



**The University of Hong Kong Public Health Alumni Society
Emergency Assistance and Relief Fund
("HKUPHAS EAR Fund")**

GUIDELINES

Description

The University of Hong Kong Public Health Alumni Society Emergency Assistance and Relief Fund ("HKUPHAS EAR Fund") provides limited, one-time financial assistance to students at the School of Public Health, the University of Hong Kong ("the School") who are facing a temporary financial emergency or catastrophic event which may prevent them from continuing their education.

Types of Expenses that May Be Covered

The emergency is defined as "a circumstance that jeopardizes a student's ability to meet his or her basic needs and requires immediate financial support". Typical expenses covered include, but are not limited to:

- essential medication or other health-related expenses;
- overdue rent and utilities, or other essential household expenses;
- stationeries or other essential academic expenses;
- replacement of essential personal belongings due to natural disaster, fire, theft, or other unforeseen circumstances;
- travel costs related to a death or serious illness in the immediate family; and
- daily transportation costs.

However, the expenses would not be covered for:

- non-essential costs;
- payment of court fines, hire purchase or any debts accumulated by the applicant prior to enrolling at the School.

Decisions regarding disbursement of funds are made on a case-by-case basis.

Eligibility Requirements

The applicant must

- be a registered full or part-time student currently enrolled in Bachelor of Science (Exercise & Health), Master of Public Health and/or Research Postgraduate Programmes at the School;
- show that the limited assistance available from the HKUPHAS EAR Fund is sufficient to enable them to continue with their programme of study; and
- provide sufficient documentation to show genuine financial hardship and that no other avenues of financial assistance is available within the university or externally.

Nature of the Fund

- Grants from HKUPHAS EAR Fund are needs-based and assessed on an individual basis.
- Awards are not considered loans and are to be made in the form of non-repayable grants.
- Applicants' existing financial aid will be taken into consideration in determining any award.

Application Procedures

- Complete the application form and return it to HKUPHAS office along with the supporting documents listed within the form
- HKUPHAS will arrange a short confidential interview with the applicant. The interview may be informal and will give the applicant the opportunity to discuss his/her individual needs and circumstances in detail.
- There will be no clear indication of the likely value of any possible award until an application is submitted and the assessment process is completed.
- Applicants may be required to provide additional information or take further steps as part of the assessment.
- If the application form is completed accurately and the appropriate documentary evidence supplied, an assessment and decision should be made within 10 working days of the interview.

Notes

Please read carefully the "Guidelines" stated above and complete ALL items in this form. The completed form is to be returned along with ALL required supporting documents either:

- 1) by post to G/F, Patrick Manson Building (North Wing), 7 Sassoon Road, Pokfulam, Hong Kong; or
- 2) by email to spalumni@hku.hk

APPLICATION FORM

Section A: Personal Particulars

Name in English: _____
First _____ *Last* _____

Name in Chinese: _____ Sex: _____
(if applicable)

University No.: _____

Curriculum/Year: _____

Student Type: Full-time
 Part-time

Email: _____ Mobile: _____

Current Address:

Lives at home
(Address: _____)

Resident of student hall/residential college
(please specify name and room no.: _____)

Lives in rented accommodation away from home
(Address: _____)

Others: _____
(please specify: _____)

Date of Request: _____

Section B: Request for Financial Assistance

Please select any immediate, essential item(s) with which you may need emergency assistance and provide a cost estimate. Relevant evidence(s) for EACH of the item(s) are required.

- Essential medication or other health-related expenses HK\$ _____
 - Overdue rent and utilities, or other essential household expenses HK\$ _____
 - Stationeries or other essential academic expenses HK\$ _____
 - Replacement of essential personal belongings due to natural disaster, fire, theft, or other unforeseen circumstances HK\$ _____
 - Travel costs related to a death or serious illness in the immediate family HK\$ _____
 - Daily transportation costs HK\$ _____
 - Others (please specify: _____) HK\$ _____
- TOTAL: HK\$ _____

Have you received assistance from HKUPHAS EAR Fund before?

- Yes (please provide relevant supporting documents)
Date: _____
Reason: _____
Amount: HK\$ _____
- No

Have you applied for other financial aids at or outside HKU?

- Yes (please provide relevant supporting documents)
- No

Are you receiving other awards (including scholarships/grants/other financial aids), either at or outside HKU, in current academic year?

- Yes (please provide relevant supporting documents)
- No

Please describe your situation (explain why the situation is creating hardship, why it is unforeseen or unanticipated and how it is threatening your study, what other sources you have used/explored for assistance)

Section C: Your Current Financial Situation

Are you currently employed?

- Yes

Job nature: _____

No. of hours per week: _____

Monthly/Weekly income:* HK\$ _____

*(*delete whichever is inappropriate)*

- No

Budget Summary:

Monthly/Weekly* Income:

HK\$ _____

*(*delete whichever is inappropriate)*

Monthly/Weekly* Expenditure:

HK\$ _____

*(*delete whichever is inappropriate)*

Monthly/Weekly* Balance (= Income – Expenditure)

HK\$ _____

*(*delete whichever is inappropriate)*

Section D: Documentation

I have provided the following supporting document(s) along with the application form:

- Copy of University ID Card *(required)*
- Bank statements of all bank accounts for the last 3 months *(required)*
- Credit card statements for the last 3 months *(if applicable)*
- Most recent loan statement *(if applicable)*
- Employment pay slip *(if applicable)*
- Medical certificate *(if applicable)*
- Evidence of accommodation cost *(if applicable)*
- List of core living costs *(if applicable)*
- Travel costs related to a death or serious illness in the immediate family *(if applicable)*
- Summary of daily transportation costs *(if applicable)*
- Records of previous assistance from HKUPHAS EAR Fund *(if applicable)*
- Records of other forms of existing awards (including scholarships/grants/other financial aids) in current academic year at/outside HKU *(if applicable)*
- Letter(s) from any institution(s) which has declined an application for financial support *(if applicable)*
- Others (please specify: _____)

Section E: Declaration

- I confirm that the information I have provided in this form is true, accurate and complete.
- I understand that this information may be verified and that any significant discrepancy may result in my claim being delayed or cancelled.
- I understand that the School and/or HKUPHAS will not disclose any personal information to external bodies unless I have been informed or the School / HKUPHAS is required to do so by law.

Signature of applicant: _____

Date: _____