

## **Application & Reimbursement Guidelines for Wong Chak Chui International Enrichment Scholarship**

### **Part A: Background and Aim**

With the generous donation by the Wong Chak Chui Charitable Foundation, HKUST School of Business and Management (hereunder, SBM) launched The Wong Chak Chui International Enrichment Scholarship (hereunder, the Scholarship). The purpose of the Scholarship is to provide financial support for undergraduates' participation in **overseas**, including **Mainland China and Taiwan**, for **competitions, conferences, community projects, business-related enrichment programs, exchange-out and internship programs**. It aims at widening undergraduates' international perspective, sharpening their analytical skills and helping them put theories into practice. **The duration of selected overseas enrichment program should not be less than 1 month and not more than 1 year.**

### **Part B: Eligibility**

Interested applicants should note the following selection criteria:

1. Undergraduates who are pursuing a degree program offered by the SBM are eligible to apply **(for Dual Degree program students, please contact Interdisciplinary Programs Office (IPO) directly for application)**.
2. All applicants **must attain a Cumulative Grade Average (CGA) of 2.85 or above** in the current academic year/semester.
3. Students are eligible to apply for the Scholarship **once** within their entire undergraduate studies at SBM. Each recipient will be awarded a cash sponsorship **up to HK\$20,000 (the exact amount is based on the assessment of financial need, and /or relevant income)** upon the completion of the program.
4. In making the selection of applicants, the Committee shall take into consideration students' financial needs, e.g. grant and loan offered under the Tertiary Student Finance Scheme (TSFS) or loan offered under the Non-means-tested Loan Scheme (NLSFT), and experience of international exposure, etc. **Students with genuine financial needs will have higher priority to be granted with the Scholarship.**
5. The Scholarships are subject to the Donor's confirmation of available funding. The committee reserves the right for the final decision of the selection results.
6. Students are eligible to apply **only one** of the following financial Aids from SBM Undergraduate Office with the **same selected overseas enrichment program**:
  - Wong Chak Chui International Enrichment Scholarship
  - International Enrichment Grant
  - Franklin Fund

### **Part C: Scholarship Application**

Applicants **MUST** complete the <sup>#</sup>[online application form](#), select the suitable <sup>+</sup>**program type & program**, and upload all the <sup>\*</sup>**supporting documents in PDF format** within the <sup>^</sup>**application period**.

<sup>#</sup> Online Application Form	Please refer to Appendix A for details
<sup>+</sup> Program Type & Program	Please refer to Appendix B for details
<sup>*</sup> Supporting Documents	Please refer to Appendix C for details
<sup>^</sup> Program Duration & Application Period	Please refer to Appendix D for details

Please visit the [official website](#) of SBM Undergraduate Programs Office for the result announcement timeline. **Incomplete and Late application will not be considered and all eligible applications will be handled after the application deadline.**

### **Part D: Scholarship Allocation**

Each recipient will be awarded a cash sponsorship **up to HK\$20,000 (the exact amount is based on the assessment of financial need, and/or relevant income)** upon the completion of the program. Recipients are also required to submit a self-reflective report of their enrichment experience to the SBM and prepare a letter of appreciation to the Donor to thank for their support. Students are expected to attend gatherings/activities arranged by the School/Donor if there is any.

### **Part E: Assessment of Financial Need**

Assessment of an applicant's financial need is based on the following:

1. Financial situation of the applicant (e.g., the family income & asset).
2. Cost for participation in a particular activity such as registration fee, transportation costs, accommodation fee, material costs, and insurance or other essential expenses.
3. Availability of other sources of funding.
4. Applicant's country of origin which, associated with the living standard of the applicant's family, income level and so on, may affect the fair assessment of the financial needs and ability of the applicant.

### Part F: Notes for Reimbursement

After the trip, the recipients are required to submit the #documents listed on the table below **in person** to SBM **within one month after the \*program end date** for reimbursement arrangement:

**\*program end date:** if you will extend your overseas trip after the program end date or will have any other solid reasons that cause you fail to submit the reimbursement document to SBM within one month after the program end date. You **MUST** take the initiative to contact SBM via [bmfunds@ust.hk](mailto:bmfunds@ust.hk) to get the endorsement for late submission.

#Please refer to Appendix E for an example of Reimbursement Documents Submission

No.	Item	Document Required/Remarks
1	Reimbursement Request Form	Hardcopy with signature
2	Photocopy of income statement or employment contract with confirmed salary, if applicable	Hardcopy
3	Boarding Pass- Departure	Original Hardcopy
4	Boarding Pass- Arrival	Original Hardcopy
5	Program Fee- Payment Receipt	Original Hardcopy
6	Photocopy of Transcript or Attendance Certificate	Hardcopy
7	Other Major Expenses Receipt (such as flight fares, insurance cost and accommodation fee, etc.)	Original Hardcopy
8	Self-reflective Report Consent Form	Hardcopy with signature
9	Self-reflective Report	Softcopy (minimum 800 words)
10	10 Digital Photos	Softcopy – those photos should present the dynamic moments in your program (e.g. activities, interaction with local people, service in the community, etc.) ; scenery pictures are not preferable
11	Thank you letter to Donor	Hardcopy with signature (within 300 – 500 words)

The School could not process the Scholarship reimbursement if any document as listed above is missing.

The University requires appropriate documentation for all expenses associated with the program. All reimbursements requests require itemized original receipts that are dated. No other evidence is acceptable. Photocopies are not permitted. Credit card payment forms or statements alone are not considered itemized receipts for transportation tickets, lodging, car rental or the like.

In order to request reimbursement, please fill in the details in the **Reimbursement Request Form** and itemize receipts or relevant documents. The currency used should be stated clearly. If the currency used is not the Hong Kong dollar, please state the currency used clearly and convert the amount to the Hong Kong dollar.

The following are some guidelines for recipients to review before submitting required information and/or documents to SBM. SBM reserves the right to reject your reimbursement application if the recipient fails to provide all the required evidences. All documents submitted for reimbursement are subjected to SBM and the University's finance office final acceptance and approval.

If you used <b>CASH</b> or <b>BANK TRANSFER</b> for an expense item	You must provide the original receipts for all cash expense items. Bank advice slips are NOT acceptable. For bank transfers, bank statements detailing the payees name/account details are needed.
If you used <b>CHECK</b> for an expense item	You must provide <b>the original bank statements</b> showing the transaction. It must show the account holder's name, amounts paid, payee and date of clearance.
If you used <b>CREDIT CARD, E-PAYMENT</b> or <b>MOBILE PAYMENT</b> for an expense item	You need to provide proof of purchase for the transactions (i.e. the original receipt(s) for the transactions) with relevant transaction statement.

#### **Part G: Payment**

1. Each Recipient will be awarded with a cash sponsorship upon the completion of program. The time for processing each application takes time and may vary. Applicants are advised to make application as soon as possible (i.e. within one month after the program end date).
2. The payment will be made in Hong Kong dollars and deposit into recipient's bank account recorded in Student Information System (SIS). Please make sure your bank account information in SIS is up-to-date.

#### **Part H: Other Important Notes**

1. The approval and the amount of the Scholarship for each application are decided on a case-by-case basis and applicant's actual needs. The actual scholarship amount will also base on the recognized expenses and/or relevant income occurred during the trip.
2. In the event any information provided and documents submitted are incomplete, false or incorrect, the application will not be considered. The applicant shall relinquish all the financial support granted to him/her. SBM may submit the case to the management of SBM for further disciplinary action.
3. During the processing of an application, after the approval of an application or after the payment of the Scholarship, SBM will randomly select applications for in-depth investigation or review which may request the applicant and his/her family member(s) to provide more detailed information. The applicant shall comply with this in-depth investigation or review and fully co-operate with the officer upon request.
4. The benchmark for assessment of financial need will be reviewed every year and will be adjusted whenever necessary.
5. The Donor and the University reserve the right for recalling the Scholarship and cash sponsorship from awardees who cannot complete the program stated on their application form and the awardees' student status changed to "inactive", such as on study leave, dismissed, terminated or withdrawal from the university during the overseas enrichment program period. In such cases, students would be required to refund and repay the full amount of the Scholarship.
6. Scholarship awardees have to sign an undertaking form to accept and agree the terms and conditions of the Scholarship.
7. SBM reserves the right to make amendments to the Scholarship without prior notice. All disputes arising from or in connection with the Scholarship shall be subject to the final decision of SBM.

