

TUNG WAH COLLEGE
Student Affairs Office
Student Development Fund
Evaluation Report

Section C : Financial Details of the Student Activity			For official use Approved Amount <i>Max. \$5,000/student</i>
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>Attach Supporting Documents</i>)	Sub-total (HK\$)	
Study tours / Short-term exchange programmes			
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 - <i>at Economy Class Fare</i>			<i>Up to 80% of the total cost</i> \$
3. Train, Boat or Border Bus – <i>at Ordinary Class Fares</i>			\$
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 - <i>at Economy Class Fare</i>			<i>Asia (including Middle East) \$300/day; Africa \$500/day; Oceania & Europe \$500/day; North and South America \$800/day</i> \$
3. Accommodation			
Organising seminars/ training workshops/ forums			
1. Honorarium			<i>Honorarium: Max. \$3,000</i> \$

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**This page of evaluation report will be returned to the organiser as record.*

Name of applicant:	Name & Date of activity:
Student ID:	Name of organiser:

Section D: Process Evaluation *(please answer all questions and each question must contain at least 50 words in English)*

1. Learning outcomes of the student activity (objectives as per original application)

2. Preparation works (e.g. duration of preparation/ training, equipment for training, recruitment and promotion, etc.)

3. Obstacles encountered and attempt to overcome the problem

4. Areas for improvement