

Scheme for Subsidy on Exchange for Post-secondary Students (SSE) Application Guidelines

Objectives

1. The Scheme for Subsidy on Exchange for Post-secondary Students (SSE) is funded by the HKSAR Government to subsidise local undergraduate students, with financial need, to participate in exchange programmes.

Student Eligibility

2. Local students may submit their application under SSE under **ALL** of the following criteria:
 - Applying students must be HK residents
 - Full-time undergraduate and sub-degree students of Tung Wah College at the time of application and throughout the duration of the exchange programme
 - Students who are in receipt of means-tested student financial assistance from Student Financial Office (SFO) of the Working Family and Student Financial Assistance Agency; OR whose family is in receipt of the Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department (SWD);
 - Have never received any subsidy under the Scheme.

Students are only eligible for the subsidy **ONCE throughout their study in programme at the same level of study in Hong Kong, irrespective of the amount received.*

**Students will not be eligible to receive subsidy under the SSE if they have been subsidised under the SSE/Non-means-tested SSEBR for the same destination before.*

Exchange Programme Eligibility

3. An outbound exchange activity comprising substantive teaching and learning elements.
4. Programmes which are organised or endorsed by TWC.
5. The hosting institution must be a recognised educational institution/body either in Hong Kong or in the home country.
6. Programmes which are **lasting for 2 weeks or more** if the applicant is a student of an undergraduate programme; or **lasting for 2 weeks or more** and are related to disciplines/fields of studies or language immersion programmes if the applicant is a student of sub-degree programme. It excludes the travel time back and forth between Hong Kong and the programme destination.
7. Other things being equal, priority should be given to credit-bearing or award-bearing exchange programmes.
8. Internship and volunteer work will NOT be considered as eligible exchange activities in general.

Amount of subsidy

9. The maximum amount of subsidy for each eligible student is calculated by adding up (i) and (ii) below, then discounted by his/her latest level of student finance (in terms of percentage of full grant) approved by SFO of the Working Family and Student Financial Assistance Agency. From September 2019 onwards, if the level of student finance approved by the SFO is lower than 50%, the financial assistance level to be adopted in the calculation of maximum amount of subsidy should be adjusted upward to 50%.

(i) Destination	Subsidy Amount (HK\$)	(ii) Duration	Subsidy Amount (HK\$)
Asia (including Middle East)	\$3,000	14-28 days	\$6,000
Africa	\$7,000	29-90 days	\$10,000
Oceania & Europe	\$8,000	91-180 days	\$25,000
North America	\$9,000	Over 180 days	\$45,000
Central & South America & Caribbean	\$15,000		

Example: If a student receiving 50% of full grant from SFO joins an exchange activity in Hungary for 100 days, the maximum amount of subsidy to be granted to the students will be \$16,500.

(i.e.: [(i) \$8,000 + (ii) 25,000] x 50%)

10. The College may at its full discretion, adjust the actual amount of subsidy to be granted to the student downwards from that maximum amount, having regard to the actual travelling expenses and participation fees involved in the exchange activities, other subsidy/sponsorship received by the students, etc.
11. Students who have previously received assistance from other scholarships or support schemes wholly or partly funded by the Government/TWC are also eligible for application.
12. Priority would be given to those who have not received any subsidy under scholarship/sponsorship/subsidy schemes wholly or partly funded by the Government/TWC.

Application Procedure

13. Applicants are required to complete and submit the application form (Form/SAO 35b/202310). The completed application form, together with all supporting documents, should be submitted to TWC **AT LEAST ONE MONTH** before the commencement of the exchange programme. Late application and incomplete application form with insufficient supporting documents **will not be considered**.
14. Application form is obtainable at twc.edu.hk/en/Administration_Units/sao/publications-and-forms
15. Please note that the subsidy will only be disbursed upon completion of the exchange programmes.
16. Any income such as participant fees and sponsorship from outside organisations should be clearly specified in the application form.
17. Applicants will be informed of the result and the amount of approved fund in writing within ONE month after the submission of application.
18. Information collected in the application form will only be used for processing the application for the Scheme on Exchange for Post-secondary Students. The personal data/information will be treated with strict confidence and kept for a period of no more than seven years under normal circumstances.

Report and Evaluation

19. Students are required to submit the following to SAO within ONE month upon completion of the programme:
 - An evaluation report on the study aboard experience (Form/SAO 35c/202310)
 - Official proof /Certificate of completion of the exchange programme
 - Original receipts of all expenditure items
 - Photocopy of your bank account details (e.g. ATM card copy or the front page of bank book)
 - Five photos of event highlights and group photos for publication (*in softcopy format via email; at least 1Mb or above of file size and each photo caption must contain at least 20 - 30 words in English*).
20. The College reserves the right to claim repayment of the awarded if any of the above is violated.
21. Upon the completion of the exchange programme, applicant(s) may be invited to present their findings and outcomes to the TWC community and the wider public.