**Hong Kong Baptist University**

Office of Student Affairs

Hsin Chong-K.N. Godfrey Yeh Education Fund

Application for Student Travel Loan for the Academic Year 20 /

[Please type or write tidily and legibly; use additional paper if necessary.]

|  |  |
| --- | --- |
| 1. | Personal Background of the Applicant: |
|  |  |
|  | Name: |  | (English) |  | (Chinese) |
|  | Student No.: |  | HKID No.:  |  |
|  | Study Programme: |  |
|  | Study Year: |  | cGPA: |  |  |
|  | Tel No.:  |  | (Home) |  | (Mobile) |
|  | Email Address: |  |
|  | Residential Address: |  |
|  |  |  |
|  | Type of Property of Residence:(please tick where appropriate) | 🞎 Public 🞎 Private 🞎 HOS (居屋) 🞎 Tenement house (唐樓) 🞎 Others: |
|  | Ownership: | 🞎 Own property 🞎 Rented |
|  |  |
| 2. | Record of extra-curricular activities in the past 3 years: |
|  |  |
|  | Organization | Extra-curricular Activities | Position Held | Responsibilities/Contribution | Period (YYYY-MM to YYYY-MM) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | *\*Please attach with your printed Student Development Portfolio* |
| 3.  | Part / Full-time jobs during the recent 12 months |
|  |  |
|  | Period (YYYY-MM to YYYY-MM) | Nature of Work | Average Hours Per Week | Monthly Salary (HK$) |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |
| 4. | Name of programme/course (if applicable) for which the study trip is required: |
|  |  |
|  | Study Programme Name: |  |
|  | Course Name: |  |
|  | Name of the Course-required Trip: |  |
|  |  |
| 5.  | Loan amount applied for: |
|  |  |
|  | HK$  |  |

|  |  |
| --- | --- |
| 6. | Income of family members living in the same household: |
|  |  |
| Name | Relationship | Age  | Occupation | Name of Firm(Name of School for student) | Location of Workplace | Monthly Income (HK$) |
|  | Father |  |  |  |  |  |
|  | Mother |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total No. of Persons:** |  |  |  |  |  |  |
|  |  |
| 7. | Other sources of finance: |
|  |  |
|  | a. Government grant & loan received in the recent two years: (please indicate grant and/or loan) |
|  | Academic Year | Amount (HK$) |
|  |  |
|  |  |
|  |  |
|  | b. Other awards / scholarships / bursaries received: |
|  | Name of Award / Scholarship / Bursary | Date of Issue (YYYY-MM-DD) | Amount (HK$) |
|  |  |  |
|  |  |  |
|  |  |
| 8. | Total tuition payments of the household family in the current academic year: |
|  |  |
|  | Name of Family Member | Relationship | Current Annual Tuition Fee (HK$) |
|  | Applicant |  |
|  |  |  |
|  |  |  |
|  |  |
| 9.  | Other information you believe would provide additional support to your application: |
|  |  |
|  |  |
|  |  |
|  |  |
| 10. | Declaration: |
|  |  |
| I sincerely declare that all information provided on this application form is complete and true to the best of my knowledge. I understand that I may be subject to disciplinary action should I provide incomplete or incorrect information in this application. |
| Personal Data Collection Statement1. The data collected will be used for the purpose of this loan scheme, and any related purposes. The data will be stored until the relevant exercise has been completed and document review requirement is fulfilled.
2. Your personal data held by our Office will be kept confidential and they may be shared with appropriate parties (like donors) and personnel of the University.
3. You have the right to request access to and correction of your personal data held by the Office. Requests for such access and correction can be made to SFA in writing via email to sfa@hkbu.edu.hk or by post. Fee may be charged, if necessary, to cover the administration cost.
4. For details, please refer to the “Privacy Policy Statement and Personal Information Collection Statement” (PPS/PICS) (<https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>) of the University.

By signing below, I agree to all of the above. |
| Signature of applicant: |  | Date: |  |

**Hong Kong Baptist University**

**Office of Student Affairs**

Hsin Chong-K.N. Godfrey Yeh Education Fund

# Student Travel Loan for the Academic Year 20 /

## Confidential Recommendation

To: Scholarships and Financial Aid Unit, Office of Student Affairs, Hong Kong Baptist University

Section A – Applicant’s Information (To be filled in by applicant in block letters):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | (English) |  | (Chinese) |
| Student No.: |  | Study Year:  |  |
| Study Programme: |  |

Section B – Department’s Recommendation (To be filled in by Course Coordinator):

|  |  |
| --- | --- |
| 1. | Is the above-named student required to participate in a compulsory study trip?YES / NO If YES, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dd/mm/yyyy) |
|  |  |
| 2. | The total expenditure including board, lodging and transportation would be around HK$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
|  |  |
| 3. | The expected/confirmed destination country is . |
|  |  |
| 4. | Please rate the applicant by placing a “✓” in the appropriate box against each attribute:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent(Upper 5%) | Good(6%-20%) | Satisfactory(21-50%) | Average or Below( <50%) | Cannot be Judged |
| Academic Performance |  |  |  |  |  |
| Leadership Ability |  |  |  |  |  |
| Participation in Extra-curricular Activities |  |  |  |  |  |

 |
|  |  |
| 5. | Please indicate the strength of your recommendation by placing a “✓” along the following scale. Not Recommended with Recommended HighlyRecommended Some Reservation Recommended |
|  |  |
| 6. | Name of Course Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |

|  |  |  |
| --- | --- | --- |
| Department: \_\_\_\_\_\_\_\_\_\_\_ | Office (room): \_\_\_\_\_\_\_\_\_\_\_\_ | Ext. No.: \_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 |

***NOTE: Department should return the original signed copy of this page to the Scholarships & Financial Aid (SFA) Unit, Office of Student Affairs (WLB401).***