



Guidelines on Subsidy on Exchange for Post-secondary Students

Eligibility – Students

- Local students who enroll in full-time undergraduate programmes at the time of application and throughout the duration of the exchange programme; AND
- Students who are in receipt of means-tested students financial assistance from the Working Family and Student Financial Assistance Agency (WFSFAA) or whose families are in receipt of the Comprehensive Social Security Assistance (CSSA); AND
- Students who maintain good academic results and hold the ability to complete the exchange programme.

Eligibility – Exchange Programmes

- The outbound exchange programme must be organised and/or endorsed by the College; AND
- The exchange programme must last for one semester or more; AND
- The hosting institution must be a recognised institution/body in the home country; AND
- Priority will be given to credit-bearing or award-bearing exchange programmes.

Points to Note

- The maximum level of subsidy for the Subsidy Scheme is HK\$15,000. The amount for an eligible student is calculated by the approved level of student finance in terms of percentage of full grant to the maximum level of subsidy for the Subsidy Scheme based on the latest available application result from WFSFAA. For example, if a student is receiving 50% grant from SFAA, then he/she would be eligible to receive a subsidy of HK\$7,500 under the Subsidy Scheme.

- Students are only eligible for subsidy under the Subsidy Scheme once each during their sub-degree and undergraduate studies. They have to declare to the College that they have not received any subsidy under the Subsidy Scheme during their previous study at undergraduate level.
- Students who have previously received assistance from other scholarships or support schemes wholly or partly funded by the Government are also eligible for assistance under the Subsidy Scheme.
- Students receiving assistance under the Subsidy Scheme may receive subsidies from other sources (including Government and private ones) to cover expenses in connection with the same exchange programme.
- Priority should be given to those who have not received any subsidy under scholarship / sponsorship / subsidy schemes wholly or partly funded by the Government.

Application Procedures

Applicants should submit the following documents to the College Office on 1/F at least 8 weeks before the commencement of the exchange programme:

- a completed application form; AND
- a copy of their latest academic transcripts / public examination results; AND
- a copy of the latest Notification of Result of Application for Financial Assistance from WFSFAA¹, and / or documentary proofs from the Social Welfare Department for proving their CSSA status.

Application Result

- The final decision is subject to review of application and required documents provided.
- It is expected that the subsidy will be disbursed to successful applicants within 8 weeks from the release of application result.

¹ For Semester 1, 2015-16 exchange programme, please submit 2014-15 WFSFAA approval letter. For Semester 2, 2015-16, please submit 2015-16 WFSFAA approval letter as soon as available.

Application for Subsidy on Exchange for Post-secondary Students 2015-16

Notes to Students:

1. Applicants should read the “Guidelines on Subsidy on Exchange for Post-secondary Students” available at <http://www.centennialcollege.hku.hk/en/exchange-programme/outgoing-students> for the requirements and application procedures of the Subsidy Scheme.
2. Applicants must be a local student and be enrolled in a full-time programme with the College at the time of application and throughout the duration of the exchange programme.
3. Applicants or their families must be in receipt of means-tested student financial assistance from the Working Family and Student Financial Assistance Agency (WFSFAA) or the Comprehensive Social Security Assistance (CSSA).
4. Students are only eligible for subsidy under the Subsidy Scheme once during their undergraduate studies.
5. Study Abroad Programmes must be organised or endorsed by the College, lasting for at least one semester.
6. Applicants should submit a completed application form together with a copy of (i) their latest academic transcripts / public examination results; (ii) the latest Notification of Result of Application for Financial Assistance from WFSFAA, and / or documentary proofs of their CSSA status from the Social Welfare Department.
7. The completed application form, together with all supporting documents, should reach the College Office on 1/F at least 8 weeks before the commencement of the exchange programme.

I. Student Particulars

Name (Surname first): _____

Student No.: _____

Year of Study: _____

Programme of study: Bachelor of Professional Accounting (Honours) Bachelor of Arts (Honours)

Contact Number: _____(Mobile) _____(Home)

II. Applicant's Grant/ Subsidy Conditions

Please provide documentary proofs for verification

Grants from Working Family and Student Financial Assistance Agency (WFSFAA)

Received or to be Received Date: _____ Amount (HK\$): _____

Recipients of Comprehensive Social Security Assistance (CSSA)

Received or to be Received Date: _____ Amount (HK\$): _____

Other Scholarships/ Sponsorships/ Subsidy Schemes Wholly/Partly Funded by the Government

(Use separate sheet if necessary)

Please specify: _____

Received or to be Received Date: _____ Amount (HK\$): _____

III. Details of Exchange Programme

Partner Institution: _____

Year and Semester of Exchange: _____

IV. Declaration

- i. I declare that all information given in this application form is, to the best of my knowledge, accurate and complete. I understand that any false information or misrepresentation will disqualify my application for the subsidy and as a result, any payment made must be refunded to the Education Bureau via the College.
- ii. I declare that I have not received any subsidy under the Subsidy on Exchange for Post-secondary Students Scheme during my studies at the College or my previous studies at undergraduate level in Hong Kong.
- iii. I will inform the College if there is any change of my personal data. I note that under the provisions of the Personal Data (Privacy) Ordinance, I have the right to request access to, and to request the correction of, my personal data.
- iv. I agree that my personal data provided in this application form will be used by the College, WFSFAA and related government bureaux / departments to assess my eligibility for and to implement / monitor the operation of the Subsidy Scheme and for other related purposes.
- v. I understand the “Notes to Students” above and will comply with the regulations stated therein.

Signature of Student: _____ Date: _____