

Student Affairs Office
Scheme for Subsidy on Exchange for Post-secondary Students
(SSE)

Application Form

Section A: Personal Particulars

Name in English: (as shown on your HKID card)	_____	Name in Chinese: (as shown on your HKID card)	_____
HKID No.:	_____	Student No.:	_____
Programme of Study:	_____	(Major: _____)	Year of Study: _____
Telephone No.:	(Mobile) _____	TWC Email Address:	_____
Cumulative GPA*	_____		

**Please provide copies of transcripts/supporting documents for verification.*

Section B: Outbound Exchange Programme

Name of the Exchange Programme: _____

credit-bearing award-bearing

Name of the Organiser: _____

Duration: From _____ to _____

Destination: _____

Nature:
 Study Trip Language Immersion Programme
 Others, please specify: _____

Objectives: _____

Content: _____

Benefit to the Participant: _____

Estimated Expenses per Participant:

HK\$:
(e.g. tuition fees, transportation, accommodation and other incidental expenses)

Amount of Subsidy applied: _____

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Section C: Applicant's Financial Conditions

Type	Yes	No	Received or to be Received Date	Amount (\$)
Grants from Student Financial Office (SFO) of the Working Family and Student Financial Assistance Agency*	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please specify:	
Recipients of Comprehensive Social Security Assistance (CSSA)*	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please specify:	
Other Scholarships/Sponsorships/Subsidy Scheme*	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please specify:	

Please "√" as appropriate

*Please provide the copies of related documentary proof for verification.

Section D: Declaration and Consent

1. I declare that the information provided above is true and accurate. I understand that any inaccurate information will render this application invalid. Any Subsidy approved will be withheld and any payment made must be refunded to the College.
2. I declare that I have not received any subsidy under the Subsidy on Exchange for Post-secondary Students Scheme (the Subsidy Scheme) / the Scheme for Non-means-tested Subsidy on Exchange to "Belt and Road" Regions for Post-Secondary Students (Non-means-tested SSEBR) for the same programme destination during my studies at TWC or my previous studies in programme(s) at same level in Hong Kong.
3. Upon successful application, I undertake to submit an **evaluation report** to TWC on the activities participated and the learning experiences and benefits acquired **within ONE month** upon completion of the programme. The evaluation report would be endorsed by Programme Leader/ authorised person of the institution and used by Education Bureau for publicity and sharing purposes.
4. I agree that my personal data provided in this application form will be used by TWC, SFO of the Working Family and Student Financial Assistance Agency and related government bureaux/ departments to assess my eligibility for the Subsidy Scheme and for other related purposes. I also agree that the information provided in this form and subsequent submissions may be publicised by TWC, SFO of the Working Family and Student Financial Assistance Agency and related government bureaux/ departments if necessary.
5. Under the Personal Data (Privacy) Ordinance, I understand that I have a right to request access to, and to request correction of, my personal data in relation to my application.

Signature of Applicant: _____

Date: _____

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Section E: Recommendation (For Official Use Only)

Approval by Officer-in-Charge

- Recommended
 Not recommended

Reasons: _____

Approved Amount \$ _____

Date: _____

Signature by a responsible staff of SAO

Signature: _____ Post: _____

Name: _____ Date: _____

Section F: Endorsement by Head of Student Affairs

Endorse Not Endorse

Comments:

Signature by Head of Student Affairs

Signature: _____ Post: _____

Name: _____ Date: _____

Section G: Approval by Vice President (Administration & Development)

Approve Not Approve

Comments:

Signature by Vice President (Administration & Development) or Delegate

Signature _____ Post: _____

Name: _____ Date: _____

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Checklist on document copy to be submitted with the completed form:

- Programme information (e.g. poster, promotional email, itinerary etc);
 - Applicant's H.K.I.D. card;
 - Applicant's student I.D. card;
 - Applicant's academic transcripts/ public examination results/ supporting documents;
 - The latest Notification of Result of Application for Financial Assistance from SFO of the Working Family and Student Financial Assistance Agency;
- and/or*
- Documentary proofs from the Social Welfare Department for family member(s) who is/ are receiving Comprehensive Social Security Assistance, including the Certificate of CSSA Recipients (for Medical Waivers) and notification letter.