

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
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

TUNG WAH COLLEGE
Student Affairs Office
Student Development Fund

Section C : Financial Details of the Student Activity			For official use Approved Amount Max. \$5,000/student
Estimated Income			
Items	Details	Sub-total (HK\$)	
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>			Up to 80% of the total cost \$
2. Airfare - at Economy Class Fare			Up to 80% of the total cost \$
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			Up to 70% of registration fee for attending the conference without paper presentation \$
2. Airfare - at Economy Class Fare			Asia (including Middle East) \$300/day; Africa \$500/day; Oceania & Europe \$500/day; North and South America \$800/day \$
3. Accommodation			\$
Organising seminars/ training workshops/ forums			
1. Honorarium			Honorarium: Max. \$3,000 \$

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Section E: Approval (For Official Use ONLY)

Approval by Officer-in-Charge

- Approved by Scholarship, Bursaries and Awards Committee (SBAC)
- Disapproved

Reasons: _____

Approved Amount \$ _____

Date: _____