



Application for Bursary – 2021 Autumn Term

Important Notes

1. Please read the “Guidance Notes for OUHK Student Financial Assistance Scheme” and “Checklist of Supporting Documents” before completing this application form.
2. Complete the form clearly in English as appropriate, and initial against any corrections. Use additional or duplicated sheets if necessary. Delete if inappropriate for * items.
3. Applicants should submit the completed form and photocopies of supporting documents to the Student Affairs Office (SAO) in person or by post on or before **28 June 2021** (the posted date). Fax copies of application forms will not be accepted.
4. As the assessment of disposable income will be conducted in a yearly basis, applicants are only required to provide the financial information and proof ONCE in a year.
5. Applicants must have completed the course registration (Path: MyOUHK > My Programme > Enrolment (PT) > eRegistration) for 2021 Autumn Term to the Admissions & Enrolment Office (Part-time & Postgraduate) of the Registry.
6. SAO will send the acknowledgement of receipt to your university e-mail account upon receipt of your bursary application. Please ensure your e-mail account can be operated. If you wish to receive the acknowledgement by post, please submit your request in writing to SAO.

Personal Particulars

Student No. 91532535 HKID No. G271XXX(4)

Title* Mr/ Ms English Name Chan Tai Man Chinese Name 陳大文

Marital Status* ~~Single~~ / Married / Separated / Divorced / Widowed / Others Age 32

Tel No. (Home) 2700XXXX (Office) 24001111 Mobile Phone No. 9000XXXX

Residential Address Flat XX, XX/F, Beautiful Garden, 58 Tai Po Road Kowloon

(Besides the above residential address, the University will communicate with you by using your correspondence address, if it has been changed, please inform Student Records Office of the Registry.)

Period the applicant has been residing in Hong Kong: 32 years 8 months

Please answer the following questions and put a “✓” in the appropriate box (Mandatory Field)

1. The applicant is a person with disabilities	<input type="checkbox"/> Yes, please specify the nature of disabilities and provide supporting document _____ <input checked="" type="checkbox"/> No
2. The applicant is a prison inmate	<input type="checkbox"/> Yes, please specify the name of Prison _____ and Prisoner number _____ Note 1: SAO will send a letter to the applicants by post to acknowledge the application is received. If considered necessary, SAO will contact the Correctional Services Department to obtain the financial information provided required for the application. SAO will also notify the Correctional Services Department of the application result. Note 2: Due to imprisonment, prison inmates receiving bursaries should not take course(s) they may encounter hardship in making progress through/completing the course(s) (continuous assessment and examination) as advised by the OUHK and their respective Institutions. <input checked="" type="checkbox"/> No
3. The bursary application will be automatically considered as loan application if applicant is unsuccessful for bursary but eligible for loan	<input checked="" type="checkbox"/> I agree <input type="checkbox"/> I disagree

Section 1: All Family Members

Please provide information of yourself and your family members who are residing with you during the assessment period 1/4/2020 - 31/3/2021. Please state if any of the members has passed away at the time of your application. All family members (including applicant) who have earned income must sign individually so as to authorize OCHK to investigate fully with the employer(s) concerned on the income declared (if necessary).

Name of Family Member	Age	Relationship with applicant	If the family member is employed/ studying/ living in elderly home, please provide the required information.			Annual Income/ Annual Tuition (1/4/2020-31/3/2021)	Signatures of all family members (including applicant) who have earned income
			Employed a) occupation & position (please specify full-time "F"/ part-time "P") b) name of company/ employer (if self-employed, please provide a photocopy of the Business Registration Certificate and Profit Tax Return) c) address <u>and</u> contact telephone no. of company/ employer d) employment period	Studying a) name of school (please specify full-time "F"/ part-time "P") b) study level and year of study	Living in elderly home a) name of elderly home		
1. Chan Tai Man		Applicant	<input type="checkbox"/> Studied in full-time and had no intention to seek job From _____ (Month/Year) To _____ (Month/Year) <input type="checkbox"/> Unemployed From <u>10/20</u> (Month/Year) To <u>12/20</u> (Month/Year) <input checked="" type="checkbox"/> Employed a) <u>Sales Engineer</u> (F/P)* b) <u>Kimber Electrical Ltd</u> c) <u>Rm xx, 516 Mody Road, TST Kln</u> Tel: <u>2727 xxxx</u> d) From <u>4/20</u> (Month/Year) To <u>10/20</u> (Month/Year)			\$102,000	Jai Man
2.			a) <u>Sales Engineer</u> (F/P)* b) <u>Sunshine Engineering Ltd</u> c) <u>xx/F, Kwai Shing Centre 224 Kwai Shing Street</u> <u>Kwai Chung NT</u> Tel: <u>25000 xxxx</u> d) From <u>1/21</u> (Month/Year) To <u>3/21</u> (Month/Year)			\$40,000	Jai Man
3. Wong Siu Ha	30	Wife	a) <u>Secretary</u> (F/P)* b) <u>Galant Toys Ltd</u> c) <u>Rm xx, xx/F, Shan Shui Bldg, 22 Shan Mei St,</u> <u>Shatin, NT</u> Tel: d) From <u>4/20</u> (Month/Year) To <u>2/21</u> (Month/Year)			\$112,000	Wong
4. Chan Kan	60	Father	b) <u>Security Guard</u> (F/P)* b) <u>Meck Carpark</u> c) <u>Lam Tin Estate Kowloon</u> Tel: <u>8111 xxxx</u> d) From <u>4/20</u> (Month/Year) To <u>3/21</u> (Month/Year)			\$50,000	Chan
5. Chan Tai Fung	35	Sister	a) <u>Clerk</u> (F/P)* b) <u>Housing Authority</u> c) <u>Tak Tin Estate, Kowloon</u> Tel: <u>2444 xxxx</u> d) From <u>4/20</u> (Month/Year) To <u>3/21</u> (Month/Year)			\$110,000	Chan

