

**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.

1. Have you **completed the training** within the sponsored period?
  
2. Have you provided the following documents?
  - (i) **Original course fee receipt(s)** showing 
    - name of the student
    - the course provider, course taken (**must tally with the course title specified in the result letter**)
    - details of fee paid, **including amount, nature and period covered**.Each receipt should be **certified correct by the school with the school chop**. The student will be required to submit supplementary information such as timetable of the course and attendance record should the aforementioned required information on the receipt(s) is incomplete;
  - (ii) A copy of **certificate of completion** or **written documentary proof** issued by the course provider certifying the student’s completion of the training for the sponsored period;
  - (iii) The completed **“Application for Reimbursement Form”** (downloadable from [http://www.hab.gov.hk/en/public\\_forms/forms.htm](http://www.hab.gov.hk/en/public_forms/forms.htm));
  - (iv) Should the student does not have a personal bank account for depositing the cheque, 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 by the school with the school chop**; and
  - (v) This **Checklist for Reimbursement**.
  
3. Please ensure all the documents as mentioned in 2(i)-(v) above are submitted **via the school** to the following address for application for reimbursement of grant **within 3 months** after expiry of the sponsored period.

*(Please ensure affix sufficient postage if application is submitted by post. All underpaid items will be returned to the Hongkong Post. Underpaid mail 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 / destroy of mail items due to insufficient postage.)*

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  
 (“Application for reimbursement of grant” should be stated on the cover of the envelope)  
Enquiry: 3718 6801 or 3718 6830

**Applicant**

**Endorsement by School**

Name of student : \_\_\_\_\_

Name of school : \_\_\_\_\_

Signature of student : \_\_\_\_\_

Signature of Principal : \_\_\_\_\_

School chop : \_\_\_\_\_

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

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