

Application Form

**Delete as appropriate*

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): _____

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
2. Short-term exchange programmes
3. Conference attendance
4. Organising seminars/ training workshops/ forums
5. Academic activities organised by registered student organisations / Joint-society activity (with at least 3 student organisations)
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 |
| Items | Details | Sub-total (HK\$) | <i>Max. \$5,000/student</i> |
| 1. Reaching Out Award | | | \$ |
| 2. External Sponsorship/Donation# | Name of Sponsor: _____ | | \$ |
| Total Income: | | | \$ |
| Estimated Expenses | | | |
| Items | Details <i>(Supporting documents must be provided, or application will NOT be considered)</i> | Sub-total (HK\$) | |
| Study tours / Short-term exchange programmes <i>(Remarks: For tours/programmes organised by TWC units, a unified budget including air ticket, accommodation and other essential expenses must be provided by the organiser)</i> | | | |
| 1. Package Fee <i>(Please state which kind of items will be included in the package fee)</i> | | | <i>Up to 80% of the total cost</i> \$ |
| 2. Airfare - at Economy Class Fare | | | <i>Up to 80% of the total cost</i> \$ |
| 3. Train, Boat or Border Bus – at Ordinary Class Fare | | | \$ |
| 4. Accommodation | | | \$ |
| 5. Travel Insurance | | | \$ |
| 6. Travelling Expenses | | | \$ |
| 7. Other essential expenses, please specify: | | | \$ |
| Conference attendance | | | |
| 1. Registration Fee | | | <i>Up to 70% of registration fee for attending the conference without paper presentation</i> \$ |
| 2. Airfare - at Economy Class Fare | | | <i>Maximum \$1,500 will be subsidised</i> \$ |
| 3. Accommodation | | | <i>Asia (including Middle East) \$300/day; Africa \$500/day; Oceania & Europe \$500/day; North and South America \$800/day</i> \$ |
| Organising seminars/ training workshops/ forums | | | |
| 1. Honorarium | | | <i>Honorarium: Max. \$3,000</i> \$ |

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| Academic activities organised by registered student organisations / Joint-society activity (with at least 3 student organisations) | | | |
|--|--|---------------------------|---|
| 1. | | | Up to 80% of the total cost / Max. \$1,500 Max. \$4,800 (for Joint-society activity) |
| 2. | | | \$ |
| 3. | | | \$ |
| Others | | | |
| 1. | | | \$ |
| 2. | | | \$ |
| 3. | | | \$ |
| | | Total Expenditure: | |
| | | Total Balance: | |

Section D: Declaration

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.

I/We understand that, if I'm/we're invited by SAO, I/we will become the trainee ambassador(s) of the programme "Tung Wah College Global Student Ambassador (TWCGSA)" upon receipt of the fund.

Applicant / Principal Coordinator*

Signature **Name** **Date**

President of the Student Organisation (if applicable)

Signature **Name** **Date**

Student Organisation's Chop (if applicable)

**Delete as appropriate*

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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: _____