**Part I: Inquiry**

Undergraduate Student Development & Career Services Team

Room 1037, 1/F Lee Shau Kee Business Building, School of Business and Management

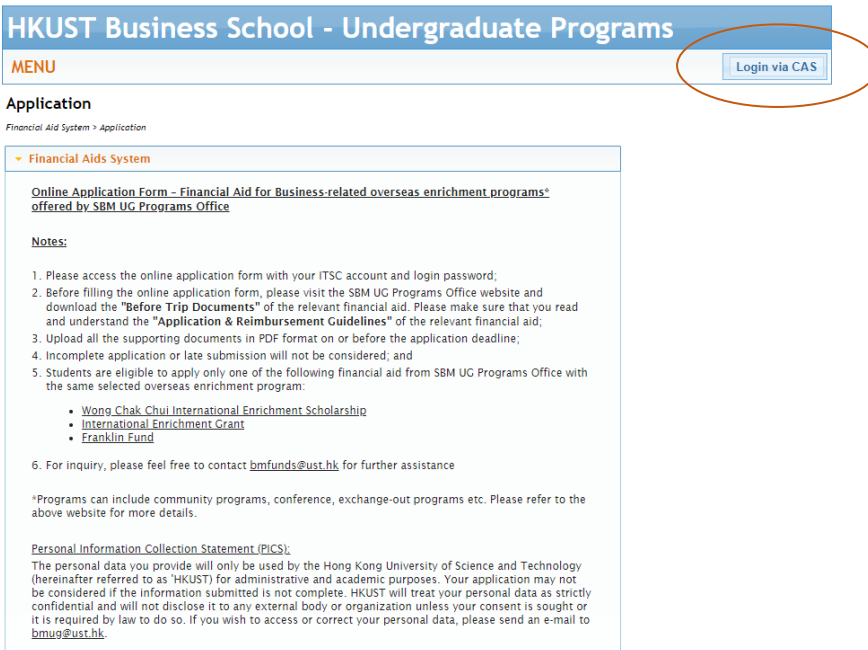
Hong Kong University of Science and Technology

Clear Water Bay, Kowloon, Hong Kong

Tel: (852) 2358 8488 Fax: (852) 2358 3805 Email: [bmfunds@ust.hk](mailto:bmfunds@ust.hk)

## Appendix A - [Online Application Form](#)

### 1. Login the system with your ITSC account and password.



**HKUST Business School - Undergraduate Programs**

MENU Login via CAS

Application  
Financial Aid System > Application

▼ Financial Aids System

**Online Application Form - Financial Aid for Business-related overseas enrichment programs\* offered by SBM UG Programs Office**

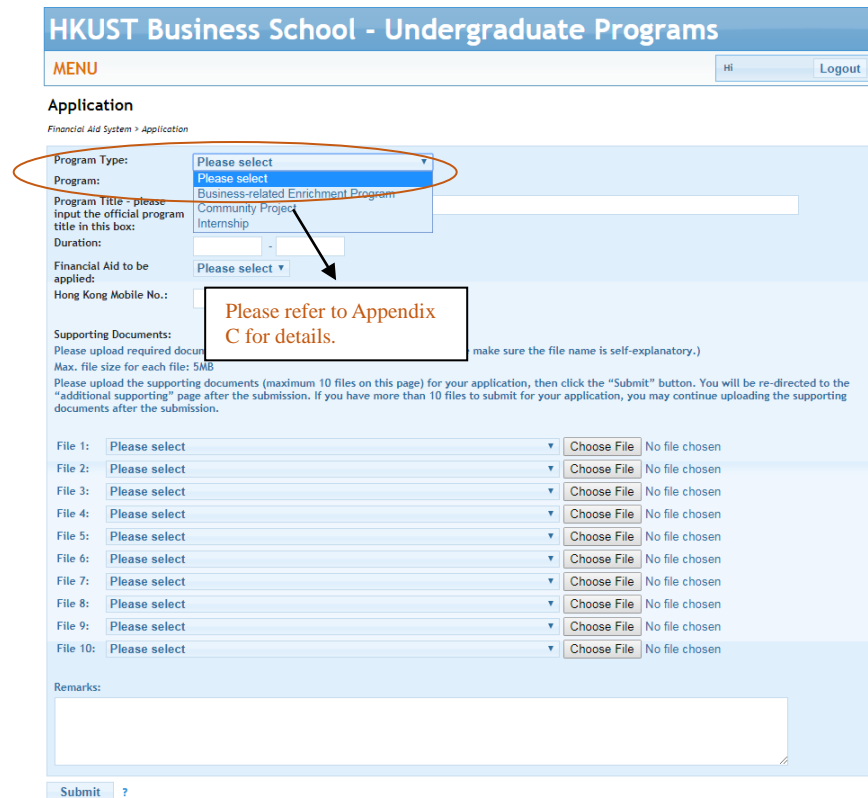
**Notes:**

1. Please access the online application form with your ITSC account and login password;
2. Before filling the online application form, please visit the SBM UG Programs Office website and download the "Before Trip Documents" of the relevant financial aid. Please make sure that you read and understand the "Application & Reimbursement Guidelines" of the relevant financial aid;
3. Upload all the supporting documents in PDF format on or before the application deadline;
4. Incomplete application or late submission will not be considered; and
5. Students are eligible to apply only one of the following financial aid from SBM UG Programs Office with the same selected overseas enrichment program:
  - [Wong Chak Chui International Enrichment Scholarship](#)
  - [International Enrichment Grant](#)
  - [Franklin Fund](#)
6. For inquiry, please feel free to contact [bmfunds@ust.hk](mailto:bmfunds@ust.hk) for further assistance

\*Programs can include community programs, conference, exchange-out programs etc. Please refer to the above website for more details.

**Personal Information Collection Statement (PICS):**  
The personal data you provide will only be used by the Hong Kong University of Science and Technology (hereinafter referred to as "HKUST") for administrative and academic purposes. Your application may not be considered if the information submitted is not complete. HKUST will treat your personal data as strictly confidential and will not disclose it to any external body or organization unless your consent is sought or it is required by law to do so. If you wish to access or correct your personal data, please send an e-mail to [bmfug@ust.hk](mailto:bmfug@ust.hk).

### 2. Select the available "Program Type" and "Program" from the pull down menu (for "Program Type" and "Program" selection, please refer to Appendix C).



**HKUST Business School - Undergraduate Programs**

MENU Hi Logout

Application  
Financial Aid System > Application

Program Type: Please select  
 Program: Please select

Program Title - please input the official program title in this box:

Duration:  -

Financial Aid to be applied: Please select

Hong Kong Mobile No.:

**Supporting Documents:**  
Please upload required documents (maximum 10 files on this page) for your application, then click the "Submit" button. You will be re-directed to the "additional supporting" page after the submission. If you have more than 10 files to submit for your application, you may continue uploading the supporting documents after the submission.

Max. file size for each file: 5MB

Please upload the supporting documents (maximum 10 files on this page) for your application, then click the "Submit" button. You will be re-directed to the "additional supporting" page after the submission. If you have more than 10 files to submit for your application, you may continue uploading the supporting documents after the submission.

File 1: Please select Choose File No file chosen  
 File 2: Please select Choose File No file chosen  
 File 3: Please select Choose File No file chosen  
 File 4: Please select Choose File No file chosen  
 File 5: Please select Choose File No file chosen  
 File 6: Please select Choose File No file chosen  
 File 7: Please select Choose File No file chosen  
 File 8: Please select Choose File No file chosen  
 File 9: Please select Choose File No file chosen  
 File 10: Please select Choose File No file chosen

Remarks:

Submit ?

- Please fill in the program title and the duration in the boxes (normally, the program title and the duration can be found on your confirmation letter/email, relevant program leaflet, and/or program schedule, etc.).

**HKUST Business School - Undergraduate Programs**

MENU Hi  Logout

**Application**  
Financial Aid System > Application

Program Type:

Program:

Program Title - please input the official program title in this box:

Duration:

Financial Aid to be applied:

Hong Kong Mobile No.:

Supporting Documents:  
Please upload required documents in pdf format. (For "Others" documents, please make sure the file name is self-explanatory.)  
Max. file size for each file: 5MB  
Please upload the supporting documents (maximum 10 files on this page) for your application, then click the "Submit" button. You will be re-directed to the "additional supporting" page after the submission. If you have more than 10 files to submit for your application, you may continue uploading the supporting documents after the submission.

File 1:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 2:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 3:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 4:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 5:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 6:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 7:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 8:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 9:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 10:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen

Remarks:

?

Duration: click to show the calendar and input the "program start date - program end date"

- Select the available "Financial Aid" you would like to apply from the pull down menu.

**HKUST Business School - Undergraduate Programs**

MENU Hi  Logout

**Application**  
Financial Aid System > Application

Program Type:

Program:

Program Title - please input the official program title in this box:

Duration:

Financial Aid to be applied:

Hong Kong Mobile No.:

Supporting Documents:  
Please upload required documents in pdf format. (For "Others" documents, please make sure the file name is self-explanatory.)  
Max. file size for each file: 5MB  
Please upload the supporting documents (maximum 10 files on this page) for your application, then click the "Submit" button. You will be re-directed to the "additional supporting" page after the submission. If you have more than 10 files to submit for your application, you may continue uploading the supporting documents after the submission.

File 1:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 2:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 3:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 4:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 5:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 6:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 7:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 8:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 9:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen
File 10:	<input type="text" value="Please select"/>	<input type="button" value="Choose File"/>	No file chosen

Remarks:

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Only one of the Financial Aids can be applied for the same selected overseas enrichment program.



5. Please fill in your updated Hong Kong Mobile No and Remarks (if applicable). in the box and upload the required supporting documents on the application page.
  - a. If you have completed all the documents uploading on the application page (i.e. less than 10 files for uploading), click “Submit” and a dialog box will pop up. Then click “Cancel” and logout the system is fine. You will receive an Application Acknowledgement Email from the system immediately (if you have not received the Application Acknowledgement Email, please contact the [bmfunds@ust.hk](mailto:bmfunds@ust.hk) for further assistance).
  - b. If you have more than 10 files for uploading, click “Submit” and a dialog box will pop up. Then click “OK” to continue the documents uploading on the additional supporting page. After you have completed all the documents uploading on the additional supporting page, click “Submit” and a dialog box will pop up to confirm your application submission is completed. Click “OK” and logout the system is fine.

**HKUST Business School - Undergraduate Programs**

MENU Hi Logout

**Application**  
Financial Aid System > Application

Program Type: Business-related Enrichment Program  
 Program: Business-related Enrichment Program 19/20 Fall  
 Program Title - please input the official program title in this box: Testing  
 Duration: 2019-07-01 - 2019-07-02  
 Financial Aid to be applied: Wong Chak Chui International Enrichment Scholarship  
 Hong Kong Mobile No.: 21234567

**Supporting Documents:**  
 Please upload required documents in pdf format. (For "Others" documents, please make sure the file name is self-explanatory.)  
 Max. file size for each file: 5MB  
 Please upload the supporting documents (maximum 10 files on this page) for your application, then click the "Submit" button. You will be re-directed to "additional supporting" page after the submission. If you have more than 10 files to submit for your application, you may continue uploading the support documents after the submission.

File 1: Please select  
 File 2: Please select  
 File 3: Application Form (for Franklin Fund only)  
 File 4: Budget Sheet (self-declared)  
 File 5: Budget Sheet for HKUST's exchange program (from GSPO)  
 File 6: Comprehensive Social Security Assistance (CSSA) certification  
 File 7: Current Unofficial Transcript (from SIS)  
 File 8: Decision Letter for HKUST's exchange program (from SBM Exchange Team)  
 File 9: Employment Contract (for overseas internship)  
 File 10: Family Financial Status  
 File 11: Family Income Proof Document  
 File 12: Non-means-tested Loan Scheme (NLSFT) confirmation letter  
 File 13: Personal Statement  
 File 14: Program Confirmation Letter (from Host Organization)  
 File 15: Program Leaflet or Schedule  
 File 16: Tertiary Student Finance Scheme (Grant/Loan) confirmation letter  
 File 17: University Financial Assistance (UFA) confirmation letter  
 Remarks: Others

Submit ?

Input your updated Hong Kong Mobile No. in the box (8 digit only)

Upload the required supporting document for your application (max. 10 files on this page, max. 5MB for each file); after the uploading completed, click "Submit" to proceed.

Input the remarks (if applicable) to communicate with the officer for your application.

**HKUST Business School - Undergraduate Programs**

MENU Hi Logout

**Application**  
Financial Aid System > Application

Program Type: Business-related Enrichment Program  
 Program: Business-related Enrichment Program 19/20 Whole Year  
 Program Title - please input the official program title in this box: Testing  
 Duration: 2019-07-01 - 2019-07-02  
 Financial Aid to be applied: International Enrichment Grant  
 Hong Kong Mobile No.: 21234567

**Supporting Documents:**  
 Please upload required documents in pdf format. (For "Others" documents, please make sure the file name is self-explanatory.)  
 Max. file size for each file: 5MB  
 Please upload the supporting documents (maximum 10 files on this page) for your application, then click the "Submit" button. You will be re-directed to "additional supporting" page after the submission. If you have more than 10 files to submit for your application, you may continue uploading the support documents after the submission.

File 1: Please select  
 File 2: Please select  
 File 3: Please select  
 File 4: Please select  
 File 5: Please select  
 File 6: Please select  
 File 7: Please select  
 File 8: Please select  
 File 9: Please select  
 File 10: Please select

Remarks: Testing

Submit ?

a) Less than 10 files – click “Cancel” and logout the system. Check your mail box to make sure you have got the Application Acknowledgement Email from the system.

b) More than 10 files – click “OK” and re-direct to the additional supporting page, then keep uploading the supporting documents.



## HKUST Business School - Undergraduate Programs

MENU

Hi

Logout

### Additional Supportings

Financial Aid System > Additional Supportings

Application Ref: 2019-  
Program: [Business-related Enrichment Program] Business-related Enrichment Program 19/20 Whole Year  
Program Title: Testing  
Duration: 01 Jul 2019 - 02 Jul 2019  
Financial Aid applied: International Enrichment Grant (IEG)  
Current Status: Pending for Approval

#### Uploaded Documents:

#### Additional Supporting Documents:

Please upload required documents in pdf format. (For "Others" documents, please make sure the file name is self-explanatory.)  
Max. file size for each file: 5MB

File 1:	Please select	Choose File	No file chosen
File 2:	Please select	Choose File	No file chosen
File 3:	Please select	Choose File	No file chosen
File 4:	Please select	Choose File	No file chosen
File 5:	Please select	Choose File	No file chosen
File 6:	Please select	Choose File	No file chosen
File 7:	Please select	Choose File	No file chosen
File 8:	Please select	Choose File	No file chosen
File 9:	Please select	Choose File	No file chosen
File 10:	Please select	Choose File	No file chosen

Submit

Continue the documents uploading on the additional supporting page. Then click "Submit" to proceed.

## HKUST Business School - Undergraduate Programs

MENU

Hi

Logout

### Application

Financial Aid System > Application

Program Type: Business-related Enrichment Program  
Program: Business-related Enrichment Program 19/20 Whole Year  
Program Title - please input the official program title in this box: Testing  
Duration: 2019-07-01 - 2019-07-02  
Financial Aid to be applied: International Enrichment Grant  
Hong Kong Mobile No.: 21234567

#### Supporting Documents:

Please upload required documents in pdf format. (For "Others" documents, please make sure the file name is self-explanatory.)

Max. file size for each file:

Please upload the supporting documents after the submission.

Information

Application submitted successfully.

If you have not receive the Application Acknowledgement email from the system. Please contact bmfunds@ust.hk for assistance.

OK

File 1:	Please select	Choose File	No file chosen
File 2:	Please select	Choose File	No file chosen
File 3:	Please select	Choose File	No file chosen
File 4:	Please select	Choose File	No file chosen
File 5:	Please select	Choose File	No file chosen
File 6:	Please select	Choose File	No file chosen
File 7:	Please select	Choose File	No file chosen
File 8:	Please select	Choose File	No file chosen
File 9:	Please select	Choose File	No file chosen
File 10:	Please select	Choose File	No file chosen

Remarks:

Testing

Submit ?

Click "OK" and logout the system. Please check your mail box to make sure you have got the Application Acknowledgement Email from the system.

## Appendix B – Program Type and Program

Program Type	Program	WCC	IEG	FF	Example (subject to the decision of the committee)
Business-related Enrichment Program	Business-related Enrichment Program XX/XX Fall	✓	✓	✓	e.g.: HKUST Summer Study Abroad Program
Business-related Enrichment Program	Business-related Enrichment Program XX/XX Winter Break	✓	✓	✓	
Business-related Enrichment Program	Business-related Enrichment Program XX/XX Spring	✓	✓	✓	
Business-related Enrichment Program	Business-related Enrichment Program XX/XX Summer Break	✓	✓	✓	
Business-related Enrichment Program	Business-related Enrichment Program XX/XX Whole Year	✓	✓	✓	
Business-related Enrichment Program	Franklin Fund Program (XX/XX) Summer Break	x	x	✓	
Community Project	Community Project XX/XX Fall	✓	✓	✓	e.g.: HKUST “SIGHT” Overseas Program
Community Project	Community Project XX/XX Winter Break	✓	✓	✓	
Community Project	Community Project XX/XX Spring	✓	✓	✓	
Community Project	Community Project XX/XX Summer Break	✓	✓	✓	
Community Project	Community Project XX/XX Whole Year	✓	✓	✓	
Competition	Competition XX/XX Fall	✓	✓	✓	e.g.: Overseas case competitions
Competition	Competition XX/XX Winter Break	✓	✓	✓	
Competition	Competition XX/XX Spring	✓	✓	✓	
Competition	Competition XX/XX Summer Break	✓	✓	✓	
Conference	Conference XX/XX Fall	✓	✓	✓	e.g.: Youth Business International Annual Conference
Conference	Conference XX/XX Winter Break	✓	✓	✓	
Conference	Conference XX/XX Spring	✓	✓	✓	
Conference	Conference XX/XX Summer Break	✓	✓	✓	
Exchange-out	Regular Semester Exchange-out Program XX/XX Fall	✓	✓	✓	e.g.: Fall/Spring HKUST SBM Undergraduate Outbound Exchange Program
Exchange-out	Regular Semester Exchange-out Program XX/XX Spring	✓	✓	✓	
Internship	Internship XX/XX Fall	✓	✓	✓	e.g.: Disney Internship Program (USA)
Internship	Internship XX/XX Winter Break	✓	✓	✓	
Internship	Internship XX/XX Spring	✓	✓	✓	
Internship	Internship XX/XX Summer Break	✓	✓	✓	
Internship	Internship XX/XX Whole Year	✓	✓	✓	

Remarks:  
XX/XX = Academic Year (for example: 19/20)

## Appendix C – Supporting Documents

Required Supporting Documents	WCC	IEG	FF	Remarks
Application Form (for Franklin Fund only)	×	×	✓	Must have item, for Franklin Fund only
Budget Sheet (self-declared)	✓	✓	×	If applicable, for all kinds of programs except overseas exchange programs
Budget Sheet for HKUST's exchange program (from GSPO)	✓	✓	✓	If applicable, for overseas exchange programs only
Comprehensive Social Security Assistance (CSSA) certification	✓	✓	✓	If applicable, for all kinds of programs
Current Unofficial Transcript (from SIS)	✓	✓	✓	Must have item, for all kinds of programs
Decision Letter for HKUST's exchange program (from SBM Exchange Team)	✓	✓	✓	If applicable, for overseas exchange programs only
Employment Contract (for overseas internship)	✓	✓	×	If applicable, for overseas internship programs only
Family Financial Status	✓	✓	×	Must have item, for Wong Chak Chui International Enrichment Scholarship and International Enrichment Grant only
Family Income Proof Document	✓	✓	×	If applicable, for all kinds of programs
Non-means-tested Loan Scheme (NLSFT) confirmation letter	✓	✓	✓	If applicable, for all kinds of programs
Personal Statement	✓	✓	×	Must have item, for Wong Chak Chui International Enrichment Scholarship and International Enrichment Grant only
Program Conformation Letter (from Host Organization)	✓	✓	✓	If applicable, for all kinds of programs
Program Leaflet or Schedule	✓	✓	✓	If applicable, for all kinds of programs
Tertiary Student Finance Scheme (Grant/Loan) confirmation letter	✓	✓	✓	If applicable, for all kinds of programs
University Financial Assistance (UFA) confirmation letter	✓	✓	✓	If applicable, for all kinds of programs
Others (please specify with the file name)	✓	✓	✓	If applicable, for all kinds of programs

Remarks (with hyperlinks):

[WCC – Wong Chak Chui International Enrichment Scholarship](#)

[IEG – International Enrichment Grant](#)

[FF – Franklin Fund](#)

#### Appendix D – Program Duration and Application Period (2019/20)

Program Type	Program	Program Duration Start (YYYY/MM/DD)	Program Duration End (YYYY/MM/DD)	Application Period Start (YYYY/MM/DD)	Application Period End (YYYY/MM/DD)
Business-related Enrichment Program	Business-related Enrichment Program 19/20 Fall	2019/09/01	2019/12/31	2019/08/01	2019/11/30
Business-related Enrichment Program	Business-related Enrichment Program 19/20 Winter Break	2020/01/01	2020/01/31	2019/12/01	2019/12/31
Business-related Enrichment Program	Business-related Enrichment Program 19/20 Spring	2020/02/01	2020/05/31	2020/01/01	2020/04/30
Business-related Enrichment Program	Business-related Enrichment Program 19/20 Summer Break	2020/06/01	2020/08/31	2020/05/01	2020/07/31
Business-related Enrichment Program	Business-related Enrichment Program 19/20 Whole Year	2019/09/01	2020/08/31	2019/07/01	2019/08/01
Business-related Enrichment Program	Franklin Fund Program 19/20 Summer Break	2020/06/01	2020/08/31	2020/03/01	2020/04/15
Community Project	Community Project 19/20 Fall	2019/09/01	2019/12/31	2019/08/01	2019/11/30
Community Project	Community Project 19/20 Winter Break	2020/01/01	2020/01/31	2019/12/01	2019/12/31
Community Project	Community Project 19/20 Spring	2020/02/01	2020/05/31	2020/01/01	2020/04/30
Community Project	Community Project 19/20 Summer Break	2020/06/01	2020/08/31	2020/05/01	2020/07/31
Community Project	Community Project 19/20 Whole Year	2019/09/01	2020/08/31	2019/07/01	2019/08/01
Competition	Competition 19/20 Fall	2019/09/01	2019/12/31	2019/08/01	2019/11/30
Competition	Competition 19/20 Winter Break	2020/01/01	2020/01/31	2019/12/01	2019/12/31
Competition	Competition 19/20 Spring	2020/02/01	2020/05/31	2020/01/01	2020/04/30
Competition	Competition 19/20 Summer Break	2020/06/01	2020/08/31	2020/05/01	2020/07/31
Conference	Conference 19/20 Fall	2019/09/01	2019/12/31	2019/08/01	2019/11/30
Conference	Conference 19/20 Winter Break	2020/01/01	2020/01/31	2019/12/01	2019/12/31
Conference	Conference 19/20 Spring	2020/02/01	2020/05/31	2020/01/01	2020/04/30
Conference	Conference 19/20 Summer Break	2020/06/01	2020/08/31	2020/05/01	2020/07/31
Exchange-out	Regular Semester Exchange-out Program 19/20 Fall	2019/08/15	2020/02/15	2019/03/01	2019/04/01
Exchange-out	Regular Semester Exchange-out Program 19/20 Spring	2020/01/15	2020/06/15	2019/10/01	2019/11/01
Internship	Internship Program 19/20 Fall	2019/09/01	2019/12/31	2019/08/01	2019/11/30
Internship	Internship Program 19/20 Winter Break	2020/01/01	2020/01/31	2019/12/01	2019/12/31
Internship	Internship Program 19/20 Spring	2020/02/01	2020/05/31	2020/01/01	2020/04/30
Internship	Internship Program 19/20 Summer Break	2020/06/01	2020/08/31	2020/05/01	2020/07/31
Internship	Internship Program 19/20 Whole Year	2019/09/01	2020/08/31	2019/07/01	2019/08/01

#### Appendix D – Program Duration and Application Period (2020/21)

Program Type	Program	Program Duration Start (YYYY/MM/DD)	Program Duration End (YYYY/MM/DD)	Application Period Start (YYYY/MM/DD)	Application Period End (YYYY/MM/DD)
Business-related Enrichment Program	Business-related Enrichment Program 20/21 Fall	2020/09/01	2020/12/31	2020/08/01	2020/11/30
Business-related Enrichment Program	Business-related Enrichment Program 20/21 Winter Break	2021/01/01	2021/01/31	2020/12/01	2020/12/31
Business-related Enrichment Program	Business-related Enrichment Program 20/21 Spring	2021/02/01	2021/05/31	2021/01/01	2021/04/30
Business-related Enrichment Program	Business-related Enrichment Program 20/21 Summer Break	2021/06/01	2021/08/31	2021/05/01	2021/07/31
Business-related Enrichment Program	Business-related Enrichment Program 20/21 Whole Year	2020/09/01	2021/08/31	2020/07/01	2020/08/01
Business-related Enrichment Program	Franklin Fund Program 20/21 Summer Break	2021/06/01	2021/08/31	2021/03/01	2021/04/15
Community Project	Community Project 20/21 Fall	2020/09/01	2020/12/31	2020/08/01	2020/11/30
Community Project	Community Project 20/21 Winter Break	2021/01/01	2021/01/31	2020/12/01	2020/12/31
Community Project	Community Project 20/21 Spring	2021/02/01	2021/05/31	2021/01/01	2021/04/30
Community Project	Community Project 20/21 Summer Break	2021/06/01	2021/08/31	2021/05/01	2021/07/31
Community Project	Community Project 20/21 Whole Year	2020/09/01	2021/08/31	2020/07/01	2020/08/01
Competition	Competition 20/21 Fall	2020/09/01	2020/12/31	2020/08/01	2020/11/30
Competition	Competition 20/21 Winter Break	2021/01/01	2021/01/31	2020/12/01	2020/12/31
Competition	Competition 20/21 Spring	2021/02/01	2021/05/31	2021/01/01	2021/04/30
Competition	Competition 20/21 Summer Break	2021/06/01	2021/08/31	2021/05/01	2021/07/31
Conference	Conference 20/21 Fall	2020/09/01	2020/12/31	2020/08/01	2020/11/30
Conference	Conference 20/21 Winter Break	2021/01/01	2021/01/31	2020/12/01	2020/12/31
Conference	Conference 20/21 Spring	2021/02/01	2021/05/31	2021/01/01	2021/04/30
Conference	Conference 20/21 Summer Break	2021/06/01	2021/08/31	2021/05/01	2021/07/31
Exchange-out	Regular Semester Exchange-out Program 20/21 Fall	2020/08/15	2021/02/15	2020/03/01	2020/04/01
Exchange-out	Regular Semester Exchange-out Program 20/21 Spring	2020/01/15	2020/06/15	2019/10/01	2019/11/01
Internship	Internship Program 20/21 Fall	2019/09/01	2019/12/31	2019/08/01	2019/11/30
Internship	Internship Program 20/21 Winter Break	2020/01/01	2020/01/31	2019/12/01	2019/12/31
Internship	Internship Program 20/21 Spring	2020/02/01	2020/05/31	2020/01/01	2020/04/30
Internship	Internship Program 20/21 Summer Break	2020/06/01	2020/08/31	2020/05/01	2020/07/31
Internship	Internship Program 20/21 Whole Year	2019/09/01	2020/08/31	2019/07/01	2019/08/01

#### Appendix D – Program Duration and Application Period (2021/22)

Program Type	Program	Program Duration Start (YYYY/MM/DD)	Program Duration End (YYYY/MM/DD)	Application Period Start (YYYY/MM/DD)	Application Period End (YYYY/MM/DD)
Business-related Enrichment Program	Business-related Enrichment Program 21/22 Fall	2021/09/01	2021/12/31	2021/08/01	2021/11/30
Business-related Enrichment Program	Business-related Enrichment Program 21/22 Winter Break	2022/01/01	2022/01/31	2021/12/01	2021/12/31
Business-related Enrichment Program	Business-related Enrichment Program 21/22 Spring	2022/02/01	2022/05/31	2022/01/01	2022/04/30
Business-related Enrichment Program	Business-related Enrichment Program 21/22 Summer Break	2022/06/01	2022/08/31	2022/05/01	2022/07/31
Business-related Enrichment Program	Business-related Enrichment Program 21/22 Whole Year	2021/09/01	2022/08/31	2021/07/01	2021/08/01
Business-related Enrichment Program	Franklin Fund Program 21/22 Summer Break	2022/06/01	2022/08/31	2022/03/01	2022/04/15
Community Project	Community Project 21/22 Fall	2021/09/01	2021/12/31	2021/08/01	2021/11/30
Community Project	Community Project 21/22 Winter Break	2022/01/01	2022/01/31	2021/12/01	2021/12/31
Community Project	Community Project 21/22 Spring	2022/02/01	2022/05/31	2022/01/01	2022/04/30
Community Project	Community Project 21/22 Summer Break	2022/06/01	2022/08/31	2022/05/01	2022/07/31
Community Project	Community Project 21/22 Whole Year	2021/09/01	2022/08/31	2021/07/01	2021/08/01
Competition	Competition 21/22 Fall	2021/09/01	2021/12/31	2021/08/01	2021/11/30
Competition	Competition 21/22 Winter Break	2022/01/01	2022/01/31	2021/12/01	2021/12/31
Competition	Competition 21/22 Spring	2022/02/01	2022/05/31	2022/01/01	2022/04/30
Competition	Competition 21/22 Summer Break	2022/06/01	2022/08/31	2022/05/01	2022/07/31
Conference	Conference 21/22 Fall	2021/09/01	2021/12/31	2021/08/01	2021/11/30
Conference	Conference 21/22 Winter Break	2022/01/01	2022/01/31	2021/12/01	2021/12/31
Conference	Conference 21/22 Spring	2022/02/01	2022/05/31	2022/01/01	2022/04/30
Conference	Conference 21/22 Summer Break	2022/06/01	2022/08/31	2022/05/01	2022/07/31
Exchange-out	Regular Semester Exchange-out Program 21/22 Fall	2021/08/15	2022/02/15	2021/03/01	2021/04/01
Exchange-out	Regular Semester Exchange-out Program 21/22 Spring	2020/01/15	2020/06/15	2019/10/01	2019/11/01
Internship	Internship Program 21/22 Fall	2019/09/01	2019/12/31	2019/08/01	2019/11/30
Internship	Internship Program 21/22 Winter Break	2020/01/01	2020/01/31	2019/12/01	2019/12/31
Internship	Internship Program 21/22 Spring	2020/02/01	2020/05/31	2020/01/01	2020/04/30
Internship	Internship Program 21/22 Summer Break	2020/06/01	2020/08/31	2020/05/01	2020/07/31
Internship	Internship Program 21/22 Whole Year	2019/09/01	2020/08/31	2019/07/01	2019/08/01

**Wong Chak Chui International Enrichment Scholarship/  
 International Enrichment Grant  
 Reimbursement Request Form**

Awardee's Name in English (as shown on your Student card)	CHAN Tai Man
Program and Year	BBA in Management and Marketing (Year 3)
Student ID Number	1234 5678
Home Address	Room 10, 10 Floor, Block 10, Ten Ten Road, Sai Kung, H.K.
Correspondence Address	Same as above
ITSC Email	ctm@connect.ust.hk
Contact Number	9898 9898
Name of the Program Participated	HKUST School of Business and Management Undergraduate Outbound Exchange Program: HEL (Paris), France
Program Start Date	02 Sep 2018
Program End Date	21 Dec 2018
Name of Bank in SIS	Hang Seng Bank
Name of Bank Account in SIS	CHAN Tai Man
Bank Account Number in SIS	123 000456 000 789
*Pre-approved Amount by SBM (in Hong Kong Dollar)	HK\$18,000 net.

\*Please attached the confirmation email with pre-approved amount in Hong Kong Dollar from SBM as supportive document



Expense / Income Item (please use extra paper if necessary)	Expense / Income Amount (please state the currency)	Receipt / Income Slip (Yes/No)	Receipt Reference No.
Flight Fares (round trip)	HKD6,417	Yes	1
Accommodation Fee (Sep-Dec)	EURO1,081.67 (256.67+275+275+275)	Yes	2,3,4,5
Sport Fee	EURO30	Yes	6
Travel Insurance	HKD1,956.24	Yes	7
Medical Expenses 1	EURO17.68	Yes	8
Medical Expenses 2	EURO25	Yes	9
Food (Sep-Dec)	EURO500	No	
Local Transportation (Sep-Dec)	EURO300	No	
<b>Total Amount in HK Dollar:</b> (= total income – total expenses)	HKD17,008.65 (EURO1,935) + HKD8,373.24 = <b><u>HKD23,381.89</u></b>		
Exchange Rate: EURO1 = HKD8.79			

Awardee's Signature: \_\_\_\_\_

陳大文

Submission Date: 15 Jan 2019

**Personal Information Collection Statement (PICS):**

The personal data you provide will only be used by The HKUST Business School (hereinafter referred to as 'the School') for administrative and academic purposes. The School will treat your personal information as strictly confidential. If necessary, the School may provide such information to the University for administrative and academic purposes. The School will not disclose your personal data to any external body or organization unless your consent is sought or you have been informed or you have requested to do so or it is required to do so by law. If you wish to access or correct your personal data after submission of this form, please contact us via e-mail at bmfunds@ust.hk.

**For Official Use Only:**

Actual Reimbursement Amount: HK\$ \_\_\_\_\_

**Recommending Officer**

**Approving Officer**

Mr Ray CHAN, Assistant Manager  
SBM Undergraduate Programs Office

Ms Sophia WAN, Assistant Director  
SBM Undergraduate Programs Office

Date \_\_\_\_\_

Date \_\_\_\_\_

## SBM UG Funds

---

**From:** SBM UG Funds  
**Sent:** 2018年6月15日星期五 11:13  
**To:** CHAN Tai Man  
**Subject:** [WCC] Result Announcement of the Wong Chak Chi International Enrichment Scholarship - CHAN Tai Man (12345678)

Dear CHAN, Tai Man,

Congratulations!

After the assessment, you can receive the following suggested funding amount to support your overseas enrichment program:

Awardee Name: CHAN, Tai Man  
Awardee Student ID: 12345678  
Overseas Enrichment Program: HKUST SBM Undergraduate Outbound Exchange Program: HEL (Paris), France  
Program Start Date: 2018-09-02  
Program End Date: 2018-12-21  
Funding Source: Wong Chak Chui International Enrichment Scholarship  
Suggested Funding Amount (HK\$): 18,000.00

Remarks: In some circumstances, for Wong Chak Chui International Enrichment Scholarship and International Enrichment Grant, the actual funding amount offering to you may be lower than the suggested funding amount, it will be subject to your actual expenses/income incurred in the trip.

If you would like to decline this offer, please send an email to [bmffunds@ust.hk](mailto:bmffunds@ust.hk) **within 7 days after the result announcement date**. Otherwise, we will assume you agree to comply with the terms and conditions of the relevant funding sources which listed on the [UG website](#).

Just a kind reminder, please visit the [UG website](#) to download the "**After Trip Document**" and you are required to submit all the reimbursement document to the SBM UG Office listed on the "Application and Reimbursement Guidelines" **within one month after your program end date (note: this is your reimbursement document submission deadline)** for reimbursement arrangement.

If you would like to extend your overseas trip after the program end date, or having any other solid reasons that cause you to fail to submit the reimbursement document to the SBM UG Programs Office (Address: Room 1037, 1/F, LSK Business Building) before the submission deadline, please note that you **MUST** take the initiative to contact the SBM UG Programs Office via [bmffunds@ust.hk](mailto:bmffunds@ust.hk) **to get the written endorsement to extend the reimbursement document submission deadline before the original program end date**. If you fail to submit the reimbursement document to the SBM UG Programs Office before the submission deadline, we will pass your case to the board of committee for further review. The committee may relinquish all the financial support granted to you and your case will be recorded on our student data system.

Last but not least, please also make sure your bank account information in SIS is up-to-date.

Should you have any questions, please feel free to contact us at [bmffunds@ust.hk](mailto:bmffunds@ust.hk) for further assistance.

Best regards,  
UG Student Development & Career Services  
HKUST Business School

**Wong Chak Chui International Enrichment Scholarship/  
International Enrichment Grant  
Self-reflective Report Consent Form\***

Self-reflective Report is designed to help you formally consider what you have learnt and to organize it through writing. The following will help you understand the assignment:

**Awardee must submit an article in either MS Words or PDF (minimum 800 words), double line spacing, font Calibri and font size 11. Please stay the awardee name (full name in English), student ID number and name of the program participated as a header of the report; please also incorporate at least 5 relevant photos (in JPEG format; at least 1MB for each photo) about the program you have participated.**

1. As a result of your international travel, how you see this travel impacting your life as you look to the future?
2. What have you experienced?
3. Have you developed new appreciations?
4. How does your learning affect the view of your life?
5. Would you recommend this program to your fellow students? Why?

I hereby give consent for the SBM UG Programs Office to use/publish my name, photo, and relevant information on SBM UG Programs' website, in SBM UG Programs' brochure, for promotion, marketing, advertising, or in our donor communications.

**Personal Information Collection Statement (PICS):**

The personal data you provide will only be used by The HKUST Business School (hereinafter referred to as 'the School') for administrative and academic purposes. The School will treat your personal information as strictly confidential. If necessary, the School may provide such information to the University for administrative and academic purposes. The School will not disclose your personal data to any external body or organization unless your consent is sought or you have been informed or you have requested to do so or it is required to do so by law. If you wish to access or correct your personal data after submission of this form, please contact us via e-mail at [bmfunds@ust.hk](mailto:bmfunds@ust.hk).

Awardee's Full Name (in English) : Chan Tai Man

Major (Year) : BBA in Management and Marketing (Year 3)

ITSC Email : ctm@connect.ust.hk



15 Jan 2019

Awardee's Signature

Date

\*Awardee must submit this consent form with the self-reflective report within 30 days after the program end date. Please send the documents to Ms Gillian Suen (email: [bmfunds@ust.hk](mailto:bmfunds@ust.hk)), SBM UG Programs Office.

# Electronic Ticket Receipt

Booking Reference: XXXXXXXXXX

## Office

CATHAY PACIFIC AIRWAYS LTD  
INTERNET BOOKING  
HONG KONG

## Passenger

## Ticket number

XXXXXXXXXX

XXXXXXXXXX

## Itinerary

From	To	Flight	Class	Date	Departure	Arrival	Resa	NVB	NVA	Baggage	Seat
HONG KONG INTERNATIONAL Terminal 1 Operated by	PARIS CHARLES DE GAULLE Terminal 2A CATHAY PACIFIC	CX0279	N	03Sep	09:05	15:50	Ok			40K	
						Fare Basis			N1YCUIB		
PARIS CHARLES DE GAULLE Terminal 2A Operated by	HONG KONG INTERNATIONAL Terminal 1 CATHAY PACIFIC	CX0278	N	03Jan	20:15	15:05	Ok	03Oct		40K	
						Fare Basis			N1YCUIB		
						Arrival Day+1					



## Find the right check in counter

To ensure you check in at the right counter, find the operating airline in your itinerary

Tour Code	: HKG9385FF539		
Form of payment	: CC CU XXXXXXXXXXXX0000 Exp1228 M666 : 6417		
Fare	: HKD 5600		
Taxes	: HKD 120 HK	HKD 160 G3	HKD 45 I5
	: HKD 261 QX	HKD 42 IZ	HKD 75 FR
	: HKD 114 FR		
Total Amount	: HKD 6417		
Issuing Airline and date	: CATHAY PACIFIC 30May18	IATA	: 13393855
Restriction(s)/Endorsements	: T5 Bcodehkhoko1Z Non-End/Non-Rerte/Non-Ref Terms And Conditions Apply		
Fare Calculation	: HKG CX PAR356.72CX HKG356.72NUC713.44END ROE7.849222		

Apprendre à oser®

**Siège Social**

AMAR2

8 avenue de la porte de Champerret  
75017 PARIS

HKUST

**RESIDENCES HEC**

1 rue de la libération

78351 Jouy-en-Josas Cedex

Tél : 01 39 67 71 39

Email : serviceresidence@hec.fr

00000 HONGKONG

Chine

**FACTURATION**

Tél : 01 39 67 71 91

Email : facturationresidence@hec.fr

**OBJET OU DESTINATION :**

Logement no M227a

Numéro de facture R090040

Periode du 03/09/2018 au 30/09/2018

Jouy-en-Josas, le 30/09/2018

Libellé de l'opération	Qté	P.U.	Montant €
Loyer Co-chambre du 03/09/2018 au 30/09/2018	28	9,17	256,67
<b>Total periode</b>			<b>256,67</b>

**Total de la facture**

**256,67 €**

**Montant réglé**

**256,67 €**

04/10/2018 - 256,67 € PAIEMENT EN LIGNE

**Solde de la Facture**

**0.00 €**

NAF/APE	N°IDENTIFICATION T.V.A.	SIREN	SIRET
8542 Z	FR 78 130 017 270	130017270	13001727000104

Non assujetti à la TVA, art 256 B du CGI

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~~XXXXXXXXXX~~  
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**RESIDENCES HEC**

1 rue de la libération

78351 Jouy-en-Josas Cedex

Tél : 01 39 67 71 39

Email : serviceresidence@hec.fr

00000 HONGKONG  
Chine

**FACTURATION**

Tél : 01 39 67 71 91

Email : facturationresidence@hec.fr

**OBJET OU DESTINATION :**

Logement no M227a

Numéro de facture R100044

Periode du 01/10/2018 au 31/10/2018

Jouy-en-Josas, le 31/10/2018

Libellé de l'opération	Qté	P.U.	Montant €
Loyer Co-chambre du 01/10/2018 au 31/10/2018	1	275,00	275,00
<b>Total periode</b>			<b>275,00</b>

**Total de la facture**

**275,00 €**

**Montant réglé**

**275,00 €**

15/11/2018 - 275 € PAIEMENT EN LIGNE

**Solde de la Facture**

**0.00 €**

NAF/APE	N°IDENTIFICATION T.V.A.	SIREN	SIRET
8542 Z	FR 78 130 017 270	130017270	13001727000104

Non assujetti à la TVA, art 256 B du CGI

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**RESIDENCES HEC**

1 rue de la libération

78351 Jouy-en-Josas Cedex

Tél : 01 39 67 71 39

Email : serviceresidence@hec.fr

00000 HONGKONG

Chine

**FACTURATION**

Tél : 01 39 67 71 91

Email : facturationresidence@hec.fr

**OBJET OU DESTINATION :**

Logement no M227a

**Numéro de facture R110106**

Periode du 01/11/2018 au 30/11/2018

Jouy-en-Josas, le 30/11/2018

Libellé de l'opération	Qté	P.U.	Montant €
Loyer Co-chambre du 01/11/2018 au 30/11/2018	1	275,00	275,00
<b>Total periode</b>			<b>275,00</b>

**Total de la facture**

**275,00 €**

**Montant réglé**

**275,00 €**

15/12/2018 - 275 € PAIEMENT EN LIGNE

**Solde de la Facture**

**0.00 €**

NAF/APE	N°IDENTIFICATION T.V.A.	SIREN	SIRET
8542 Z	FR 78 130 017 270	130017270	13001727000104

Non assujetti à la TVA, art 256 B du CGI



**Siège Social**

AMAR2

8 avenue de la porte de Champerret  
75017 PARIS

HKUST

**RESIDENCES HEC**

1 rue de la libération

78351 Jouy-en-Josas Cedex

Tél : 01 39 67 71 39

Email : serviceresidence@hec.fr

00000 HONGKONG

Chine

**FACTURATION**

Tél : 01 39 67 71 91

Email : facturationresidence@hec.fr

**OBJET OU DESTINATION :**

Logement no M227a

Numéro de facture R120032

Periode du 01/12/2018 au 31/12/2018

Jouy-en-Josas, le 31/12/2018

Libellé de l'opération	Qté	P.U.	Montant €
Loyer Co-chambre du 01/12/2018 au 31/12/2018	1	275,00	275,00
<b>Total periode</b>			<b>275,00</b>

**Total de la facture**

**275,00 €**

**Montant réglé**

**275,00 €**

20/01/2019 - 275 € PAIEMENT EN LIGNE

**Solde de la Facture**

**0.00 €**

NAF/APE	N°IDENTIFICATION T.V.A.	SIREN	SIRET
8542 Z	FR 78 130 017 270	130017270	13001727000104

Non assujetti à la TVA, art 256 B du CGI

## HEC PARIS

78351 Jouy-en-Josas Cedex  
France  
Tél. : +33 (0)1 39 67 72 30  
Fax : +33 (0)1 39 67 71 42  
www.hec.fr  
Sports  
Tél. : +33 (0)1 39 67 71 35  
Fax : +33 (0)1 39 67 71 22

## REÇU

Le Service des Sports HEC certifie avoir reçu la somme de :

**30 Euros (trente euros)**

De Madame ☐

Monsieur ☒

Nom : ... CHAN ... Prénom : ... TAI MAN ...

Règlement en espèces : ☒

Règlement en chèque: ☐

Fait à Jouy-en-Josas, le : 06 / 09 / 2018

Signature :





7

## OFFICIAL RECEIPT

Chan Tai Man  
Room 10, 10 Floor  
Block 10, Ten Ten Road,  
Sai Kung,  
HONG KONG

Receipt  
Number  
002345678

### Payment Details

Payment Type	Approval Code	Amount Received (HKD)
E-BUSINESS	423567	1,956.24

### Transaction Details

Account Number	Name of Insured	Reference	Currency	Amount
123456	Chan Tai Man	T040000	HKD	1,956.24

This is a computer generated receipt and no signature is required. For enquiries please contact Credit Control Department.

Facture		
Numéro de facture	Date	Code client
180021460	20/09/2018	

8  
Medtronic  
fee

782712046

PHARMACIE DU THEATRE

Mme Koenig

5 rue de la Paroisse

78000 VERSAILLES

FRANCE

Tél : 01 39 50 06 20

Fax : 01 39 50 19 99

E-Mail : pharmadutheatre@gmail.com

SIRET : APE :  
TVA Intracommunautaire : Mode de règlement : Espèces  
LCL 30002 08900 717269W14 14 Echéance : 01/10/2018



Code13Réf	Désignation	Qté	HT U Brut	%Rem	HT U Net	Mt HT Net	%TVA
34009 3385704 2	AMOXICILLINE BGA 500MG GELU 12	3	2,4976	0,00	2,4976	7,50	2,1
34009 3665622 2	IBUPROFENE ARW 400MG CPR BT30	1	3,0460	0,00	3,0460	3,05	2,1
34009 3574871 3	KLIPAL CODE1.600MG/50MG CPR 12	1	2,6836	0,00	2,6836	2,68	2,1
34009 3446417 1	PAROEX 0,12% BAIN BCHE F300ML	1	4,0940	0,00	4,0940	4,09	2,1

Quantité totale des produits : 6

Taux TVA	HT Brut	%Rem	Remise	HT Net	TVA		
2,1%	17,32	0,00%	0,00	17,32	0,36	Total Net HT	17,32 EUR
						TVA	0,36 EUR
						Montant TTC	17,68 EUR
Totaux	17,32	0,00%	0,00	17,32	0,36		

Pharmacie acceptant le règlement des sommes dues par chèque, libellé à son nom en sa qualité de membre d'un centre de gestion agréé par l'administration fiscale.  
En cas de non paiement à la date d'échéance indiquée, l'acheteur sera de plein droit redevable de l'application d'un intérêt de retard calculé sur l'intégralité des sommes restant dues, intérêt d'un montant égal à deux fois le taux d'intérêt légal, montant auquel viendra s'ajouter une indemnité forfaitaire de recouvrement de 40 euros.

782712046 PHARMACIE DU THEATRE - 5 rue de la Paroisse - 78000 VERSAILLES  
APE : - LCL 30002 08900 717269W14 14 - TVA Intracommunautaire :

Facture		
Numéro de facture	Date	Code client
180021464	20/09/2018	

(9)  
(Medical  
fee)

**782712046**

**PHARMACIE DU THEATRE**

Mme Koenig

5 rue de la Paroisse

78000 VERSAILLES

FRANCE

Tél : 01 39 50 06 20

Fax : 01 39 50 19 99

E-Mail : pharmadutheatre@gmail.com

SIRET : APE :  
TVA Intracommunautaire :  
LCL 30002 08900 717269W14 14

Mode de règlement : Espèces

Echéance : 01/10/2018

Code13Réf	Désignation	Qté	HT U Brut	%Rem	HT U Net	Mt HT Net	%TVA
34015 6016817 4	LACTIBIANE ATB 12MILLARDS GELU	2	11,8483	0,00	11,8483	23,70	5,5

Quantité totale des produits : 2

Taux TVA	HT Brut	%Rem	Remise	HT Net	TVA	Total Net HT	
5,5%	23,70	0,00%	0,00	23,70	1,30	23,70 EUR	
						1,30 EUR	
						25,00 EUR	
<b>Totaux</b>	23,70	0,00%	0,00	23,70	1,30		

Pharmacie acceptant le règlement des sommes dues par chèque, libellé à son nom en sa qualité de membre d'un centre de gestion agréé par l'administration fiscale.  
En cas de non paiement à la date d'échéance indiquée, l'acheteur sera de plein droit redevable de l'application d'un intérêt de retard calculé sur l'intégralité des sommes restant dues, intérêt d'un montant égal à deux fois le taux d'intérêt légal, montant auquel viendra s'ajouter une indemnité forfaitaire de recouvrement de 40 euros.

CATHAY PACIFIC

ECONOMY

FLIGHT BOARDING TIME GATE SEAT  
CX279 08:25 30 59C  
ROUTE DATE DEPARTURE TERMINAL  
HKG > CDG 03 SEP 09:05 1

FLIGHT BOARDING TIME  
CX279 08:25  
GATE SEAT  
30 59C  
ROUTE DATE  
HKG > CDG 03 SEP

PLEASE BE AT THE BOARDING GATE 30 MINS PRIOR  
TO DEPARTURE. GATE CLOSURES 10 MINS BEFORE.



016 1113

754/Y/59C/CDG

254

Boarding Pass (Departure)

FLIGHT

CX278

ROUTE

CDG &gt; HKG

BOARDING TIME

19:25

DATE

03 JAN

GATE

A37

DEPARTURE

20:15

SEAT

73C

TERMINAL

2A

FLIGHT

CX278

GATE

A37

ROUTE

CDG &gt; HKG

BOARDING TIME

19:25

SEAT

73C

DATE

03 JAN

PLEASE BE AT THE BOARDING GATE 30 MINS PRIOR  
TO DEPARTURE. GATE CLOSURES 10 MINS BEFORE.

ECONOMY

174/Y/73C/HKG

174

Boarding Pass (return)

Dummy



## TRANSCRIPT

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Printed on 02/11/2019

Global average : 3.50 / 4

( Average : 3.50 / 4 )

### ECHANGE

	Grade	Retak	Credit earned	Grade value
FUNDAMENTALS OF LUXURY	A		3	4
CYBERSECURITY AND DATA GOVERNANCE	A		3	4
MOOC: RE-INVENT YOUR BUSINESS MODEL WITH ODYSSEY 3.14 APPROACH	B		3	3,5
MARKETING	** X		0	0
MARKETING	C		6	3
INTERNATIONAL MARKETING	C		3	3
INTRODUCTION TO FASHION MANAGEMENT	A		3	4
FRENCH Beginner	A		6	4
Total ECTS Credits			27	
Total credits earned			27	

Eloïc PEYRACHE  
Associate Dean of HEC Paris



Grade not approved

\*\* : Grade not included in average

ECTS Grading Scale= A: Excellent, B: Very good, C: Good, D: Satisfactory, E: Adequate, Fx: Unsatisfactory, F: Very Unsatisfactory or Incomplete, P: Pass, NR: No grade reported, K: Exemption

Average grade calculation: A=4 ; B=3.5 ; C=3 ; D=2.5 ; E=2 ; Fx=1 ; F=0

# Certificate of Completion

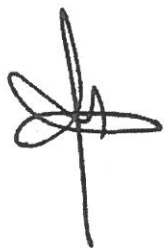
## INTERNATIONAL EXCHANGE 2018

Student n° [REDACTED] at HEC PARIS

From Partner University: Hong-kong University of Science & Technology

has successfully completed the **HEC Exchange program**

fall 2018: 10 Septembre - 21 Décembre 2018



Eloïc Peyrache

Academic Affairs Director, Master's Degree Programs



Iris Ritter



Director for international affairs

## ATTESTATION DE FORMATION

Je soussignée, Marianne CONDE SALAZAR, Directrice des relations internationales de l'enseignement, certifie que



a suivi une formation de 30 heures intitulée

**« Français de communication professionnelle ».**

Cette formation a été conçue par le Centre de langue française de la Chambre de commerce et d'industrie de Paris Ile-de-France à la demande de l'École HEC Paris et s'est tenue du 18 septembre au 4 décembre 2018.

Attestation délivrée à l'intéressé(e) pour servir et valoir ce que de droit.

Fait à Paris, le 7 décembre 2018


Marianne CONDE-SALAZAR

## Self-reflective Report

*CHAN Tai Man (SID:1234 5678)*

This time I spent 4 months living overseas and the experience brought me a lot of things which impact my life from several aspects. Traveling has the potential to be wildly fulfilling. It exposes you to new cultures, different perspectives and unique experiences. The further you travel the more you are pushed out of your comfort zone. And the more you are pushed out of your comfort zone, the more you learn about yourself and the world around you.

Your trip journal can begin before your trip has even started. Use your journal to start planning the things you want to do. It can be anything from a cool restaurant you want to eat at, a hike you want to go on or different sights you want to see. Write down whatever is on your trip check-list, so you don't forget it.

Once you know what you want to do, do some research and figure out the best way to do it. If you want to go see a special monument, figure out the best way to get there and put it in your journal. If you want to do some cool activities, write down the contact information of the people, places or tours that facilitate them. Your journal is also a great place to keep the contact information of your accommodations and transportation.

Sometimes when you travel, your destination is wildly different than what you expected. Maybe you expected the local food to be bad and it turned out to be delicious. Maybe you imagined the town to be smaller than it actually is. Maybe you thought you would be more comfortable with the language. Whatever it is, think about writing it down before you arrive. It will be interesting to compare these predictions to what you actually experienced.

It is always easier to remember things when they are fresh in your brain, so try and write as much as you can while traveling; every day if you can. Your journal entries don't have to be long, but let them highlight what you feel was most important or exciting. How did you feel during your visit to the local

market? What did you smell, taste and hear? Did you learn something new from the person you spoke to at the bar? Were you surprised by the clothes people were wearing? What was the view from the top of the mountain like? Before you go to bed, try and recall what you did that day, what you thought and how you felt. This will serve as a great way to remember more from your trip, but will also help you reflect and grow from what you encountered.

Even though your journal is meant for writing, pictures are still worth a thousand words. Combining pictures with your first-hand accounts of what they represent, or what happened when they were taken, will make for an even more comprehensive narrative of your travels. Don't worry about glueing or taping anything either. Penzu allows you to upload pictures straight into your online travel journal, so you can keep your pictures and words connected and organized.

Since you write about your trip before you arrive, you should also write about it after you leave.

What was it like? What did you learn? What surprised you? What disappointed you?

It is important to reflect on your travels, so you can retain new understandings and apply them to future adventures. This is also a great way to learn about yourself, other people you may have travelled with and how you can grow. Step back from all the things you did and try to see the big picture. It may surprise you.

Now, I am proud to say that I have known some friends from Japan, Singapore, France, Italy, America, Australia and so on. During the programme, I hang out with them, study with them and even travel with them and I believe that the friendship I have built up with them will be definitely a crucial asset for my career and even my life, in the future.

Four months maybe not so long, however, it's enough for creating an unforgettable experience. In where I chose to study was not a university but a business school that is well-known in Europe. In HEC, Paris, I had plenty of opportunities to study professional courses in the business discipline. Without any doubts, the overseas exchange programme provided an opportunity for me to go for an adventure

in my university life, which brought back a more mature me. The most important thing I have learned is that we won't gain anything unless we step out of our comfort zone.

As a result, I highly recommend my fellow student to join the exchange programme in the regular semester to embrace a larger world in their university life. Being an exchange student is a rewarding and challenging experience as we will learn a lot of about ourselves and meanwhile have lots of fun. We will be immersed in the language and culture of the chosen country and live like a local member of the community and develop skills in intercultural learning and understanding. (856 words)

Dummy

Date: 15 Jan 2019

Name: CHAN Tai Man ID: 1234 5678

Program / Year of Study: BBA in Management & Marketing) / Year 3

Dear Donor,

**Subject: Thank You Letter for the Wong Chak Chui International Enrichment Scholarship offer**

I would like to thank you from the bottom of my heart for me allowing me to pursue my dream of studying in such an esteemed institution such as HEL (Paris). Initially I wanted to study in Europe for my undergraduate studies, however, due to financial reasons, I opted to apply for Asian universities. Through this exchange, I got to experience what it would be like to study in Europe. I thoroughly enjoyed my six-month long exchange. I completed two trimesters at HEL (Paris). It has been a great learning experience for me.

In the HEL (Paris), I took a few courses related to both my majors Information Systems and Management. I had a great time attending classes and following a unique research-based approach in the HEL (Paris). Some of the course content was very interesting and helped me understand the business practices followed in France. I got to work on tasks that encouraged teamwork and creative thinking. I was also able to form special bonds with people from all over the world.

I believe that providing education for another individual is a great gift and I hope to be able to help another individual by providing education someday in my life. I hope to rise to such a position where I can gift people experiences that they can cherish for the rest of their lives. This study abroad experience has been extremely special and I will remember my days as an exchange student for the rest of my life. I would like to thank you for your generosity once again.

Yours sincerely,

A handwritten signature in black ink, appearing to be '陳大文' (Chan Tai Man).

CHAN Tai Man