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**Application for**

**Assistance in Organizing Student Activity Courses**

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| ***Notes for applicant:***   1. *This form is to be completed by the Person-in-charge.* 2. *Personal data provided in this form will be used only for processing the application and administrative matters.* 3. *The completed application form with the relevant documents should be submitted to the General Team Assistance Scheme (GTAS) Administrator before deadline or at least 6 weeks in advance for ad hoc application.* 4. *The confirmed venue booking form should be attached.* 5. *Activity Courses should be relevant to the nature of the student group and be open to ALL students, both members and non-members. Priority could be given to members not attending team training. All participants should pay a course fee and deposit for Activity Course.* 6. *Activity Course cannot be profit-making. Any surplus generated from Activity Course fee and/or forfeited deposit should be submitted to the University. Bank-in the amount to the University’s account and submit the bank deposit advice together with the Event Report to the GTAS Administrator within 2 weeks after the course is completed.* 7. *For assistance or further information, please seek advice from GTAS Administrator via email* [*ssa@ust.hk*](mailto:ssa@ust.hk) *or call 2358 6658.* |

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|  | *\* Delete where inappropriate* |

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| **A.** | **Particulars of Course Organizer** | | | | | | | | | |
| Name of Society: | |  | | | | | | |
| Name of the Team (if applicable): | | | |  | | | | |
| Name of Applicant: \*Mr/Ms | | |  | | | | Mobile No. |  |
|  | | | (Surname) (Given Name) | | | |  |  |
| Position: |  | | | | ITSC email: | @connect.ust.hk |  |  |

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| **B.** | | **Particulars of Proposed Activity Course** | | | | | | | | | | | | | |
| *(Please attach pamphlets, information booklets or relevant material(s) if available)* | | | | | | | | | | | | | |
| Name of the Course: | | |  | | | | | | | | | |
| Objective(s) of the Course *(Please attach course outlines and use additional sheet as appropriate)* | | | | | | | | | | | | |
| 1. |  | | | | | | | | | | | |
| 2. |  | | | | | | | | | | | |
| 3. |  | | | | | | | | | | | |
| No. of Sessions | | : |  | | | | Hours per Session: | | | |  | |
| Dates (dd/mmm/yyyy) | | : |  | | | | | | | | | |
| Time | | : |  | | | | | | | | | |
| Venue | | : |  | | | | | | | | | |
| *(Please tick as appropriate)* | | | Confirmed venue booking form | | | attached | |  | submit when available | | | |
| Fee | | : | Estimated no. of participants: | |  | | | | | | | |
|  | | | Course fee per participant *(excluding deposit)*: | | | | | | | HK$ | |  |
|  | | | Refundable deposit amount: | | | | | | | HK$ | |  |
|  | | | Condition for deposit to be refunded *(please use additional sheet as appropriate)*: | | | | | | | | | |
|  | | | a. |  | | | | | | | | |
|  | | | b. |  | | | | | | | | |

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| **C.** | | **Particulars of Appointed Part-time Coach/Instructor** | | | | | | |
| *(Please attach all required documents. Application will NOT be processed if missing of any information/documents required)* | | | | | | |
| Name: \*Mr/Ms |  | | |  |  | |
|  | (Surname) (Given Name) | | |  | *(Name in Chinese)* | |
| Mobile Phone: |  | Email Address: |  | | | |
|  | | | | | | | |

**Documents required:**

For first time appointment:

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| - | 1. [HKUST Job Application Form](https://dst.ust.hk/upload/studentactivities/job_application_form.pdf)  2. [Personal Information Record Form](https://dst.ust.hk/upload/studentactivities/personal_information_record_form.pdf)  3. Photocopies of document proof of qualifications and experience  4. Photocopy of HKID card  5. Valid work visa/permit (if applicable) |  |  |  |  |
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For re-appointment: (The instructor was officially appointed by the University in last academic term)

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|  | 1. [Personal Information Record Form](https://dst.ust.hk/upload/studentactivities/personal_information_record_form.pdf) |  |  |  |  |

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| **D.** | | **Budget for the Proposed Course** |
| *(Detailed breakdown and reasonable estimates are required. Please use separate sheets if necessary)* | | |

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| **Expenditure:** | | | | | | | | | | | | | | | | | **HK$** | | | | |  | | |
| Instructor fee: | | ( | |  | | | | hours x HK$ | | |  | | ) | |  | | |  | | | | |  | | |
| Sub-total: | | | | | | | | | | | | | | | | | |  | | | | | **(E)** | | |
| **Income:** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Estimated course fee received (excluding deposit): | | | | | | | | | | | | | | |  | | |  | | | | | **(I)** | | |
| Balance (E)-(I): | | | | | | | | | | | | | | | | | |  | | | | | **(B)** | | |
| **Expected Subsidy from GTAS:** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Instructor fee: | | ( | |  | | Hours# x HK$338) | | | | | | | | |  | | | |  | | | | **(S)** | | |
| *# max. 18 hours* | | | | | | | | | | | | | | | | | |  | | | | |  | | |
| **Surplus/(Deficit)** (B)-(S): | | | | | | | | | | | | | | | | | |  | | | | |  | | |
| In case of deficit, the deficit will be | | | | | | | | | | | | | | |  | | |  | | | | |  | | |
|  | Absorbed by Student Group | | | | | | | | |  | | Shared by course participants | | | | | | | | | | |
|  | Others *(please specify*): | | | |  | | | | | | | | | | | | | | | | | |
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| Signature of Applicant: | | | |  | | | | | | Date: | |  | | | Society Chop: | | | | | | |  | | | | |
| Endorsed by GTAS Administrator: | | | | | | | |  | | | | | | | | | Date: | | | |  | | | | | |