



## Morningside College GEMC3001 Service Sponsorship Application

*Please return completed form to [gemc@cuhk.edu.hk](mailto:gemc@cuhk.edu.hk)*

Each Morningside student enrolled in GEMC3001 is eligible to apply for a grant to cover 50% of the cost of his/her project up to a maximum of HK\$3500. Funds are provided on a reimbursement basis. Valid receipts and record(s) of foreign currency exchange rate(s) on the day of calculation must be submitted with this form before reimbursement will be processed.

### INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

#### *Personal Particulars*

Name (in full, as listed on your Bank Account)	
Student ID	
Bank Name	
Bank Account Number	

#### *Programme Details*

Service Organization	
Starting date/Project duration	
Has this project been approved by the Dean of General Education? <input type="checkbox"/> Yes <input type="checkbox"/> No*	

\*Grant requests will only be processed for projects that have been approved by the General Education Office.

### COSTS

Date	Item No.	Item	Total			Receipt No.
			Foreign currency (a)	Exchange rate (b)	HK\$ (a) x (b)	
		<b>Programme Fee</b> <i>(if applicable)</i>				
		e.g.	<i>US\$500</i>	<i>7.756</i>	<i>HK\$3878</i>	<i>1</i>
Sub-total:						
		<b>Transportation</b>				
Sub-total :						
		<b>Accommodation</b>				
Sub-total :						
		<b>Other</b>				
Sub-total:						
<b>Total :</b>						(c)
Hong Kong Dollar Equivalent Total (c) x 50% :						
Amount to be reimbursed (max. HK\$3500):						

**DECLARATION**

*I affirm that the information I have provided is true and correct to the best of my knowledge. If the above information is found false/incomplete, Morningside College reserves the right to withdraw any concessions granted.*

\_\_\_\_\_ (Name) \_\_\_\_\_ (USID)

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**APPROVAL**

To be completed by the responsible Junior Fellow and handed to the Dean of General Education for final approval.

All necessary receipts are attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Record(s) of foreign currency exchange rate(s) are attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
All figures tally.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Grant amount recommended (max. HK\$3500)	HK\$ _____
Junior Fellow Signature	_____ [ ]
Date	
<input type="checkbox"/> Approved	_____ Dean of General Education                      _____ Date