

## Declaration for Exchange Subsidy Claim Form

*To be submitted WITHIN one month after the programme end date via online submission ([LINK](#))*

I, \_\_\_\_\_ (Student ID: \_\_\_\_\_) hereby declare that the direct cost\* arising from my exchange activity / programme to \_\_\_\_\_ (Exchange Country) from \_\_\_\_\_ (dd/mm/yyyy) to \_\_\_\_\_ (dd/mm/yyyy) are as follow:

Description of Receipt	Amount (HKD)
(a) Exchange activity /programme fee	
(b) Airfare, train fare and / or other transportation fees	
(c) Accommodation fees	
(d) Local transportation	
(e) Living expenses i.e. meals	
(f) Miscellaneous: <div style="margin-left: 20px;">           ➤ Insurance _____            ➤ Medical expenses _____            ➤ Others: please specify: _____         </div>	
<b>Total</b>	

### Remarks

- 1) Example of direct costs which would be funded wholly or in part by the exchange subsidies include
  - (a) programme / activity fee
  - (b) airfare, train fare and / or other transportation fees to and from the destination country / region (one return trip only);
  - (c) accommodation fees;
  - (d) local transportation fees;
  - (e) living expenses incurred within the exchange period; and
  - (f) other miscellaneous expenses (e.g. insurance, medical expenses, etc)
- 2) Please attach **receipt copies of (a), (b) & (c) above; boarding pass; and a copy of official completion proof of activity completion (Appendix b) or certificate/participation letter issued by host universities** together with the declaration form
- 3) Provided that the subsidy granted is greater than the direct costs arising from your exchange activity / programme, refund of extra amount is deemed necessary.
- 4) EdUHK reserves the right to adjust the actual amount of subsidy to be granted to the student downwards from the maximum amount, having regard to the actual travelling expenses or programme fees involved in the exchange activities, etc.
- 5) I understand that any false information will disqualify my application for the subsidy and as a result, any approved subsidy will be withheld or I shall be requested to return all the received subsidy to the University.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b><u>OFFICIAL USE ONLY</u></b>	Handled by (date): _____ (      )
Application No.: _____	
Granted Subsidy Amount: _____	
Amount of direct cost exceeding subsidy granted (If any): _____	