

**City University of Hong Kong  
Temporary Student Loan**

**Application Form**

*(Please read the Guidelines of Temporary Student Loan Scheme carefully before filling in the application form.)*

**I. Particulars of Applicant**

Name \_\_\_\_\_ Gender \_\_\_\_\_  
*(English – in block letters)*      *(Chinese)*

Student No. \_\_\_\_\_ CityU EID: \_\_\_\_\_ -c@my.cityu.edu.hk

Home Tel. No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Dept/Div \_\_\_\_\_

Programme of Study \_\_\_\_\_

Cohort \_\_\_\_\_ Year of Study \_\_\_\_\_

Home Address \_\_\_\_\_

**II. Information on Exchange study**

Host University for Exchange \_\_\_\_\_ Country \_\_\_\_\_

Exchange Period From \_\_\_\_\_ to \_\_\_\_\_ Planned Departure Date \_\_\_\_\_  
*(dd/mm/yyyy)*      *(dd/mm/yyyy)*      *(dd/mm/yyyy)*

**III. Funding Support for the Exchange Study**

Source		Amount (HK\$)
1.	Student Exchange Fund offered by GEO (to be filled in by Outbound Exchange Student)	
2.	Subsidy on Exchange provided by Education Bureau	
3.	Joseph Lau Student Exchange Awards offered by GEO	
4.	Subsidy / Sponsorship offered by College / School / Department	
5.	Contributions of applicant and family members	
6.	Government Grant and Loan after deduction of annual tuition fee of the academic year of exchange <i>(if you are waiting for the 2020/2021 G/L result, please make reference to your 2019/2020 G/L result)</i>	
7.	Other sources of support (e.g. internal or external scholarships / bursaries) - please specify: _____	
<b>Total :</b>		

**IV. Estimated Expenditure for the Exchange Study**

(Please provide written quotations and relevant information stated in respective overseas University's website for the Items stated below)

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

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 i.e. May – July 2020**)

	Name	Relationship	Occupation or Level of Study	Monthly Salary (HK\$)	*Savings as at Jul 2020 (HK\$)	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 in one lump sum 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. The feasibility of loan repayment plan will be taken into consideration of loan offer.**

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

- Student I.D. card
- Acceptance letter issued by the Host University
- Notification letter proving the amount of grant and loan received in 2019/20 or 2020/2021
- Income proof of all family members living together (as at July 2020)
- Bankbooks / bank statements of applicant and parents (May – July 2020)
- Monthly home mortgage payment schedule or rental receipt (as at July 2020)
- Other documents that prove your family's financial need
- Quotations of the estimated expenditure for the exchange study

## 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. Declaration

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, the immediate recovery of financial assistance offered to me (if any) and university disciplinary action. I further understand and agree to the data usage as mentioned below.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Note:** If you are under the age of 18 at the time you are completing this application, a parent's or guardian's agreement and signature is required.

Signature of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

### **Data Usage**

1. The personal data/ information that applicants provide in the application form will be used for the following purpose:
  - as a basis for the assessment of applicants' financial need by the University or donors for financial assistance available.
  - for transferring to the Scholarship and Financial Aid System of the University if and when the application is successful.
2. The personal data/information provided in the application form and documents submitted will be kept for a period of no more than four years under normal circumstances, or within one year upon repayment of outstanding loan/graduation/departure of applicants from the University and will be destroyed afterwards without further notice.
3. Applicants have a right to request access to, and to request correction of, their personal data in relation to their application. If they wish to exercise these rights, such request should be made in writing and addressed to Student Finance Team of Student Development Services.

**FOR OFFICE USE ONLY**

**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)