

The Government of the Hong Kong Special Administrative Region
Works Branch of Development Bureau
Greening, Landscape and Tree Management Section
香港特別行政區政府
發展局工務科
綠化、園境及樹木管理組

Urban Forestry Support Fund - Study Sponsorship Scheme

城市林務發展基金 - 學習資助計劃

Scholarship Application Form

獎學金申請表

For Office Use Only 由辦事處填寫

Date 日期 :

No. 編號 :

Important Notes 重要須知

- (1) Please read “Notes to Applicants” (UFSFNA04 (7/2023)) carefully before completing this application form. All definitions set out in the “Notes to Applicants” with respect to the application for scholarship under the Study Sponsorship Scheme (“the Scheme”) shall apply to this application.
在填寫本申請表前，請細閱「申請人須知」(UFSFNA04C (7/2023))。所有於「申請人須知」內列明有關申請學習資助計劃(下稱「計劃」)下學費資助的定義均適用於此申請。
- (2) This application form should be completed in accordance with the specified instructions as set out in the application form and “Notes to Applicants”. Incomplete information may cause delay or termination in processing the application.
請按照相關指示填妥此申請表。資料不完整的申請表格可能會造成處理上的延誤或被終止處理。
- (3) Each applicant should not submit more than one application form at any one time.
申請人不應在同一時間遞交超過一份申請表。
- (4) The scholarship is only applicable to the recognised programmes listed on the Scheme’s website.
此獎學金只適用於列出在計劃網站上的認可課程。
- (5) Applicants are required to submit the following documents directly to the Programme Providers by the respective due dates :
申請者必須於各到期日或之前直接提交以下文件予課程提供機構：
 - (i) before commencement of the recognised programme 於認可課程開課前：
 - a duly completed Scholarship Application Form (in the first academic year) 已填妥的獎學金申請表(於第一個學年)；
 - a copy of Hong Kong Diploma of Secondary Education Examination result slip confirming that the applicant has attained 20 total grade points or above in his/her best five subjects (in the first academic year) 香港中學文憑考試成績表副本以證明最佳五科考獲20總積點或以上的成績(於第一個學年)；
 - a copy of the tuition fee receipt for each academic year 每個學年的學費收據副本; and 及
 - (ii) within six months after completion of the recognised programme 認可課程完成後六個月內：
 - a proof of employment in the arboriculture and horticulture industry (only applicable to final-year applicants) 樹藝及園藝業就業證明(只適用於最後一個學年的申請人)

Please complete all items in block letters with a blue or black ball pen. 請用黑色或深藍色原子筆，以正楷填寫本表格。
Please delete as appropriate. 請刪去不適用的項目。

A. PERSONAL PARTICULARS 個人資料

Programme Name 課程名稱： _____

Name of Programme Provider 課程提供機構名稱： _____

Duration 修讀年期： _____ years 年 Academic Year 就讀學年： _____ Class Attending 就讀年級： _____

Salutation 稱謂： Mr 先生 / Ms 女士 / Miss 小姐

Name in English 英文姓名： _____ Name in Chinese 中文姓名： _____

Hong Kong Identity Card No. 香港智能身份證號碼：

Tuition Fee 課程學費：HK\$港幣 _____ 元

Bank Account No. 銀行帳號： (as shown on passbook or bank statement 按存摺或銀行月結單上所示)

Bank Code Branch Code Account No.
銀行編號 分行編號 帳戶號碼

(Note 註：The name of the applicant on the local Hong Kong dollar sole-name savings or current bank account nominated for receipt of reimbursement must be exactly the same as the name on the Hong Kong Identity Card. 申請人於指定收取發還款項的本地個人港元儲蓄或往來銀行帳戶所顯示的姓名必須與香港身份證上的姓名完全相同。)

Contact Telephone No. 聯絡電話： _____ E-mail Address 電郵地址： _____

Correspondence Address 通訊地址： _____

B. PERSONAL INFORMATION COLLECTION STATEMENT 個人資料收集聲明

The personal data collected in this application form will be used by the Greening, Landscape and Tree Management Section (“GLTMS”) and its agents/contractors for one or more of the following purposes related to the activities of the GLTMS :

- (i) assessing your application for the Scheme;
- (ii) administering the Scheme, including but not limited to effecting payments to you if your application is approved, and issuing written notifications to you;
- (iii) reviewing and assessing the effectiveness of the Scheme;
- (iv) disclosure to any authorities in relation to investigation or prosecution of offences that arise from the present application; and
- (v) any other purposes as may be required, authorised or permitted by law.

