

**OUHK Emergency Grant**  
**香港公開大學緊急援助金**

**Guidance Notes to Applicants 申請指引**

**1. Introduction**

The OUHK Emergency Grant is offered to local full-time students with emergency needs. It is supported by the Croucher Foundation Fund for Students with Emergency Needs.

**2. Eligibility**

Applicants should:

- 2.1 be full-time undergraduate or postgraduate students;
- 2.2 be permanent residents of the HKSAR (with HKID card); and
- 2.3 have financial difficulties caused by the recent unforeseen circumstances. The emergency circumstances should normally be encountered by the student or the close family members within 12 months prior to application.

**3. Form and Level of Assistance**

- 3.1 The assistance will be disbursed in the format of grant (no need to repay);
- 3.2 The grant will be used to support students' expenses which arise as a result of the emergency. The emergency incident(s) will result in the reduction of income or threats to a reasonable standard of living, which may include sudden loss or reduction of earning power, unemployment of family members, disaster and accidents (either natural or man-made), serious illness and death of close family members.
- 3.3 The amount of assistance should be recommended by the Student Affairs Office (SAO) and approved by the Chairman of the Student Financial Awards Committee.

**4. Application**

- 4.1 Application is open throughout the year.
- 4.2 The completed [application form](#) should be submitted to SAO **in person**.
- 4.3 Applicants should attend an interview arranged by the SAO staff and provide supporting proof(s) upon request.
- 4.4 Submitted supporting documents are not returnable.

**5. Notification of Result and Payment Arrangement**

Successful applicants will be notified of the result in writing. Disbursement of grant will normally be made by cheque payment.

**6. Handling of Personal Data**

- 6.1 You are obliged to provide all the required information in the application, including your personal data and those of your family member. If you fail to provide the required information/ documents, the University will not be able to process your application.
- 6.2 The personal data provided will be used for the purpose of processing your application, reporting the granting result to donor(s) or relevant stakeholders, as well as compiling relevant statistic, and materials for publicizing and review on granting the Emergency Grant. Personal data and supporting documents submitted will be kept for a period of no more than three years.
- 6.3 If necessary, the University will contact you, your family members and the government departments to verify the personal data provided for the purposes mentioned in paragraph 6.2 above.
- 6.4 The personal data/information provided in your application will be disclosed to the Student Financial Awards

Committee (SFAC), other OUHK offices and donor(s) for the purposed mentioned in paragraph 6.2 above.

- 6.5 In accordance with the Personal Data (Privacy) Ordinance, applicant has the right to ascertain whether the University holds personal data on you, to obtain a copy of such personal data and to have any inaccuracies corrected. Data access request should be made by using the Data Access Request Form OPS003 as specified by the Privacy Commissioner for Personal Data and addressed to the Data Protection Officer, Room A1111, The Open University of Hong Kong, Homantin, Kowloon.

## 7. Enquiries



Student Affairs Office, Rm C0512, Level 5, Kwok Tak Seng Building (Block C), Main Campus, OUHK



2768 6635



sao\_sfs@ouhk.edu.hk



2712 2301

(24 Aug 2020)