

HONG KONG BAPTIST UNIVERSITY
OFFICE OF STUDENT AFFAIRS

Application for Interest-free Loan for Organising Orientation Camps

Introduction

Student organisations are advised to reserve campsites as earliest as possible for orientation camps. When student organisations receive offers from campsites, they are required to pay for the charges for the use of the campsites. Before they collect camp fees from participants, they might encounter difficulties in having insufficient liquid capital to settle the payment. In this regard, the student organisations concerned could apply to the Office of Student Affairs for an interest-free loan.

Eligibility

Student organisations registered with the Office of Student Affairs or the Students' Union are eligible for this application.

Procedures

In general, student organisations should follow the below flow of procedures for the application:

1. reserve campsite
2. obtain confirmation from campsite and information of the payment to the campsite
3. complete part A of the application form
4. submit the completed application form and the required documents to the Office of Student Affairs in person
5. if the application is approved, bring along with the student organisation chop and obtain the cheque payable to the campsite from the Office of Student Affairs, and settle the payment with the campsite
6. (i) Repay by cheque
before the start of the camp, issue a cheque payable to "Hong Kong Baptist University" in the same amount of the loan granted, collect the form for "Pay back of Interest-free Loan for Organising Orientation Camps" from the Office of Student Affairs in person, submit to the Finance Office, and return the form with Finance Office's confirmation to the Office of Student Affairs.
(ii) Repay by bank in via ATM or visit bank directly
before the start of the camp, bank in to designated "Hong Kong Baptist University" bank account in the same amount of the loan granted, keep the bank in slip, submit to the Office of Student Affairs in person. The HKBU bank account will be provided via email when Student Organisation chosen the

Remark: it usually takes three to four weeks' time for Finance Office's issuing a cheque, therefore, applications shall be submitted at least one month before the payment deadline as required by the campsite.

Application Form

Part A: Application for Interest-free Loan for Orientation Camp	
Name of Student Organisation(s)	
Date of Camp	
Venue of Camp	
Proposed Camp Fee	_____ (freshmen)/ _____ (current students)
Expected Number of Participants	_____ (freshmen)/ _____ (current students)
Amount of Loan Requested	_____ (first loan)/ _____ (second loan)
Issue Date of Loan Requested	_____ (first loan)/ _____ (second loan)
Payee Name of the Cheque	(in English)
Date of Loan Return	
Declaration	<p>As the person-in-charge, I declare that the information given in this application form is true to the best of my knowledge. I am responsible for this camp and serve as the contact person for all future matters relating to the camp. I promise to return loan by the aforesaid date, and I understand that failure of returning the loan on time leads to immediate suspension of University services provided to our organisation(s).</p> <p>Name: (English) _____ (Chinese): _____ Student Number: _____ Contact No.: _____ Email address: _____</p> <p>_____</p> <p>Position in Student Organisation _____ Name of Student Organisation _____</p> <p>_____</p> <p>Chop of Student Organisation _____ Date _____</p>
Documents to be Attached	1. A copy of the confirmation letter and/or debit note issued by the

with the Application	campsite 2. A copy of the bank statement of the student organisation(s) showing the most updated bank balance 3. List of committee members for Organising this camp (including full names, student ID numbers and contact numbers) 4. Proposal and financial budget of this camp
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Part B: Acknowledgement of Cheque Receipt *(to be completed when the application for loan is approved)*

I confirm to have obtained the cheque from the Office of Student Affairs. I will submit to the campsite to settle the payment.

Student Name	
Student Number	
Student Organisation Name	
Cheque Number	
Amount (HK\$)	
Signature	
Student Organisation Chop	
Date	

Part C: Pay back of Interest-free Loan for Organising Orientation Camps *(to be completed when the student organisation return the loan, and be returned to the Office of Student Affairs after the submission to the Finance Office is completed-if repay by cheque)*

Student Name	
Student Number	
Student Organisation Name	
Cheque Number/ Bank-in Ref. no.	
Amount (HK\$)	

(below to be completed by Finance Office)

This is to confirm the receipt of cheque by the Finance Office.

Staff Signature	
Finance Office Chop	
Date	