The GLTMS will not transfer your personal data to any third parties without your prior consent. By signing this Statement, you are deemed to have given prior consent to any transfer of your personal data by the GLTMS to entities which are relevant to this application in the situations set out in (i) through (v) above.

It is obligatory for you to supply the GLTMS with your personal data. The GLTMS may be unable to process and/or consider your application if you do not provide complete information.

Except where there is exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data provided in this application form when the data have not been erased. If you wish to do so, please write to Senior Executive Assistant (Greening, Landscape and Tree Management) at the Development Bureau, 16/ F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

綠化、園境及樹木管理組（下稱「管理組」）及其代理人／承辦商將使用本申請表中收集的個人資料，作下列一項或多項涉及管理組活動的用途：

- (i) 評估你的申請；
- (ii) 執行該計劃，包括但不限於發放相關款項及向你發出書面通知；
- (iii) 檢討及評估該計劃的成效；
- (iv) 向有關當局披露與本申請所引起的犯罪的調查或起訴；及
- (v) 作法律規定、授權或准許的用途。

如未經你同意，管理組不會將你的個人資料轉交予任何第三方。簽署本聲明，即表示你已同意在上述 (i) 至 (v) 的情況下，管理組會將您的個人資料轉交予到與本申請相關的實體。

你必須向管理組提供你的個人資料。如果你未能提供完整的資料，管理組可能無法處理及／或考慮你的申請。

除《個人資料（私隱）條例》（第486章）豁免外，你有權要求查閱你的個人資料及更正未被刪除的個人資料。如果你願意，請以書面方式寄信至香港添馬添美道2號政府總部西翼16樓發展局高級行政助理（綠化、園境及樹木管理）收。

C. DECLARATION 聲明書

In consideration of the Government of the Hong Kong Special Administrative Region (“Government”) as represented by the Development Bureau (“DEVB”), considering and/or approving this application for scholarship under the Study Sponsorship Scheme (“Scheme”), I, with particulars set out in Section A of this application form hereby acknowledge, confirm, undertake, warrant, declare and agree with continuing effect as follows:

- (i) all the above information given by me is complete, true and correct to the best of my knowledge;
- (ii) I have read and fully understood the contents of the “Notes to Applicants” attached and this application form. I accept and agree to abide by the rules and terms related to the scholarship under the Scheme;
- (iii) any money transferred to the bank account nominated for the receipt of reimbursement from the Government in Section A of this application form is deemed to be received by me;
- (iv) I understand that any omission / misrepresentation of information with a view to obtaining pecuniary advantage by deception is a criminal offence and I will be liable to criminal prosecution if I knowingly or willfully furnish false or misleading information in connection with this application;
- (v) I have read and understood the contents of the above Personal Information Collection Statement in Section B;
- (vi) I understand and agree that for the purpose of processing my application and/or verifying the information provided, Programme Provider(s), my employer(s) or other government departments and organisations concerned may release my personal data to DEVB;
- (vii) I understand and agree that DEVB may use my personal data for the purpose of processing the application or where such disclosure is authorised and required by law; and
- (viii) I understand that DEVB will rely on the information provided by me in this application form to determine my eligibility for the scholarship and DEVB has the right to review my application and adjust the amount of the scholarship if necessary. I undertake to refund to DEVB any overpayment made to be upon demand.

