# Application for 2018-19 Assistance in Organizing Student Activity Courses

## Notes for applicant:
1. This form is to be completed by the Team Captain/Representative.
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. To apply for HLTH1010 course hours, please submit separate application to HLTH1010 Course Office.
8. For assistance or further information, please seek advice from GTAS Administrator via email ssa@ust.hk or call 2358 6662.

## A. Particulars of Course Organizer

| Name of Student Group: |  |
| ITSC email: |  |
| Mail Box: |  |
| No. of student involved in organizing this course: |  |
| Name of Applicant: *Mr/Ms |  |
| (Surname in Block Letter) |  |
| Student ID: |  |
| Position held: |  |
| ITSC email: |  |
| Mobile No. |  |

## B. Particulars of Proposed Activity Course

**Objective(s) of the Course** *(Please attach course outlines and use additional sheet as appropriate)*

1. 
2. 
3. 
4. 

<table>
<thead>
<tr>
<th>No. of Sessions</th>
<th>Hours per Session:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates (dd/mm/yy)</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>Venue</td>
<td></td>
</tr>
</tbody>
</table>

*(Please tick as appropriate)*

- Confirmed venue booking form [ ] attached [ ] submit when available

<table>
<thead>
<tr>
<th>Fee</th>
<th>Estimated no. of participants:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course fee per participant <em>(excluding deposit)</em>: HK$</td>
<td></td>
</tr>
<tr>
<td>Refundable deposit amount: HK$</td>
<td></td>
</tr>
</tbody>
</table>

**Condition for deposit to be refunded** *(please use additional sheet as appropriate)*:

a. 

b. 

* Delete where inappropriate
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 ____________________________ (Name in English) ____________________________ (Name in Chinese)
Mobile Phone: ____________________________ Email Address: ____________________________

Documents required checklist
For first time appointment:
☐ The completed HKUST Job Application Form
☐ The completed Personal Information Record Form*
☐ Photocopies of document proof of qualification and experience
☐ Photocopies of HKID card and valid work visa/permit (if applicable)

For re-appointment (if the instructor was officially appointed by the University in 2017/18):
☐ The completed Personal Information Record Form*

*The Job Application Form and Personal Information Record Forms are downloadable at
https://sao.ust.hk/upload/studentactivities/personal_information_record_form.pdf

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

Expenditure: HK$
1. Instructor fee: ( _____________ hours x HK$ _____________ ) _____________ (1)
2. Others (please specify): ____________________________________________________________________________ (2)
   Sub-total: _____________ (E)

Income:
1. Estimated course fee received (excluding deposit): ____________________________________________________________________________ (4)
2. Others (please specify): ____________________________________________________________________________ (5)
3. ____________________________________________________________________________ (6)
   Sub-total (4)+(5)+(6): _____________ (I)
   Balance (E)-(I): _____________ (B)

Expected Subsidy from GTAS:
1. Instructor fee: ( _____________ hours x HK$ _____________ ) _____________ (7)
2. Others (please specify): ____________________________________________________________________________ (8)
   Sub-total (7)+(8): _____________ (S)

   Surplus/(Deficit) (B)-(S): _____________

In case of deficit, the deficit will be
☐ Absorbed by Student Group  ☐ Shared by course participants
☐ Others (please specify): ____________________________________________________________________________

Signature of Applicant: _____________ Date: _____________ Student Group Chop: _____________

Endorsed by GTAS Administrator: _____________ Date: _____________