

**Application Form**

**Section A: Particulars of Activity Leader or Individual 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/ \_\_\_\_\_ Position: \_\_\_\_\_  
 Student Organisation (if any): \_\_\_\_\_

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)

Nature: Social Sports Religious Community Service/Service Learning Orientation  
Talent Development Others, please specify: \_\_\_\_\_

Format: Competition Publicity Publication Exhibition Fun Fair/Booth Workshop  
Seminar Camp Training/Practice Performance Tour Visit  
Others, please specify: \_\_\_\_\_

Aims/Objectives: \_\_\_\_\_

Achievements & Selection Criteria:  
*(e.g. Certificate of completion, prize, award obtained etc.)* \_\_\_\_\_

Date of Activity (DD/MM/YY) From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Destination/Venue: \_\_\_\_\_

Expected no. of participants: \_\_\_\_\_

*Please "√" as appropriate*

*Please provide activity rundown and proposal/programme details*

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**Section C : Financial Details of the Programme**

**Estimated Income**

<u>Items</u>	<u>Details</u>	<u>Sub-total (HK\$)</u>
1. Subsidy from TWC		
2. External Sponsorship/Donation#	Name of Sponsor: _____ Type of Sponsorship: <input type="checkbox"/> Cash <input type="checkbox"/> Gifts <input type="checkbox"/> Others, please specify: _____	
3. Others (please specify)		
<b>Total Income:</b>		

**Estimated Expenditure**

<u>Items</u>	<u>Details</u>	<u>Sub-total (HK\$)</u>
e.g. Participants' Fee / Others		
1.		
2.		
3.		
4.		
5.		
<b>Total Expenditure:</b>		
<b>Total Balance:</b>		

# Please give a detailed breakdown of the income and expenditure items & supporting proof for any source(s) of external sponsorship.

**Section D: Additional Information**

**1. Recommendations – to be completed by the officer-in-charge of the nominating person/ organisation/ (if any)**

Name of the Nominating Person/ Organisation: \_\_\_\_\_

Post: \_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Comments on nominee(s): \_\_\_\_\_

Signature of Nominating Person: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Academic Performance**

Applicant's CGPA in previous academic year#: \_\_\_\_\_

**3. Academic Distinctions, Scholarship and Prizes received in the past 3 years# (if any)**

\_\_\_\_\_

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**4. Non-academic Achievements in the past 3 years # (if any)**

**Section E: 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 Activities 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**

**Treasurer of the Student Organisation (if applicable)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

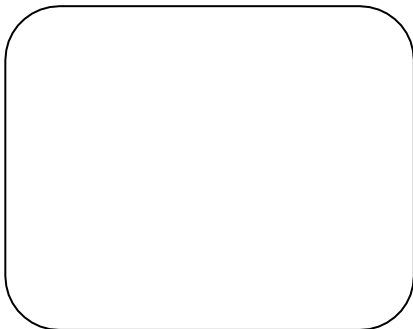
**President of the Student Organisation (if applicable)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

**Student Organisation's Chop (if applicable)**



*\*Delete as appropriate*

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**Section F: 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 G: Endorsement by Head of Student Affairs**

Endorse

Not Endorse

Comments:

**Signature by Head of Student Affairs**

Signature: \_\_\_\_\_

Post: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Section H: Approval by Vice President (Administration & Development)**

Approve

Not Approve

Comments:

**Signature by Vice President (Administration & Development) or Delegate**

Signature: \_\_\_\_\_

Post: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_