



Undertaking

The Barrier-free Cultural Tour (Kuala Lumpur) (hereafter the “Tour”) is organised by the Unit for Students with Special Educational Needs of Hong Kong Baptist University (hereafter the “Organiser”). The Tour will be held from 5 to 9 January 2026. To officially become one of the participants of the Tour, you must understand and observe the rules and regulations below:

A. Confirmation of Admission and Submission of Information

1. **Successful applicants** need to submit the following items:
 - a) A cheque of HK\$2,500 deposit. The deposit cheque will be returned to students upon full participation in the Tour and fulfilling the obligations.
 - b) Completed Undertaking Form.
 - c) Completed Health Declaration Form for Overseas Tour.
(with the provision of proof of health condition being fit to travel overseas upon request).
 - d) Photocopy of travel document (**with validity until 31 July 2026**).
 - e) Photocopy of Hong Kong Identity Card.

B. Requirements on Attendance

1. Participants must attain 100% attendance in the activities listed on the Activity Schedule (to be sent to successful applicants).
2. Be punctual in all the activities. A three-day notice by email with supporting documents is required if the participant cannot attend a particular event. In case of medical reasons, a certificate of sick leave issued by a local registered doctor has to be submitted within one day after the event.

C. About the Trip

Before Departure:

1. Participants should inform the respective guardian(s)/ medical professional(s) of the

schedule, arrangement, transportation, emergency contact, insurance and other important information related to the Tour before departure.

2. Participants must ensure their health conditions are fully fit for the Tour. When in doubt, please consult doctors and inform/discuss with the Organiser. The Organiser reserves the right to decline any participant whose health condition is perceived as interfering with the safety of the individual or the group. In that case, the participant should bear the consequential costs of any risks that may be created, directly or indirectly.
3. For the case of travelling with a caregiver, s/he shall be responsible for his/her own travelling expenses & liability.
4. Participants own the responsibility to obtain valid travel documents to enter/exit the tour destination, if necessary, on their own accord and at their own expense. If the participant cannot apply for the travel documents due to personal reasons (e.g. delay, lack of supporting documents), the paid deposit for the Tour will not be refunded. The Organiser also reserves the right to request compensation from the participants for any possible loss including travel tickets, accommodation fees, etc. that are already paid.
5. If necessary, please arrange relevant vaccination before departure.
6. Participants must **depart from and return to Hong Kong as a team on the assigned dates of the Tour** and are responsible for all of their expenses after withdrawal from the team. The Organiser will not certify the completion of the Tour to the participants who withdraw from the Tour, which will result in no deposit refund.
7. Please purchase a separate insurance plan if extra travel protection is needed. Please read carefully the terms and conditions of the travel insurance provided by the University on the below websites:

<http://fohome.hkbu.edu.hk/>

(Menu bar "Students" > "Insurance for students" > "Standard Cover Provided by the University" > "Personal Overseas Trips Insurance Summary - Student Only - (Zurich: TTT0001125ZC)")

During the Trip:

8. Participants must follow the rules and regulations set out by the Organiser (details to be distributed in the Training & Briefing session scheduled on **29 December 2025, exact date to be confirmed upon the offer of the Tour**).

D. Others

1. A formal written notice with supporting documents must be provided **in case of withdrawal from the Tour**. The Organiser reserves the rights to request for compensation from the participants for any possible loss including travel tickets, accommodation fees, etc. already paid.
2. The Organiser holds the final decision on the suitability of the participants in continuing with any parts of the Tour. The deposits paid by the participants will not be refunded under any circumstances in this case.

3. The Organiser reserves the right to adjust the Tour or even cancel the Tour if the Organiser observes that the participants' personal safety is at high risk due to severe situations (e.g. political instability, natural disasters, pandemic outbreak, etc.) in Hong Kong and the trip destination.
4. The content of the Tour is subject to change by the Organiser without prior notice. The Organiser accepts no liability for any loss or damage howsoever arising from any use or misuse of or reliance on any information in the Tour.
5. The Organiser reserves the right to feature the names, voices and appearance of the participants of the Tour in any audio and visual publications of the Tour, with any purposes related to education and advocacy of inclusion of the University.

DECLARATION

I, the undersigned, declare that;

- ◆ I understand clearly and I am willing to follow all the terms in this Form;
- ◆ I understand clearly the possible risks involved in this Tour. I have already communicated thoroughly with my guardian(s)/ medical practitioner(s) on all relevant issues;
- ◆ I will take full responsibility for my safety, health and personal hygiene throughout the Tour;
- ◆ I understand the Organiser reserves the right to disqualify me and/or not recognize my participation in the Tour should I violate any of terms above and/or all other regulations set by the Organiser;
- ◆ I have kept a copy of this signed Undertaking Form for future reference.

The End