



Shaw College Financial Assistance for Exchange Programme 2023/24 (For local students only)

Objective

Shaw College provides Exchange Programme Bursary and Loan to support local students with financial need to participate in exchange programmes outside Hong Kong in the next academic year.

Announcement of Results

Application results will be released by July 2023. All applicants will be notified by email. Applicants who do not hear from the college should enquire via email fionaho@cuhk.edu.hk.

Failure to complete the exchange programmes shall render students disqualification for both the bursary and loan.

Handling of Information and Personal Data Supplied in Applications

- 1) The personal data provided in this application and supplementary information and the copy of government assistance application 2022/23 required by Shaw College will be used for processing your application for college financial assistance.
- 2) The personal data provided in this application will only be disclosed to relevant parties including individual donors.
- 3) An applicant has the right to obtain access and make corrections to the personal data provided by him/her in the application. Such request should be addressed to the officer in charge of the Scheme.

Enquiry

For enquiries, please contact Ms. Fiona HO at 3943 8538 or email to fionaho@cuhk.edu.hk.

Deadline for application is 22 May 2023 (Monday)

**APPLICATION WITHOUT THE SUBMISSION OF SUPPORTING DOCUMENTS
OR LATE APPLICATION WOULD NOT BE ACCEPTED**

Note to Shaw College Financial Assistance for Exchange Programme Applicants

Eligibility

Applicants must:

- 1) be full-time Shaw College undergraduate local students; and
- 2) have accepted an exchange programme for summer with at least 9-credit bearing in 2023; or one term or one academic year outside Hong Kong in the next academic year (2023/24), which is offered by OAL, College, Faculty, or any other offices of the University.

Number and Value

The number and amount of bursary and/or loan[#] offered is determined by financial need of the applicants (the extent to which the applicants' exchange expenses can be covered by his/her annual disposable income), number of applicants and available bursary fund.

Obligations of Successful Applicants

- 1) Successful applicants would be required to attend a pre-departure workshop in June/July 2023.
- 2) Successful applicants should submit copy of their air-tickets and boarding pass upon the arrival in the host country.
- 3) They should also submit a reflection report on their exchange life of at least 1,200 words for English or 800 words for Chinese and with 3 photos within 1 month upon completion of the programme.*
- 4) Should there be any amendments to the application information after submission, the recipient must write and inform the College Office as early as possible. Any approved/granted financial assistance will be subject to reconsideration by our Office.

* 70% of the bursary will be granted to the applicant upon the arrival in the host country while the remaining 30% bursary is to be granted after the completion of the exchange program and submission of reflection report to the College.

Repayment of Loan

- 1) Exchange Programme Loan is an interest-free loan. Except under special circumstances mentioned below, loan recipients should repay the loan within 2 years after graduation or departure from the University. A repayment schedule will be given to the successful applicants upon their acceptance of the loans.
- 2) Successful applicants are required to provide contact details and signature of both an eligible indemnifier and a witness when completing the loan documents.
- 3) The full amount of loans granted must be repaid immediately if:
 - (a) the recipients withdraw from study at the University; and/or
 - (b) the exchange programme cannot be completed.

Application Procedures

1) Applicants should submit the application online via <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13666536>. To complete the application procedure, all supporting documents should be uploaded in ONE pdf file and file size limited to 10 MB. Deadline for application is **22 May 2023 (Monday)**. **Late or incomplete application will NOT be considered.**

Supporting documents required:

- a) copy of your government scheme result notification (TSFS) 2022/23 (if applicable).
- b) copy of your Comprehensive Service Security Assistance Scheme (CSSA) proof document (if applicable).
- c) copies of income proof of your working family members listed in Part 6 A1 of this form for the year 1 April 2022 to 31 March 2023.
- d) copies of bank statement/passbook of family members listed in Part 6 A1 of this form for the year 1 April 2022 to 31 March 2023.
- e) copies of annual payment for tuition fee (excluding applicant) for the year 1 April 2022 to 31 March 2023 (if applicable).
- f) copies of annual payment for housing including rent, instalment and rates for the year 1 April 2022 to 31 March 2023.
- g) copies of medical expenses for the year 1 April 2022 to 31 March 2023 (if applicable).
- h) one page personal statement (in English or Chinese) of at least 400 words, on why the exchange financial assistance is crucial to you and what you expect to gain during the exchange programmes. (Please write your name, student ID and major in the right-hand corner of the statement and state the word count at the end of the statement.)

(Note: If the application results of students' exchange programmes are not yet confirmed before the submission deadline, students are still required to submit the application forms on or before the deadline.)

Assessment Criteria

The assessment will be based on the candidate's

- 1) Financial needs (the annual disposable income and the estimated cost for studying at the exchange destination)
- 2) Personal statement (at least 400 words in Chinese/English) on why the exchange financial assistance is crucial for you and what you expect to gain during the exchange programmes.

Failure to complete the exchange programmes shall render students disqualification for both the bursary and loan.

Deadline for application is 22 May 2023 (Monday)

**APPLICATION WITHOUT THE SUBMISSION OF SUPPORTING DOCUMENTS
OR LATE APPLICATION WOULD NOT BE ACCEPTED**