

Sir Robert Black Trust Fund Committee
Grants for Talented Students in Non-academic Fields (2020-21)
Application for Reimbursement Form

Part A: Student's General Information

Approval no (applicable to 2020-21 awardees only) : SRB-GTS-2021-_____

Name of Student : _____

Name and Address of School : _____

Part B: Course Information for Reimbursement of Grant

([#] should tally with those stated in the result notification letter)

Course Title[#] : _____

Name of Course Provider[#] : _____

Address of Course Provider : _____

Contact Number of Course Provider : _____

Sponsored Period[#] : From _____ to _____

Number of Months sponsored[#] : _____ months

Time and Venue of the Course : _____

Maximum amount of Grant[#] : _____

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

	Receipt Number	Period Covered	Amount on Receipt (HK\$)	Amount Related to Sponsored Period (HK\$)*
	1.			
	2.			
	3.			
	4.			
Total amount of the receipt(s)				
Less: Other scholarships or grants received (Please specify : _____)				
Net amount				

*If the period states on the receipt(s) cover non-sponsored period or its duration exceeds the sponsored number of months, 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 _____

(Should either be the student or student's parent or guardian with proof)

Relationship with the student _____

(if the payee being student's parent/guardian, documentary proof for 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 and signed by senior officer of the school with school chop, should be provided.**)

Part D: Declaration by the Student

I _____ (name of student) declare the following:

- (1) The information stated above is true and correct. Details disclosed in Part C are true and complete.
- (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.

School Chop

Signature of the Student : _____

Name of the Principal : _____

Signature of the Principal : _____

Date : _____

Notes about Personal Data

1. Personal data collected in the form will be used by the Sir Robert Black Trust Fund Secretariat and Government bureaux/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 organizations.
2. According to the Personal Data (Privacy) Ordinance (Cap 486), one 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:

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

Sir Robert Black Trust Fund
Grants for Talented Students in Non-academic Fields
“Checklist for Reimbursement”

Please read carefully the conditions as stipulated in the result notification letter issued by the Committee before filling in this checklist. **Both the applicants and the schools must check the boxes (“√”) to confirm the required documents have been checked.**

	Completed by Applicant	Checked by School
1. Have you completed the course within the sponsored period?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you provided the following documents?		
(i) Original course fee receipt(s) , showing (i) the course provider, (ii) the course taken (must tally with the course title specified in the result notification letter), (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:		
- certified correct and signed by senior officer of the school; and		<input type="checkbox"/>
- with school chop.		<input type="checkbox"/>
Should the information be incomplete, supplementary information such as timetable of the course and attendance record will be requested from the students concerned.		
(ii) A copy of:		
- certificate of completion; or	<input type="checkbox"/>	<input type="checkbox"/>
- written documentary proof	<input type="checkbox"/>	<input type="checkbox"/>
issued by the course provider certifying the student’s completion of the course for the sponsored period.		
(iii) A completed “Application for Reimbursement Form” (available at https://www.hyab.gov.hk/en/public_forms/forms.htm).	<input type="checkbox"/>	<input type="checkbox"/>
(iv) (For application for deferral of the commencement date of the sponsored course/training directly due to the COVID-19 pandemic only.) Documentary proofs issued by the course/training providers and certified true by schools should be provided (The document should clearly indicate the name of student and sponsored course/training, period of deferred course/training, and the reason for course deferral that <u>MUST be directly related to the COVID-19 pandemic such as mandatory closure of course/training venues</u>).	<input type="checkbox"/>	<input type="checkbox"/>
The Committee will consider the application on a case by case basis and reserve all rights for accepting or disapproving the application; and		
(v) A documentary proof for the relationship between the student and parent/guardian for proof of cheque payee:		
- copy of the student’s birth certificate; or	<input type="checkbox"/>	<input type="checkbox"/>
- copy of the student handbook containing such information.	<input type="checkbox"/>	<input type="checkbox"/>
The above should be:		
- certified true and signed by senior officer of the school; and		<input type="checkbox"/>
- with school chop.		<input type="checkbox"/>
(vi) A completed “Checklist for Reimbursement” .	<input type="checkbox"/>	<input type="checkbox"/>

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

The Sir Robert Black Trust Fund - Grants for Talented Students in Non-academic Fields
34/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong
(Please state on the envelope "Application for reimbursement of grant")

(Please ensure to affix sufficient postage on submission by post. All items with postage underpaid will be returned to the HongKong Post and please note that underpaid items with outstanding postage and surcharges will be destroyed by the HongKong Post after the designated period. The Secretariat will not be responsible for any delayed applications, withdrawal of grants or destroy of mail items by the HongKong Post due to insufficient postage.)

Enquiry: 3718 6830 or 3718 6801

Applicant

Endorsement by the School

Name of Student : _____

Name of School : _____

Signature of Student : _____

Signature of Principal : _____

School Chop : _____

Date : _____

Date : _____