IT Subsidy Scheme 2026/27

Introduction

Initiated by the IT Planning and Resources Management Committee, "IT Subsidy Scheme" is a subsidized programme to encourage students to continuously learn IT software skills to further equip their hard skills.

Subsidy Details

Eligibility: All undergraduate students of Shaw College. Each student can submit solely 2 applications during each academic year (from 1st August 2026 to 31st July 2027)

*Priority will be given to those who have not applied for the scheme before

Requirements: The College would subsidize individual students for learning IT software programme that fulfill the following requirements:

- Programme MUST be started between 1st August 2026 to 31st July 2027
- At least 12 hours of teaching
- At least 80% of attendance; a certificate of attendance/ completion is required

Quota: 5 per application period on a first-come-first-served basis

Subsidy: 50% of paid programme fee; maximum amount HK$1,500

Procedures

Step 1: Application through webform

Students MUST submit application for subsidy **within 1 month after the completion of programme**. Students **MUST** upload all supporting documents/ web links via https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13738899 as required, including but not limited to:

- Programme website
- Outline
- Schedule
- Digital copies of payment receipts
- 3 photos taken during the course (Permission should be sought from the instructor first)
- Reflection report (no less than 300 words, either in Traditional Chinese or English)
- Certificate of completion/ professional certification

Step 2: Review of submission and result announcement

Applicants who successfully submit the form will receive a confirmation of submission by the system automatically. All applications are subject to review from the IT Planning and Resources Management Committee. Incomplete submissions might lead to disqualification from the scheme. The College Office will notify the result **within 10 working days**.

All applicants **MUST** submit the original receipts in person at the College Office. The College will begin reimbursement process to successful applicants only after receiving the completed application forms, reflection reports and original receipts.

Important Remarks

- All reimbursements will be processed through bank account transfer. Students must provide correct bank account information during submission.
- The reimbursement process will take at least 6 weeks after the submission of report and receipt.
- The IT Planning and Resources Management Committee reserves the right to modify the eligibility and criteria of subsidized, and also the endorsement of applications.

Should you have any questions about the scheme, please contact the College at shaw-college@cuhk.edu.hk or 3943 7363.