



Student Development Services
Student Life and Resources Section

STUDENT NON-LOCAL ACTIVITY FUND

Reference No. _____
(For office use only)

Application Form

(Please type or write clearly in black.)

Notes to applicants:

1. Please read the **Application Guidelines of Student Non-Local Activity Fund** before completing the application form.
2. Personal data provided in this form will be used only for processing the application and related administrative matters.
3. The completed form with relevant documents should be submitted to Student Development Services (6/F, Bank of China (HK) Complex).
4. Applicants must specify the amount of funding obtained from external and/or other departments.
5. Any misrepresentation of facts will lead to disqualification of the subsidy and render applicant liable to disciplinary action by the University. The University reserves the right to demand the subsidy recipients for refund, partially or in full, if they fail to fulfill the obligation(s) as required.

PART I – Personal Particulars

Type of Application:	<input type="checkbox"/> Individual	<input type="checkbox"/> Group;	No. of participants:	_____

Name of Applicant/ Group Leader:	(Mr. / Miss*)	_____	Student ID:	_____
Name of Society (if applicable):	_____	Position (if applicable):	_____	
Programme of Study:	_____	Year of Study:	_____	
Contact No.:	_____	E-mail Address:	_____	

**Please select as appropriate.*

PART II – Activity Details

(Please attach separate sheets to answer the questions below if necessary.)

1. Name of Activity: _____
2. Organiser: _____
2. Date(s)/ Period: _____
3. Destination: _____
4. Objective(s) of the Activity: _____

5. Intended Learning Outcomes (ILOs):

(Learning Outcome is something that can be demonstrated or measured, e.g. knowledge or skills.)

6. Itinerary and Learning Activities for achieving the ILOs:

(Please specify details of dates, venues, content, etc. and attach any additional information if necessary.)

7. Assessment Measures on ILOs:

(Please provide information on how the ILOs will be assessed, such as briefing, survey or training that will be conducted before, during and after the trip.)

8. Follow-up plans or activities for the consolidation of the learning experience:

9. No. of Target Participants:

(Please attach the name list with Student ID and organisational structure (if any) for the following if available.)

	No. of CityU Students	No. of non-CityU Students <i>(Please specify.)</i>
7.1 Organising Committee		
7.2 Participants		

10. Advisor(s), if any:

(Please attach recommendation letter(s) if available.)

11. Work Schedule:

(Please specify the dates and tasks/ actions.)

12. Budget:

1. Please list out the detailed breakdown of the income and expenditure items; leave blank for those that do not apply and add items that are not on the list below.
2. The subsidy shall cover partial costs including transportation, accommodation, boarding, registration fees, project expenses, souvenirs and insurance, incurred by students in the overseas activities.
3. All expenses shall first be met by fees received from the participants and other sources of income. The activity will only be subsidised when all the aforesaid income is exhausted.

Estimated Source of Income: <i>(including any other funding applied, external sponsorship)</i>	Unit Price (HKD)	Quantity	Sub-total (HKD)	<i>For Office Use</i>
<i>Programme/ enrolment fee from participants</i>				
<i>Budget from Society/ Club</i>				
<i>Funding from University/ College/ School/ Department</i>				
<i>External sponsorship</i>				
Total Estimated Income:				
Estimated Expenditure: <i>(Students are advised to arrange their own travel insurance and include such costs into the budget.)</i>	Unit Cost (HKD)	Quantity	Sub-total (HKD)	
<i>Accommodation: _____night(s)</i>				
<i>Admission/ registration fee</i>				
<i>Flight</i>				
<i>Inner-city transportation in destination</i>				
<i>Printing/ publications</i>				
<i>Programme materials</i>				
<i>Travel insurance</i>				
<i>Trainer/ instructor costs</i>				
Total Estimated Expenditure:				
Subsidy Requested from SDS: <i>(Total Estimated Expenditure - Total Estimated Income)</i>				

PART III – Declaration

I have read and understand the Application Guidelines of the Student Non-Local Activity Fund. I hereby declare that the information provided in this form is **true** and **accurate**.

Signature of Applicant

Stamp of Student Society
(if applicable)

Date

For Office Use Only

Comments:

	<u>Responsible Staff</u>	<u>Date</u>
• Application received	_____	_____
• Interview (if any)	_____	_____
• Amount recommended: HK\$ _____		
Source of fund:		
<input type="checkbox"/> NA Fund		
<input type="checkbox"/> Other source (please specify): _____	_____	_____
• Amount approved: HK\$ _____		
from the recommended source of fund	_____	_____
<i>*Responsible EO (≤\$5000); ADSD (>\$5,000-10,000); DSD (above \$10,000)</i>		
• Recorded	_____	_____
• Reply letter	_____	_____
• Report, audited financial statement & receipts (Deadline: _____)	_____	_____
• Reimbursement	_____	_____
• Signed receipt of subsidy collected from participants	_____	_____