sa/lqc/oac 04

Undertaking

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| Programme Name: | Zhuhai Study Tour 2024 | | |
| Name of Participants |  | Student ID: |  |

To officially become one of the participants of the programme, you must understand clearly and observe strictly the rules and regulations set out below:

1. Submission of Information:
2. Kindly submit the following documents on or before 7 Nov 2024 (Thursday). Failure to do so will be treated as withdrawal.

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| Document | Submit via |
| 1. YDC Trip declaration form 2. HKYouth+ app installation 3. Signed Undertaking Form 4. Personal Data and Health Declaration Form 5. Declaration Form for Insurance Coverage | Hard copy |

1. Requirements on Attendance:
2. Be punctual on all the activities listed in Annex 1.
3. Participants must attend all pre-trip activities on time, he/she may not be allowed to participate in the outbound trip and no refund will be made.
4. Three-day prior notice with supporting document is required for any absence in the trip.
5. Deposit will be refunded to participants upon satisfactory completion of the programme with overall attendance rate in all pre-trip and post-trip activities
6. Additional meetings and trainings may be arranged. Participants are required to attend on time.
7. About the Outbound Trip:

*Before Departure:*

1. Please inform your parent(s)/guardian(s)/supervisor(s)/relative(s) the schedule, arrangement, transportation, emergency contact, insurance and other important information related to the trip before departure.
2. Ensure your health conditions are suitable for you to join the trip. When in doubt, please consult your doctor and inform/discuss with the office.
3. Participants are required to apply for the VISA on their own accord and at their own expense. Participants are also required to submit photocopy of the VISA approval to the office 4 weeks prior to departure.
4. Please observe if any vaccination is required in the destination before departure.
5. Participant should depart from and return to Hong Kong with the team on the specified dates. Only under special circumstances that participants are allowed to have a different travel schedule and prior approval is required. Participants are responsible for all of their own expenses after leaving the team.
6. Terms and conditions of the travel insurance provided by the university are available at the link <http://fohome.hkbu.edu.hk/fopage.html>. Please read carefully and extend/purchase separate insurance plan if you need extra protection or extension of the trip. Kindly note that you must provide proof of insurance if you extend your trip and send to us at least two weeks before departure.
7. Participants should reserve THREE days buffer before and after the tentative travel dates to accommodate any unprecedented changes beyond the organiser’s control, including but not limited to changes in flight schedule, itinerary adjustment, etc. No compensation will be given to participants for any cost incurred due to changes in travel dates.
8. Refund of any fee paid by the participants will not be entertained after accepting the offer, including but not limited to withdrawal owing to medical concern, changes in travel dates, etc. In no circumstance refund will be entertained.

*During the Outbound Trip:*

1. Follow the Rules and Regulations set out by the organiser. Annex 2
2. Others:
3. Formal written application with supporting documents must be provided if participants have to withdraw from the programme. The office reserves the right to recover the original cost, i.e. subsidy from University in addition to the fee paid, from the participants.
4. The office has the final decision on the suitability of the participants in continuing with any parts of the programme. All fee and deposit paid by the participants will not be refunded under any circumstances in this case.
5. The office reserves the right to adjust the programmes in the outbound trip or even cancel the outbound trip if the office observes that the participants’ personal safety is at high risk due to severe situations (e.g. political instability, natural disasters, pandemic outbreak, etc.) in the trip destination.
6. The office reserves the right to photograph the participants during the event and have the participants’ name, voice, likeness and appearance embodied in any audio and visual publications, photographs, or multi-media recordings related to the event and to perpetually use them around the world, in all media now known or hereafter devised for any purpose, whether in advertising or for purposes of trade or otherwise. If participants do not agree with this arrangement, please contact the office.
7. To facilitate communication and the running of events, the office will provide appropriate parties the information of participants. The information will be used within the programme for communication purpose only. For privacy purpose, no information can be disclosed to people outside the programme. The right to pursue on any possible loss due to non-compliance is preserved.
8. The post-trip reflective journals must be submitted on or before the set deadline.

\*The Office of Student Affairs reserves the right of final decision. The Office of Student Affairs may terminate students’ participation in this programme in case of any violation of the above regulations. All payment will be forfeited without prior notice.

Enquiries: Mr. Jeff Cheung at 3411-2333

DECLARATION

I, the undersigned, declare that;

* I understand clearly and I am willing to follow all the above-mentioned rules and regulations throughout the programme;
* I understand clearly the possible risks involved in this outbound trip. I have already communicated thoroughly with my parent(s)/guardian(s)/supervisor(s)/ relative(s) on all relevant issues;
* the emergency contact information I provided above is up-to-date and will inform the office at due course if there is any change in future.
* I will take full responsibility for my well-being throughout the programme;
* I understand the office reserves the right to disqualify me and/or to not recognise my participation in the programme should I violate any of the above rules and regulations and/or all other regulations set by the office;
* I have kept a copy of this signed Undertaking for future reference and the original copy will be returned to the office.
* I understand and agree that my personal data will be transferred to third party in making necessary arrangement for the programme, including but not limited to flight booking, hotel reservation, etc.
* I understand and agree to the University [“Privacy Policy Statement and Personal Information Collection Statement”](https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/).

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| Signature of Participant |  | Date: |

The End