

Hsin Chong – K.N. Godfrey Yeh Education Fund for Student Programmes 2018/19 **Application Guidelines**

1. The Fund

The Fund aims to encourage and support students to attend or present in local or overseas conferences, seminars or symposiums. The Fund usually covers part of the costs of the flight ticket, accommodation and registration fee, if any and if applicable.

2. Eligibility

- Full-time **UGC-funded** undergraduate students (except exchange students), whether individuals or groups, are eligible to apply for the Fund. Priority is given to **non-final** year undergraduate students.
- Every eligible student is only allowed to apply once every academic year.

3. Amount of Funding Support

The amount of funding support is subject to the approval of the funding body, Hsin Chong, the quality of the proposal, availability of funding and the assessment criteria below. The subsidy approved normally covers only part of the total expenses.

4. Assessment Criteria

- The nature of the proposed activity;
- The extent to which the participant(s) will benefit from the proposed activity; and
- The proposed activity is held before 30 April 2019;
- Special consideration will be given to applicants with financial needs supported by relevant documents.

5. Application Procedures

To apply, students are required to follow the procedures below:

1. Download the online form at http://www.cityu.edu.hk/sds/web/studentlife_funds.shtml
2. Return the completed form and relevant supporting documents to Ms. Debby Wong at Student Development Services (6/F, Bank of China (HK) Complex) at least **two weeks prior to the activity and before 12 April 2019**
3. Applicants may be invited for an interview to discuss the details and budget of the proposed activity.
4. The application result will be announced in writing within **four weeks** following the receipt of the application.

6. Application Remarks

1. Retrospective applications will not be considered.
2. Incomplete application forms with insufficient supporting documents will not be processed.
3. Applicants are required to include on the application form all other sources of sponsorships applied for and relevant results.

7. Report and Reimbursement Arrangement

1. Successful applicants are required to submit the following to Student Development Services **within 30 days upon completion of the activity**:
 - a. A reflection report covering the details of the activity and personal gains from the activity
 - b. A financial statement
 - c. Original receipts of all subsidized expenditure items
2. Failure to submit the required documents will result in the withdrawal of the subsidy.
3. The approved subsidy is paid to the successful applicants in the form of reimbursements for actual expenses upon submission of the required documents stated in 7.1.

8. Student Development Services reserves the right to revise the guidelines at any time as appropriate without prior notice.

9. Enquiries

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