

## ASIA SPORTS GROUP LIMITED

PO BOX 62212, KWUN TONG POST OFFICE, KWUN TONG, HONG KONG

TEL +852 3585 8020 **WHATSAPP +852 6736 0595**

EMAIL [info@AsiaSportsGroup.com](mailto:info@AsiaSportsGroup.com) **WEBSITE** [www.AsiaSportsGroup.com](http://www.AsiaSportsGroup.com)

FB [AsiaSportsGroup](https://www.facebook.com/AsiaSportsGroup) IG [AsiaSportsGroup](https://www.instagram.com/AsiaSportsGroup)



更新日期：2024 年 12 月 1 日

## 課程報名須知

### 會員限定課程

1. 只接受 **APP** 報名
2. 新會員首學期插班安排
  - 新會員如在**首學期**開始後才插班報名，**APP** 允許只支付餘下課堂費用。
3. 會員均必須按照 **APP** 既定的課程費用 (早鳥或標準價) 支付
4. 每期的早鳥價截止日期為**單月**的 15 號，之後費用會以標準價費用結算
5. 事假 / 病假安排
  - 為確保學員學習進度，課程只允許**該期內最多減免 3 堂指定學分**，該期請假超過 3 堂，則視為缺席論
  - **減免學分 (\$1 = 1 學分)**
    - 籃球 1.5 小時課程\$250/每課、2 小時課程\$300/每課
    - 排球 1.5 小時課程\$200/每課、2 小時課程\$250/每課
  - 任何請假均**不適用於**試學、假期運動營、非會員課程
6. 事假 / 病假申請方法 (**需先下載電子收據才可申請，方法請參考第 3 頁**)

#### 事假申請

如需於該期申請事假，必須不遲於當日上課前 1 小時，回覆電子收據提出申請，並列明相關請假日期。逾期申請，則視為缺席論 (如有學校通告除外)

我們會於將相關減免學分發送到申請人的 **ASG** 帳戶內，有關學分可在下一期的課程報名時使用並直接扣除

#### 病假申請

學員須於該期最後一課完結前，於該期的電子收據，直接回覆並上載該上課日的病假紙提出申請。

任何於該期課程完結後的病假申請，**一律不獲處理**

以上申請經接納後，有關學分將於 **14 天內**發放到學員 **ASG** 帳號，屆時學員亦會收到 **APP** 信息通知。

7. 如學員在繳費後因任何原因要求申請退還**整期**學費 (必須以電郵申請)，手續如下：
  - 如在該期**首課開始前**提出申請，學員將可：
    - a. 取回該期學費總額的 **70%** 支票退款 **或**
    - b. 將總額的 **90%** 學分，退到申請人的 **ASG** 帳號上，而不會獲得任何現金退款。
  - 如在該期**首課開始後**申請，學員只可獲得該期餘下堂數的平均餘額之 **60%** 學分，退到申請人的 **ASG** 帳號上，而不會獲得任何現金退款
8. 以上請假安排**不適用於**試學、假期運動營、非會員課程
9. 假期營，除非主辦方取消課程，否則不設退款、請假、補課安排。

### 與機構合辦之課程 – 非 ASG 會員課程

與合作機構合辦的課程，報名條款需根據不同機構而定，**合作機構擁有最終決定權**，報名前請先行與有關機構查詢。

## ASIA SPORTS GROUP LIMITED

PO BOX 62212, KWUN TONG POST OFFICE, KWUN TONG, HONG KONG

TEL +852 3585 8020 **WHATSAPP +852 6736 0595**

EMAIL [info@AsiaSportsGroup.com](mailto:info@AsiaSportsGroup.com) WEBSITE [www.AsiaSportsGroup.com](http://www.AsiaSportsGroup.com)

FB [AsiaSportsGroup](https://www.facebook.com/AsiaSportsGroup) IG [AsiaSportsGroup](https://www.instagram.com/AsiaSportsGroup)



UPDATED: 1 November 2024

## ENROLLMENT NOTES

### PROGRAMS FOR MEMEBERS ONLY

1. APP Registration only
2. New Member Enrollment (When the First Lesson of the New Term Was Started)  
If the New Member join the program after the first lesson was started, it is allowed to pay online through APP with a prorate calculation on the balance of lessons.
3. APP registration, the registration fee must be paid in FULL amount (Either Early bird or Standard Fee)
4. The Early Bird Fee deadline is set on the 15th of the ODD month each term, Standard Fee will be charger after the deadline is passed
5. Leave / Sick Leave Arrangements
  - To ensure learning progress, the program only allows player to apply Credits:  
A maximum of 3 specific lesson credits, including Super Cup (if any)
  - Amount of Credits Deduction (1 CREDIT = \$1 HKD)  
BASKETBALL \$250/1.5 hr lesson, \$300/2 hr lesson  
VOLLEYBALL \$200/1.5 hr lesson, \$250/2 hr lesson
  - Any leave arrangements are NOT Applicable to the Trials, Holiday Sports Camps & Non-Member Programs
6. Application for Leave (**Please refer page 3 to download E-Receipt before you apply leave**)  
Absent Application  
If absent is required for this period, The electronic receipt must be submitted no later than 1 hour before the class starts on the same day to make an application and state to request the absent application. Late submission will be treated as absence without credits (Except School Notice Proof). We will send the relevant amount of credit to the applicant's ASG account and the amount can be deducted directly in Next Term registration  
Sick Leave Application  
Participants are required to reply an e-receipt email issued and upload medical certificate before the last lesson of the entire term. Any application is submitted after the end of the entire term shall NOT be processed  
**After the above application is accepted, the relevant credits will be issued to the student's ASG account within 14 days. the student will also receive a notification through the app.**
7. If student requests for ENTIRE PROGRAM refund after payment for any reason (BY EMAIL APPLICATION), the procedure is as follows:
  - If student request a refund BEFORE the first lesson of the term,
    - a. 70% of the payment is allowed to be refunded by cheque, or
    - b. 90% of the payment credit will be transferred to Applicant ASG Account for the next term application use and there will be NO refund allowed.
  - If student request a refund AFTER the first lesson of the term, student is only allowed to transfer 60% of the lessons balance credit to Applicant ASG Account for the next term application use and there will be NO refund allowed.
8. The above leave arrangements are NOT Applicable to the Trials, Holiday Sports Camps & Non-Member Programs
9. Holiday Camps, NO REFUND, NO LEAVE APPLICATION, & NO MAKE UP LESSON will be provided, unless ASG cancel the entire program.

### PARTNERSHIP PROGRAMS FOR NON-MEMBER

The above programs jointly organized by the partner clubs, the registration terms are subject to different partner clubs, The Partner Clubs have the final decision, please check with the relevant clubs before registration.

# ASIA SPORTS GROUP LIMITED

PO BOX 62212, KWUN TONG POST OFFICE, KWUN TONG, HONG KONG

TEL +852 3585 8020 **WHATSAPP +852 6736 0595**

EMAIL [info@AsiaSportsGroup.com](mailto:info@AsiaSportsGroup.com) **WEBSITE** [www.AsiaSportsGroup.com](http://www.AsiaSportsGroup.com)

FB [AsiaSportsGroup](https://www.facebook.com/AsiaSportsGroup) IG [AsiaSportsGroup](https://www.instagram.com/AsiaSportsGroup)



## 透過 APP 下載收據 How to receive the e-receipt

### 1. 我的帳戶 -> 訂單紀錄

The screenshot shows the '我的帳戶' (My Account) page. At the top, there is a profile icon and 'ASG'. Below are service options: '應用服務' (Application Services) with '訂單紀錄' (Order History) circled in red, '上課時間表' (Class Schedule), '我的學員' (My Students), and '我的學員卡' (My Student Card). At the bottom, there are navigation icons for '首頁' (Home), '預約' (Reservation), '通知' (Notification), and '我的帳戶' (My Account), with the last one circled in red.

### 2. 已支付

The screenshot shows the '訂單紀錄' (Order History) page. At the top, there are status filters: '待處理' (Pending), '已支付' (Paid) circled in red, '已退款' (Refunded), and '已取消' (Cancelled). Below, two orders are listed: 'BBGMP512302 (2024年1-2月) ASG 籃球常規課程' (HKD3600) and 'ASG籃球會員卡 (3件裝備)' (HKD600), both marked as '已支付'.

### 3. 按右上角

The screenshot shows the '訂單詳情' (Order Details) page. At the top right, a three-dot menu icon is circled in red. The order details include: 'BBGMP512302 (2024年1-2月) ASG 籃球常規課程 x 1' (HKD3600.0), a discount '優惠碼(QUEENIE) -HKD3600.0', and a total '支付金額 HKD0.0'. Below, it shows '購買內容' (Purchase Content) with 'BBGMP512302 (2024年1-2月) ASG 籃球常規課程' (HKD4500 x 1) and '申請人' (Applicant) information.

### 4. 輸入你的電郵

The screenshot shows a dialog box titled '發送收據至電郵' (Send Receipt to Email). It has a text input field for the email address, which is circled in red, and a blue '發送' (Send) button at the bottom.

### 5. 打開你的電郵，按回覆輸入申請內容

The screenshot shows an email receipt from 'Esales' dated 11月21日. The subject is 'Asia Sports Group - 籃球 - 試堂報名收據 Trial Class Receipt (OS20231121065555279)'. The email body contains the ASG logo and the following details: '試堂報名收據 Trial Class Receipt', '訂單編號 Receipt ID: OS20231121065555279', '報名日期 Enrolment Date: 2023-11-21', '學生電話 Applicant Phone: 853,6666666', and '學生電郵 Applicant Email:'.

# ASIA SPORTS GROUP LIMITED

PO BOX 62212, KWUN TONG POST OFFICE, KWUN TONG, HONG KONG

TEL +852 3585 8020 **WHATSAPP +852 6736 0595**

EMAIL [info@AsiaSportsGroup.com](mailto:info@AsiaSportsGroup.com) **WEBSITE** [www.AsiaSportsGroup.com](http://www.AsiaSportsGroup.com)

FB [AsiaSportsGroup](#) IG [AsiaSportsGroup](#)



## 查看積分紀錄 : (需時約 14 天處理申請)

1.按我的帳戶  
2.按我的學員卡



3.按積分卡



4.按學員卡交易紀錄



5.查看紀錄

