

TUNG WAH COLLEGE

Student Affairs Office Student Development Fund

Form/SAO 40b/201808

Application Form

Section A: Particulars of Applicant

Name

(Mr/Miss/Ms*) : _____ (_____) Student No.: _____

English Name in BLOCK letters

Chinese Name

Programme of

Study: _____ (Major: _____) Year of Study: _____

Name of Student Group/

Student Organisation (if any): _____ Position: _____

Telephone No.: (Mobile) _____ (Home) _____

Email Address (non-TWC account): _____

**Delete as appropriate*

Section B: Details of the Student Activity

Name of the Activity:

Name of the Organiser:

(if any)

Objectives:

Nature of the Activity:

1. Study tours or short-term exchange programmes
2. Conference Attendance
3. Academic seminars/ training workshops/ forums
4. Academic activities organised by registered student organisations
5. Joint-society activity
6. Others, Please specify:

Local

Overseas

Date of Activity
(DD/MM/YY)

From ___/___/___ To ___/___/___ Destination/Venue: _____

Service Target(s):

(if any)

- TWC Students Youth Children Elderly
 Others, please specify: _____

Expected No. of
participants:

Please "✓" as appropriate

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Section C : Financial Details of the Student Activity			
Estimated Income			For official use Approved Amount <i>Max. \$5,000/student</i>
Items	Details	Sub-total (HK\$)	
1. Reaching Out Award			\$
2. External Sponsorship/Donation#	Name of Sponsor: _____		\$
	Total Income:		\$
Estimated Expenditure			
Items	Details (<i>Attach Supporting Documents</i>)	Sub-total (HK\$)	
Study tours or short-term exchange programmes			
1. Programme / Tour Fee			<i>Up to 80% of the total cost</i> \$
2. Accommodation and Airfare			<i>Up to 80% of the total cost</i> \$
3. Others: _____			\$
			\$
Conference attendance			
1. Registration Fee			<i>Up to 70% of registration fee for attending the conference without paper presentation</i> \$
2. Accommodation and Airfare			<i>Asia (including Middle East) \$300/day; Africa \$500/day; Oceania & Europe \$500/day; North and South America \$800/day</i> \$
3. Others: _____			\$
			\$
Academic seminars/training workshops/forums			
1. Programme Fee			<i>Honorarium: Max. \$3,000</i> \$
2. Others: _____			\$
			\$
Academic activities organised by registered student organisations			

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			Up to 80% of the total cost / Max. \$1,500 Max. \$3,000 (for Joint-society activity)
1.			\$
2.			\$
Others			
1.			\$
2.			\$
3.			\$
		Total Expenditure:	
		Total Balance:	

Section D: Declaration		
<p>I/We, the undersigned, being the applicant/principal coordinator above, declare that the information provided in and attached with this application form is accurate to the best of our knowledge. I/We understand and accept the requirements and conditions listed in the Application Guidelines for the Student Development Fund.</p>		
<p>Applicant / Principal Coordinator*</p> 		
<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Name</p>	<p>_____</p> <p>Date</p>

**Delete as appropriate*

Section E: Approval (For Official Use ONLY)
<p>Approval by Officer-in-Charge</p> <p><input type="checkbox"/> Approved by Scholarship, Bursaries and Awards Committee (SBAC)</p> <p><input type="checkbox"/> Disapproved</p> <p>Reasons: _____</p> <p>Approved Amount \$ _____</p> <p>Date: _____</p>

TUNG WAH COLLEGE
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Evaluation Report

Section A: Particulars of Applicant

Name
(Mr/Miss/Ms*) : _____ (_____) Student No.: _____
English Name in BLOCK letters Chinese Name

Programme of
Study: _____ (Major: _____) Year of Study: _____

Name of Student Group/
Student Organisation (if _____ Position: _____
any):

Student Organisation/Student's Bank Account Holder's Name: _____
Name of Bank: _____

Student Organisation/Student's Bank Account Number: _____ Bank Account Number#: _____
 Input into PowerCampus

**Delete as appropriate*

#Please be reminded to input the details of bank account into PowerCampus and provide the photocopy of bank account information.

Section B: Details of the Student Activity

Name of the Activity: _____

Name of the Organiser: _____
(if any)

Nature of the Activity: 1. Study tours or short-term exchange programmes
2. Conference Attendance
3. Academic seminars/ training workshops/ forums
4. Academic activities organised by registered student organisations
5. Joint-society activity
6. Others, Please specify: _____
 Local
 Overseas

Date of Activity (DD/MM/YY) From ____/____/____ To ____/____/____ Destination/Venue: _____

Service Target(s): TWC Students Youth Children Elderly
(if any) Others, please specify: _____

No. of participants: _____

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Section C : Financial Details of the Student Activity			For official use
Actual Income			Approved Amount
Items	Details	Sub-total (HK\$)	Max. \$5,000/student
1. Subsidy from TWC Student Development Fund			\$
2. Reaching Out Award			\$
3. External Sponsorship/Donation#	Name of Sponsor: _____		\$
	Total Income:		\$
Actual Expenditure			
Items	Details (Attach Supporting Documents)	Sub-total (HK\$)	
Study tours or short-term exchange programmes			
1. Programme / Tour Fee			Up to 80% of the total cost \$
2. Accommodation and Airfare			Up to 80% of the total cost \$
3. Others:	_____		\$
			\$
Conference attendance			
1. Registration Fee			Up to 70% of registration fee for attending the conference without paper presentation \$
2. Accommodation and Airfare			Asia (including Middle East) \$300/day; Africa \$500/day; Oceania & Europe \$500/day; North and South America \$800/day \$
3. Others:	_____		\$
			\$
Academic seminars/training workshops/forums			
1. Programme Fee			Honorarium: Max. \$3,000 \$
2. Others:	_____		\$
			\$
Academic activities organised by registered student organisations			
			Up to 80% of the total cost /

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			<i>Max. \$1,500 Max. \$3,000 (for Joint-society activity)</i>
1.			\$
2.			\$
Others			
1.			\$
2.			\$
3.			\$
		Total Expenditure:	
		Total Balance:	

Section D: Declaration		
<p>I/We, the undersigned, being the applicant/principal coordinator above, declare that the information provided in and attached with this evaluation report is accurate to the best of our knowledge. I/We understand and accept the requirements and conditions listed in the Application Guidelines for the Student Development Fund for Student Activities.</p>		
<p>Applicant / Principal Coordinator*</p>		
<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Name</p>	<p>_____</p> <p>Date</p>

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Evaluation Report

**This page of evaluation report will be returned to the organiser as record.*

Student ID: _____

Name of Student: _____

Section D: Process Evaluation *(please answer all questions and each question must contain at least 50 words in English)*

1. Learning outcomes of the student activity (objectives as per original application)

2. Preparation works (e.g. duration of preparation/ training, equipment for training, recruitment and promotion etc.)

3. Obstacles encountered and attempt to overcome the problem

4. Areas for improvement

**Delete as appropriate*