

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 the course provider, course taken (**must tally with the course title specified in the result notification letter**), name of the student and details of fee paid (**including amount, nature and period covered**). If the period stated on the receipt(s) including non-sponsored period, please calculate the reimbursable amount on a pro-rata basis according to the number of lessons/dates, as appropriate, and provide the relevant information for verification. Each receipt should be **signed certified correct by the school with the school chop**. Should the information be incomplete, supplementary information such as timetable of the course and attendance record will be requested from the students concerned;
 - (ii) A copy of the **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”** (available at http://www.hab.gov.hk/en/public_forms/forms.htm);
 - (iv) If the student does not possess 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 certified true by the school with the school chop**;
 - (v) (For application for deferral of the commencement date of the sponsored course/training directly due to the COVID-19 pandemic only.) **Documentary proofs issued by the course/training providers and certified true by schools should be provided** (The document should clearly indicate the name of student and sponsored course/training, period of deferred course/training, and the reason for course deferral that **MUST be directly related to the COVID-19 pandemic such as mandatory closure of course/training venues**). **The Committee will consider the application on a case by case basis and reserve all rights for accepting or disapproving the application;** and
 - (vi) The completed **“Checklist for Reimbursement”**.

3. All the documents as mentioned in paragraph 2 above **must be submitted via the school** to the following address for application for reimbursement of grant **within 3 months** after expiry of the sponsored period:

The 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
(Please state on the cover of the envelope "Application for reimbursement of grant")

(Please ensure to affix sufficient postage on submission by post. All items with postage underpaid will be returned to the HongKong Post and please note that underpaid 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 or destroy of mail items by the HongKong Post due to insufficient postage.)

Enquiry: 3718 6801 or 3718 6830

Applicant

Endorsement by the School

Name of Student : _____

Name of School : _____

Signature of Student : _____

Signature of Principal : _____

School Chop : _____

Date : _____

Date : _____