

Requirements and Guidelines on Hsin Chong – K.N. Godfrey Yeh Education Fund for Learning Programmes 2024/25

1. Project Schedule and Objective of the Fund

The Fund (HK\$23,000 until the Fund is depleted) aims to encourage and support students to participate or attend self-sourced learning activities in particular local or overseas conferences, seminars, symposiums or leadership training programmes.

2. Student Eligibility

- Full-time undergraduate students at the time of application;
- Individuals or groups, are eligible to apply for the Fund. Priority is given to non-final year students;
- Each eligible student can only make application once in every academic year.

3. Activity Eligibility

- The proposed learning activity should be in line with the objective of the Fund.

4. Level of Support

- The amount of funding support is subject to the approval of the funding body;
- The award is granted on a reimbursement basis based on the actual spent amount and the funding will mainly cover the expenditure arising from the participation in learning activity such as enrolment fees, air tickets and accommodation, tuition fees within the period of the official activity;
- Each applicant (and each applicant of the group application) is eligible to receive funding support for the learning activity, up to a maximum of 80% of the total cost or HK\$4,600 per year, whichever is lower;
- Each applicant is required to provide proof such as payment receipt and attendance record for verification;
- The level of support is subject to the availability of funding and the quality of the proposed activities assessed based on the criteria indicated in session 5.

5. Assessment Criteria

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

6. Application Procedures

- The application is open all year round subject to the availability of funding, priority will be given to the activity takes place during 1 February – 11 May 2025;
- Interested individual student or group of students can download the online application form [here](#);
- For group application, one of the applicants should be designated as Key Applicant;
- Key Applicant to submit the completed form and relevant supporting documents to Student Affairs Office by email to ssa@hkmu.edu.hk;
- Applicants may be invited for an interview to discuss the details and the estimated budget of the proposed activity;
- Application will be considered on a first-come-first-served basis, subject to the availability of Fund;

- The application result will be announced by email around **four weeks** upon receipt of the application, depending on the progress of communication with the Donor.

7. Application Remarks

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

8. Report and Reimbursement Arrangement

Successful applicants are required to submit the following to Student Affairs Office **within 30 calendar days upon completion of the activity**:

- A reflection and activity report (template will be provided by SAO) covering the details of the activity, activity photos and personal gains from the Activity;
- A financial statement;
- Original receipts of all subsidized expenditure items;
- Failure to submit the required documents will result in the withdrawal of the subsidy;
- The approved subsidy would be paid to the successful applicants in the form of reimbursements upon receipt of all the required documents and verification by HKMU SAO and the Donor;
- Reimbursement is targeted to be made to the applicant in approximately 60 calendar days upon verification by HKMU SAO and the Donor*.

*The actual time required for reimbursement would depend on the progress of communication with the Donor.

Student Affairs Office reserves the right to revise the requirements and guidelines at any time as appropriate without prior notice.

Enquiries

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