

Sir Robert Black Trust Fund Grants for Talented Students in Non-academic Fields
Application for Reimbursement Form

Part A: Student's Information

Application number: SRB-GTS-_____ Name of Student: _____

Name of School: _____

Address of School: _____

Part B: Course Information for Reimbursement of Grant

(#should tally with details stated in the Result Notification Letter)

Course Title[#] : _____

Name of Course Provider[#] : _____

Contact Number of Course Provider: _____

Address of Course Provider: _____

Sponsored Period[#] : From _____ to _____

Maximum amount of Grant[#] : _____

Time and Venue of the lesson(s): _____

Part C: Breakdown of Course fees (If the space below is insufficient, please attach separate sheet.)

	Receipt number	Period covered	Amount on receipt (HK\$)	Sponsored amount (HK\$)*
1.				
2.				
3.				
4.				
5.				
Total amount				
Less: Other scholarships or grants received (Please specify the source : _____)				
Net amount				

* If the period states on the receipt(s) cover non-sponsored period or its duration exceeds the number of months sponsored, please calculate the reimbursable amount on a pro-rata basis according to the no. of lessons/dates, as appropriate, and provide the relevant information for verification. **Each receipt should be certified correct and signed by senior officer of the school with school chop.**

Name of payee (in Chinese or English)[^]: _____

Relationship with the student: _____

[^] The payee should be student him/herself, student's parent or guardian with proof showing the relationship between the student and parent/guardian, such as copy of the student's birth certificate, or copy of the student handbook containing such information which is certified true with school chop and signed by senior officer of the school, should be provided. The name of payee should be the same as the name on the written proof.

Part D: Checklist

Please read carefully the conditions as stipulated in the Result Notification Letter before filling in this checklist. **Both the applicants and the schools must check the boxes (“✓”) to confirm the required documents have been checked.**

	<u>Applicant</u>	<u>School Review</u>
(a) Completed the course within the sponsored period.	<input type="checkbox"/>	<input type="checkbox"/>
(b) Provided the following documents:		
1. Original course fee receipt(s) , showing (i) the course provider, (ii) the course taken, (iii) the name of the student and (iv) details of fee paid (including amount, nature and period covered) . If the period stated on the receipt(s) including non-sponsored period, please calculate the reimbursable amount on a pro-rata basis according to the number of lessons/dates, as appropriate, and provide the relevant information for verification.	<input type="checkbox"/>	<input type="checkbox"/>
Each receipt should be:		
- tally with the course provider and the course title stated in the Result Notification Letter;		
- certified correct and signed by senior officer of the school; and		
- applied with school chop.		
Supplementary information such as timetable of the course and attendance record will be requested from the students concerned if insufficient information is provided.		
2. A copy of:		
- certificate of completion; or	<input type="checkbox"/>	<input type="checkbox"/>
- written documentary proof issued by the course provider certifying the student's completion of the course in the sponsored period.	<input type="checkbox"/>	<input type="checkbox"/>
3. Documentary proof for the relationship between the student and parent/guardian to verify the cheque payee:		
- copy of the student's birth certificate; or	<input type="checkbox"/>	<input type="checkbox"/>
- copy of the student handbook containing such information (should be certified true and signed by senior officer of the school with school chop).	<input type="checkbox"/>	<input type="checkbox"/>

For application for reimbursement, all the documents as mentioned in paragraph 2 above **must be submitted via the school** to the following address **within three months** after expiry of the sponsored period or completion of course, whichever the earlier:

Secretariat of the Sir Robert Black Trust Fund Committee

34/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong

(Please state on the envelope “Application for reimbursement of Grants for Talented Students in Non-academic Fields”)

(Please affix sufficient postage on submission by post. The Secretariat will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by Hongkong Post. For proper delivery of documents to the Secretariat by post, please ensure the mail items bear sufficient postage before posting.)

Enquiry: 3718 6874 or 3718 6802

Part E: Declaration

I declare the following:

- (1) The information provided above and in the enclosed documents is complete, true, and correct to the best of my knowledge and belief.
- (2) I have read the Result Notification Letter and Notes about Personal Data and fully understand and agree to the content.
- (3) I understand that willfully making a false statement, misrepresentation or concealment of any information in order to obtain the grants will lead to disqualification and restitution in full.

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____ Date: _____

Endorsement by School

Signature of Principal: _____ School Chop: _____

Name of Principal: _____ Date: _____

Teacher-in-charge

Name: _____ Contact Number: _____

Email Address: _____

Notes about Personal Data

1. Personal data collected in the form will be used by the Secretariat of the Sir Robert Black Trust Fund Committee, Government bureaux and departments for the following purposes:
 - (a) for processing matters and activities relating to the vetting of reimbursement under the Sir Robert Black Trust Fund; and
 - (b) for communication between the Secretariat and applicants / the applicants' schools / the course providers / other organisations.
2. According to the Personal Data (Privacy) Ordinance (Cap 486), the data subject has the right to access and correct the personal data, including the right to get a copy of the personal data contained in this form.
3. For enquiries on the personal data, including access or correction of information, please contact:

Secretariat of the Sir Robert Black Trust Fund Committee
(34/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong)