

Student Affairs Office

Student Relief Fund

**Application Form**

**Section A: Personal Information**

Name

(Mr/Miss/Ms\*) : \_\_\_\_\_ (\_\_\_\_\_) Student No.: \_\_\_\_\_

English Name in BLOCK letters Chinese Name

Programme Name: \_\_\_\_\_ Year of Study: \_\_\_\_\_

Telephone No.: (Mobile) \_\_\_\_\_ (Home) \_\_\_\_\_

*\*Delete as appropriate*

**Section B: Eligibility**

1. Do you have Hong Kong permanent identity card?

Yes  No

2. The emergency situation occurred in \_\_\_\_\_ (month/year) and the family is suffering from:

- Unemployment (lasting for one calendar month or more);
- Pay cut (25% or above of the original monthly salary);
- Compulsory unpaid leave (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 (e.g. severe traffic accidents, fire victims, robbery victims, etc.), please specify: \_\_\_\_\_

*Please "√" as appropriate*

**Section C: Other Financial Assistance**

Have you applied for other financial assistance for the same situation?

Yes  No

(If yes) Is this a fund from Tung Wah College? Please provide details: \_\_\_\_\_

*Please "√" as appropriate*

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**Section D: Please elaborate (in either English or Chinese) on your financial difficulties caused by the emergency situation (Use additional paper if necessary)**

**Section E: Declaration and Consent**

I, \_\_\_\_\_ (name of applicant), declare that the information given in this form is complete and true to the best of my knowledge. I understand that any misrepresentation of facts and false information renders me liable to disciplinary action by Tung Wah College (TWC) and the immediate recovery of financial assistance offered to me (if any).

I give my consent and confirm that I have obtained consent from my family members to authorize the Student Affairs Office (SAO) of TWC and relevant parties, to handle and verify the personal data/information provided in this application in relation to me and my family members.

I understand that supplementary information and interview may be required in accordance with the conditions of the TWC Student Relief Fund.

Signature of Applicant: \_\_\_\_\_

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

**Points to note:**

- The completed application form and supporting documents should be submitted to:  
Student Affairs Office, Room 1901, 19/F, Ma Kam Chan Memorial Building, Tung Wah College, 31 Wylie Road, Homantin, Kowloon
- For enquiry, please contact SAO by phone at 3190 6660 or email at [sao@twc.edu.hk](mailto:sao@twc.edu.hk)



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**Checklist on document copy to be submitted with the completed form:**

- Applicant's H.K.I.D. card;
- Applicant's student I.D. card; and
- Documentary proofs of the emergency situations occurred **within the last three calendar months** which the family is suffering from one of the following:
  - 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