

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

Evaluation Report

Section A: Personal Particulars

Name in English: _____ Name in Chinese: _____
 (as shown on your HKID card) (as shown on your HKID card)

HKID No.: _____ Student No.: _____

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

Telephone No.: _____ (Mobile) _____ TWC Email Address: _____

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: _____

Actual Expenses per Participant: _____
HK\$:
(e.g. tuition fees, transportation, accommodation and other incidental expenses)
Please submit all original receipts for reimbursement.

Amount of Subsidy applied: _____

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

Evaluation Report

Section C: Study Aboard Experience (no more than 300 words)

E.g. : Learning outcomes of the exchange (general information of exchange programme, objectives as per original application, obstacles encountered and attempt to overcome the problem, areas for improvement, most memorable experience learnt etc.)

Section D: Endorsed by exchange programme leader/authorised person of TWC

Name of exchange programme

leader/authorised person of TWC

Title

Signature

Date

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

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

- An evaluation report on the study abroad 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*).