Application for
Assistance in Organizing Student Activity Courses

> *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 <u>open to ALL students</u>, 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 <u>ssa@ust.hk</u> or call 2358 6658.*

* Delete where inappropriate

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

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. _____

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:

1. HKUST Job Application Form

2. Personal Information Record Form

3. Photocopies of document proof of qualifications and experience

4. Photocopy of HKID card

5. Valid work visa/permit (if applicable)

For re-appointment: (The instructor was officially appointed by the University in last academic term)

1. Personal Information Record Form

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

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)*: _____

Signature of Applicant: _____   Date: _____   Society Chop: _____

Endorsed by GTAS Administrator: _____   Date: _____