

IV. Estimated Expenditure for the Exchange Study

(Please provide documentary proof for the Items stated below)

Item		Amount in foreign currency (e.g. GBP, US, RMB, etc) ()	Amount (HK\$)
1.	Air fares and transportation		
2.	Accommodation (total no. of weeks overseas: _____)		
3.	Meals		
4.	Visa & insurance		
Total :			

Amount of temporary loan applied : HK\$_____

V. Family Condition

(Please attach relevant supporting documents e.g. income statement, copy of bankbooks, house mortgage, rental proof, etc. for the **last three months**)

	Name	Relationship	Occupation or Level of Study	Monthly Salary	*Savings as at Apr 2012	Living Together (Y/N)
1.	Applicant	Self				
2.						
3.						
4.						
5.						
6.						
7.						
Monthly home mortgage/rental expenses : HK\$_____						

*Savings of siblings who live away are not required

Does your family face any financial hardship recently?

No

Yes, please specify _____

VI. Plan for loan repayment

Please note loan recipients are required to repay the loan to the University within 6 months after the exchange study. Those who are on final year of study are required to repay the loan by mid July before their graduation. The availability of loan relies very much on students' punctual repayment of loan. **Please state clearly your plan for loan repayment if the loan is offered to you.**

VII. Guarantor's Information

The following person has agreed to be my guarantor if the loan is offered to me:

Name (*English*) _____ (*Chinese*) _____

Relationship _____ Contact Tel. No. _____

Occupation _____

A guarantor should fulfil the following criteria:

- ✧ *a HK resident*
- ✧ *aged 21 or above*
- ✧ *gainfully employed with stable income*

VIII. Agreement

I understand that the information provided in this application form would solely be used for the assessment of my financial need. I declare that the information provided is true and complete and understand that any omission/misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is subject to disqualification of my application and university disciplinary action.

Signature of Applicant _____ Date _____

Checklist on copy of supporting documents to be submitted together with the completed application form:

- Student I.D. card
- Correspondence confirming the exchange status
- Notification letter proving the amount of grant and loan received in 2011/2012
- Income proof of all family members living together (as at May 2012)
- Bankbooks / bank statements of applicant and parents (March – May 2012)
- Monthly home mortgage payment schedule or rental receipt (as at May 2012)
- Other documents that prove your family's financial need
- Documentary proof of the estimated expenditure for the exchange study

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IX. RECOMMENDATION

1. Financial Assistance Recommended :

Name of award : _____ HK\$ _____

Name of award : _____ HK\$ _____

2. Purpose of assistance : _____

3. Rationale :

4. Special payment / repayment arrangement if application is approved

Signature of Interviewing Officer

Date

Name of Interviewing Officer

Post

X. ENDORSEMENT FROM MANAGEMENT

This application is :

- Approved / supported
- Not approved / not supported

Director of Student Development Services
Date:

-
- Approved
 - Not approved

Vice-President (Student Affairs)
Date:
(for assistance amount > HK\$10,000)