

*\*Delete as appropriate*

### 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): \_\_\_\_\_

### 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*

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<b>Section C : Financial Details of the Student Activity</b>			
Estimated Income			For official use Approved Amount <i>Max. \$5,000/student</i>
Items	Items	Sub-total (HK\$)	
1. Reaching Out Award			\$
2. Non-means-tested MES			\$
3. Non-means-tested SSEBR			\$
4. Means-tested SSEBR			\$
5. SSE			\$
6. External Sponsorship/Donation#	Name of Sponsor: _____		\$
	<b>Total Income:</b>		\$
Estimated Expenses			
Items	<u>Details</u> (Supporting documents must be provided, or application will NOT be considered)	Sub-total (HK\$)	
Study tours / Short-term exchange programmes (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)			
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:			\$

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<b>Conference attendance</b>			
1. Registration Fee			Up to 70% of registration fee for attending the conference without paper presentation \$
2. Airfare - at Economy Class Fare			Maximum \$1,500 will be subsidised \$
3. Accommodation			Asia (including Middle East) \$300/day; Africa \$500/day; Oceania & Europe \$500/day; North and South America \$800/day \$
<b>Organising seminars/ training workshops/ forums</b>			
1. Honorarium			Honorarium: Max. \$3,000 \$
<b>Academic activities organised by registered student organisations / Joint-society activity (with at least 3 student organisations)</b>			
			Up to 80% of the total cost / Max. \$1,500 Max. \$4,800 (for Joint-society activity)
1.			\$
2.			\$
<b>Others</b>			
1.			\$
2.			\$
3.			\$
		<b>Total Expenditure:</b>	
		<b>Total Balance:</b>	

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**Section D: 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 Development 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**

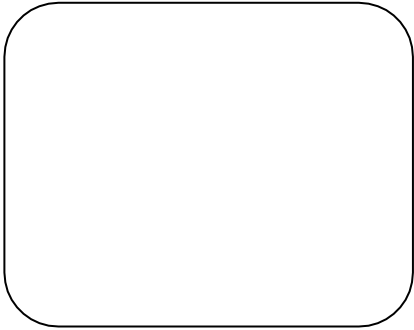
**President of the Student Organisation (if applicable)**

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

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

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

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



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

Endorse  Not Endorse

Comments:

**Signature by Head of Student Affairs**

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

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

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

Approve  Not Approve

Comments:

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

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

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

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

**a) Applicable for self-source study tours or short-term exchange programmes:**

- Detail information
- Confirmation email / letter of enrollment
- Promotional materials (e.g. poster, leaflets or emails)
- Itinerary (if any)
- Official Quotation or Price list

**b) Applicable for Conference attendance:**

- Detail information
- Confirmation email / letter of enrollment
- Rundown (if any)
- Promotional materials (e.g. poster, leaflets or emails)
- Official Quotation or Price list

**c) Applicable for organising seminars/ training workshops/ forums:**

- Proposal
- Background information of the speaker/coach
- Official Quotation or price list

**d) Applicable for the academic activities organised by registered student organisations/ Joint-society activity (with at least 3 student organisations):**

- Proposal
- Budget plan
- Official Quotation or price list