有關發展局代表香港特別行政區政府(下稱「政府」)考慮及／或審批本人向學習資助計劃(下稱「計劃」)申請學費資助，本人就本申請表 A 部所填寫的個人資料，作出以下各項持續有效的承諾、確認、承擔、保證、聲明及同意：

- (i) 就本人所知所信，以上由本人填報的資料均屬完整、真實和正確；
- (ii) 本人已閱讀和完全明白夾附的申請人須知及申請表的內容。本人接受和同意遵循計劃下與學費資助相關的規定及條款；
- (iii) 任何款項經政府轉帳至本申請表 A 部所指定收取發還款項的帳戶中，均視為本人已收妥款項；
- (iv) 本人明白，漏報資料／作失實陳述，以欺騙手段取得金錢利益，屬刑事罪行。如本人蓄意或存心就本申請提供虛假或誤導的資料，可被刑事檢控；
- (v) 本人已閱讀和明白上文 B 部個人資料收集聲明所載的內容；
- (vi) 本人明白和同意，課程提供機構、本人的僱主或其他政府部門及有關機構可向發展局提供本人的個人資料，以便處理本人的申請及／或核實本人所提供的資料；
- (vii) 本人明白和同意發展局可使用本人的個人資料處理申請，或因法例授權和規定而披露有關資料；及
- (viii) 本人明白，發展局將依據本人在本申請表所提供的資料，決定本人是否符合資格獲得學費資助。發展局亦有權覆檢本人的申請，並在有需要時調整本人可獲發的資助金額。本人承諾在發展局提出要求時，把本人多收的款項歸還發展局。

Signed, Sealed and Delivered by 由簽署蓋章及交付：_____ Date 日期：_____

(Signature of Applicant 申請人簽署)

D. DEED OF UNDERTAKING 承諾書

In consideration of the application for scholarship, I, _____ (name), holder of Hong Kong Identity Card No. _____ with residential address at _____ do agree and undertake as follow:

1. I shall join the arboriculture and horticulture industry upon graduation and shall provide proof of employment to the GLTMS, DEVB of the Government within six months after the completion of the recognised programme.
2. I shall notify the GLTMS in writing immediately if I cease to be a student of the recognised programme or if I withdraw from or am suspended from the recognised programme or defer my study in the recognised programme or I have not completed the recognised programme for any reason.
3. to notify DEVB of any change in any information submitted in relation to the application or if any such information is no longer applicable, true, accurate or complete and of any material change in circumstances affecting my eligibility for the scholarship or otherwise the application.
4. I shall repay to the Government in full all moneys (including all associated administrative fees incurred by the Government) received by me immediately or within such time may be specified by the Government if I:
 - (i) fail to provide employment proof as required in paragraph 1 above; or
 - (ii) cease to be a student of the recognised programme or if I withdraw from or am suspended from the recognised programme or defer my study in the recognised programme or I have not completed the recognised programme for any reason as described in paragraph 2 above; or
 - (iii) fail to meet any of the requirements as stipulated in Paragraph 3 of the “Notes to Applicants”; or
 - (iv) knowingly or willfully furnish false or misleading information in connection with the application.

By signing this Deed of Undertaking, I understand that:

5. The Government’s rights under this Deed of Undertaking may be exercised as often as the Government deems fit. Exercising or failing to exercise a right under this Deed of Undertaking shall not prevent the Government from exercising any other right under this Deed of Undertaking. Exercising part of a right under this Deed of Undertaking shall not prevent the Government from subsequently exercising that right to the fullest extent. A delay in exercising or the non-exercise of a right under this Deed of Undertaking shall not prevent the Government from exercising that right subsequently. The Government’s rights under this Deed of Undertaking shall be in addition to other rights which the Government may have under the law.
6. If at any time, any provision of this Deed of Undertaking is or becomes invalid, illegal or unenforceable under the law of any jurisdiction, this shall not affect its validity, legality or enforceability under the law of any other jurisdiction nor the validity, legality or enforceability of any other provision of this Deed of Undertaking.
7. This Deed of Undertaking shall be governed by and construed in accordance with the Laws of Hong Kong. I agree that the courts of Hong Kong shall have jurisdiction over any dispute arising from or in connection with this Undertaking but the Government may also bring proceedings in any jurisdiction where I or my assets may be located.
8. I hereby confirm that this Deed of Undertaking as executed by me was either obtained from the GLTMS or downloaded from its website without any modification whatsoever to the original text. This Deed of Undertaking is available in Chinese and English versions. In the event of any inconsistency between the two versions, the English version shall prevail.

I confirm that I have read the contents of this Deed of Undertaking and I am satisfied that I fully understand its contents and effect before executing this Deed of Undertaking. I declare that the information provided in this Deed of Undertaking, including all the related documents submitted, is true, correct and complete.

