

## Student Relief Fund Application Guidelines

---

### Objectives

1. TWC Student Relief Fund (the Fund) aims to provide a timely relief to full-time local students facing unforeseen financial emergencies that may disrupt their studies.

### Scope of Service and Mechanism

2. The Fund provides immediate assistance for students whose families are suffering from financial difficulties under:
  - Emergency events arising from compelling tragedies (e.g. serious sickness of breadwinner, severe traffic accidents, fire victims, robbery victims) that leads to severe reduction in household income.
3. It aims to allocate fixed amounts of grant through a simplified funding process to enable the provision of immediate emergency relief for students in need.

### Eligibility

4. The eligibility of the Fund is as follows:
  - a. TWC full-time students;
  - b. Hong Kong permanent residents;
  - c. The family is supported by the Comprehensive Social Security Assistance from the HKSAR Government; or
  - d. The emergency situations (referring to paragraph 2) occurred **within the last three calendar months**, that the breadwinner of the family is suffering from one of the following, which causes the above emergency situations:
    - Unemployment (lasting for one calendar month or more)
    - pay cut (25% or above of the original salary)
    - compulsory unpaid leave (for four full days in total or more per calendar month; applicable to full time jobs only)
    - sick leave (lasting for one calendar month or more)
    - other situation that is considered an urgent need for support

### The Fund

5. The highest amount to be received would be \$3,000 to each eligible applicant during his/her study in the College.
6. No repayment of the grant is needed.

### Application and Administrative Procedures

7. Applications can be made throughout the year. Eligible students may apply for the grant by submitting an application form and supporting documents to the SAO.
8. Application form is obtainable at [https://www.twc.edu.hk/en/Administration\\_Units/sao/publications-and-forms](https://www.twc.edu.hk/en/Administration_Units/sao/publications-and-forms).

9. SAO would meet with eligible applicants to conduct an interview face-to-face or via Zoom, where necessary.
10. The applicant must declare if applications for another emergency fund have been submitted.
11. The Finance Office of the College would deposit the subsidy amount into the applicant's bank account once the application is recommended by Head of Student Affairs and approved by Vice President (Administration and Development).
12. Information collected in the application form will only be used for processing the application for the Student Relief Fund. The personal data/information obtained thereof will be treated with strict confidence and kept for a period of no more than four years under normal circumstances.
13. To ensure the proper use of the College's resources, the College reserves the right to revise the guidelines and the subsidy amount as appropriate without prior notice.