Please use separate sheet if necessary.

If any family member residing with the applicant has been unemployed between 1 April 2020 and 31 March 2021, please state the name of family member(s), period(s) and reason(s) (e.g. injuries, illness, close down of business, etc.) for unemployment. Please also provide information on previous employment(s) (such as name of company/ employer, occupation, position and salary) and documentary proof on unemployment (such as a photocopy of termination letter).

Wong Siu Ha (Wife) has been unemployed since 1 Mar 2021. Reason: illness

Section 2: Current Employment Information

Please put a "✓" in the appropriate box and provide the necessary information.

<input type="checkbox"/>	Applicant's current employment details are the same as those included in Section 1.
<input checked="" type="checkbox"/>	Applicant has changed job after 31/3/2021.
Present Position: <u>Sales Engineer</u> Full-time/ Part-time*	
Name of Present Company/ Employer: <u>Blue Diamond Electrical Ltd</u>	
<input type="checkbox"/>	Applicant is currently unemployed (excluding full-time housewives and retired persons). Please state the period and reason (e.g. injuries, illness, close down of business, etc.) for unemployment. Please also provide proof of unemployment (e.g. photocopy of termination/ reference letter) and employment seeking proof (e.g. photocopy of job application letter).
Period of unemployment: From _____ (Month/Year) To _____ (Month/Year)	
Reason of Unemployment: _____	
<input type="checkbox"/>	Others (Use separate sheet if necessary): _____
Applicant's current income: HK\$ <u>15,000</u> (monthly)	

Section 3: Residential Address

Residential Address	<u>Flat XX, XX/F, Beautiful Garden, 58 Tai Po Road Kowloon</u>		
	Area <u>600</u> sq ft/ sq m*	<input type="checkbox"/>	Public housing
Total Annual Housing Expense during the period 1/4/2020 -31/3/2021	<input type="checkbox"/>	Rented	Monthly rental \$ _____ Annual rental \$ _____
	<input type="checkbox"/>	Self-owned	
	<input checked="" type="checkbox"/>	With Mortgage	Monthly Repayment \$ <u>7,500</u> Annual Repayment \$ <u>90,000</u>
	<input type="checkbox"/>	Others, please specify _____	
Annual housing allowance received by family	<input type="checkbox"/>	Yes	Annual housing allowance received \$ _____ <input checked="" type="checkbox"/> No

Section 4: Medical Expenses for Chronic Illness and Long Term Disability for Applicant or Family Members

Name of Family Member	Nature of Incapacity/ Chronic Illness	No. of Receipts	Annual Expenses (1/4/2020-31/3/2021)
<u>Chan Kan</u>	<u>Diabetes</u>	<u>8</u>	<u>HK\$6,000</u>

Section 5: Additional Information (Optional)

Please provide additional information and submit relevant supporting documents if your financial condition may not be reflected in the other sections of this Application Form. Please use separate sheets if necessary.

Section 6: Declaration

I, Chan Tai Man (name of applicant), declare that to the best of my knowledge and as far as I can ascertain, all the information provided by me in this application form and the supporting documents are complete and true. I authorize OUHK to investigate full with the employer(s) on the income declared (if necessary). I am aware that OUHK will rely on the information provided by me and my previous financial assistance record to determine my eligibility for financial assistance and to assess the type and level of financial assistance to be offered. I also understand that my wilful omission or misrepresentation of information renders me liable to disciplinary action by OUHK.

