending on the actual situation.
- XI. These Implementation Guidelines will be implemented after they have been passed during the University's Sports Affairs Council meeting, and submitted to the University's Fund Management Committee for deliberation and approval. The same process must be carried out for amendments to these Guidelines.