I have read and fully understood the Important Notes of this form and the Guidance Notes for OUHK Student Financial Assistance Scheme – 2021/2022 Academic Year, and I agree to conform to the related Regulations/Notes, including the handling of personal data.

I agree that the personal data provided in this form will be used by the University, with the assistance of its agents, for the following purposes. All personal data of unsuccessful applicants will be destroyed. If I fail to provide complete and accurate information, the University may not be able to process my application. The University will keep the personal data provided confidential but may need to disclose to appropriate personnel in the University and other parties providing services to the University. I have the rights to request access to and correction of my personal data. If I wish to do so, I will contact the Data Protection Officer.

- (a) Processing and counter-checking of my application for OUHK bursary or loan and administration of bursary/loan account;
- (b) Recovery of overdue loan(s);
- (c) Matching of the personal data provided against other databases acquired and maintained by the University as may be required; and
- (d) Statistics and research.

I declare that as at the date of this application (please choose one and “✓”):

- I have **not** filed a bankruptcy petition and **no** bankruptcy order is made against me, and I have **not** applied/ am **not** applying for Individual Voluntary Arrangement [i.e. the Court has not approved any repayment proposal by me in my capacity as a debtor on how I will repay my creditors] and I am **not** aware of a bankruptcy petition presented against me and any legal proceedings have been commenced (or are pending or being threatened) against me or any of my assets or for the appointment of a receiver, administrator, administrative receiver, trustee or similar officer over any or all of my assets.
- I **have** filed a bankruptcy petition; and/ or a bankruptcy order is made against me; and/ or I **have** applied/ am applying for Individual Voluntary Arrangement [i.e. the Court is considering or has approved a repayment proposal by me in my capacity as a debtor on how I will repay my creditors] and/ or I am aware that a bankruptcy petition is presented against me and/ or legal proceeding(s) has/ have been commenced (or are pending or being threatened) against me or any of my assets or for the appointment of a receiver, administrator, administrative receiver, trustee or similar officer over any or all of my assets.

Signature

Chan Tai Man

Date

22 June 2021

Section 7: Checklist of Supporting Documents

The following checklist is for general reference only. Please submit the photocopies of the documents to the Student Affairs Office. Otherwise, your application will not be processed.

Identity Proof

- 1. Hong Kong Identity (HKID) Card of the applicant and all family member(s) who live together with applicant. The University needs to check the information on the HKID cards to ensure the accuracy of our records. You should submit your application in person and produce the HKID cards for verification during our office hours. However, alternatively, if you prefer to apply by mail, you can send in a copy of the HKID cards with the mark ‘copy’ across the face.
- 2. Marriage certificate of married applicant.
- 3. Birth certificate of applicant’s child(ren)/sibling(s).
- 4. Student card of family member(s) who pursue full-time study.

Income Proof

- 5. Income proof of applicant and each family member in the period of 1/4/2020 – 31/3/2021 (e.g. salary statement, tax return, Employer’s Return of Remuneration and Pensions [IR56B], Return of Employee’s Remuneration [BU-2(09/21)], employer’s letter, bank passbooks/statements showing the transactions from 1/4/2020 – 31/3/2021, statement on profit and loss).
- 6. Self-written Income Statement if no income proof could be provided.
- 7. Unemployment proof (e.g. termination letter, medical proof, proof of seeking job) of applicant and/or family member(s) from 1/4/2020 – 31/3/2021.

Expenses Proof

- 8. Rental contract and receipts/mortgage instalment receipts from 1/4/2020 – 31/3/2021.
- 9. Tuition fee receipts from 1/4/2020 – 31/3/2021 for family member(s) who pursue full-time study.
- 10. Medical receipts and medical certificates from 1/4/2020 – 31/3/2021 for applicant and/or family member(s) with chronic illness.
- 11. Receipts for expenses for dependent family member(s) residing in elderly home from 1/4/2020 – 31/3/2021.

Other Proof

- 12. Photocopy of the Social Welfare Department Notification Letter which advised the amount of CSSA approved for applicant and/or the family throughout the period of 1/4/2020 – 31/3/2021.
- 13. Proof for applicant and/or family member(s) who receive Disability Allowance.
- 14. Any other documents relevant to the application.

Please return / mail this form with supporting documents on or before 28 June 2021:

Student Affairs Office, Rm C0512, the OUHK Main Campus, Ho Man Tin, Kowloon

Office hours (Monday to Friday) : 9:00 am - 5:40 pm (Closed on Saturday, Sunday & public holiday)