有關本獎學金申請，本人 _____ (姓名)，香港身份證號碼： _____，住址： _____ 同意和承諾以下各項：

1. 本人須在修畢認可課程後六個月內加入樹藝及園藝業，並向政府發展局轄下的管理組提供相關就業證明。
2. 倘若本人不再是該認可課程的學生，或從該認可課程退學、暫時停學或休學，或基於任何原因而未能完成該認可課程，須立即以書面通知管理組。
3. 倘若申請表上填報的資料有任何變更，或該等資料已不再適用、真實、正確或完整，或有任何重大情況改變會影響本人領取獎學金或申請獎學金的資格，本人須通知發展局。
4. 倘若本人
 - (i) 未能依照上文第1段的規定提供就業證明；或
 - (ii) 如上文第2段所述，不再是該認可課程的學生，或從該認可課程退學、暫時停學或休學，或基於任何原因而未能完成該認可課程；或
 - (iii) 未能符合申請人須知第3段訂明的任何規定；或
 - (iv) 蓄意或存心就本申請提供虛假或誤導的資料，本人須立刻或在政府訂明的時間內，把本人收取的全部款項(包括政府因此而招致的所有相關行政費用)悉數歸還政府。

本人簽立本承諾書，代表本人明白：

5. 每當政府認為適當，均可行使本承諾書賦予的權利。行使或不行使本承諾書某一權利，不會妨礙政府行使本承諾書其他權利。局部行使本承諾書某一權利，不會妨礙政府其後全面行使該權利。延遲或不行使本承諾書某一權利，不會妨礙政府其後行使該權利。除本承諾書賦予的權利外，政府還可根據法例享有其他權利。
6. 如本承諾書的任何條文在任何時間根據任何司法管轄區的法律屬或變成無效、違法或不能強制執行，不會影響本承諾書在其他司法管轄區法律下的效力、合法性和可執行性，亦不會影響本承諾書其他條文的效力、合法性和可執行性。
7. 本承諾書須受香港法律管限，並須按照香港法例解釋。本人同意，香港法院有權審判本承諾書引起或與其有關的爭議，但政府亦可在本人身處或本人資產所在的司法管轄區提起法律程序。
8. 本人特此確認，本承諾書由本人簽立，全文從管理組取得或從管理組網站下載，並無任何修改。本承諾書備有中英文本。中英文本如有歧義，概以英文本為準。

本人確認，本人在簽立本承諾書前已閱悉本承諾書的內容，並確信自己完全明白本承諾書的內容及效力。本人聲明，本承諾書(包括一併呈交的其他相關文件)所載的資料均為真實、正確及完整。

Signature of Applicant 申請人簽署： _____

Name 姓名： _____

Date 日期： _____

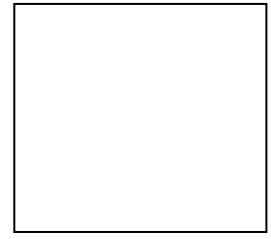
E. FOR PROGRAMME PROVIDER USE ONLY 由培訓機構填寫

This is to certify that 茲證明:

The applicant is an eligible applicant and has satisfactorily completed the **FIRST YEAR (FIRST SEMESTER)** of study. The information provided by the applicant in this application form is true and correct.

申請人為合資格申請人並已圓滿完成第一學年(第一學期)的課程。而申請人在此份申請表上所填報的資料均為真實及正確。

Date 日期: _____



Authorised Stamp Chop of
Programme Provider
認可培訓機構印章

This is to certify that 茲證明:

The applicant is an eligible applicant and has satisfactorily completed the **FIRST YEAR (SECOND SEMESTER)** of study. The information provided by the applicant in this application form is true and correct.

申請人為合資格申請人並已圓滿完成第一學年(第二學期)的課程。而申請人在此份申請表上所填報的資料均為真實及正確。

Date 日期: _____



Authorised Stamp Chop of
Programme Provider
認可培訓機構印章

This is to certify that 茲證明:

The applicant is an eligible applicant and has satisfactorily completed the **SECOND YEAR (FIRST SEMESTER)** of study. The information provided by the applicant in this application form is true and correct.

申請人為合資格申請人並已圓滿完成第二學年(第一學期)的課程。而申請人在此份申請表上所填報的資料均為真實及正確。

Date 日期: _____



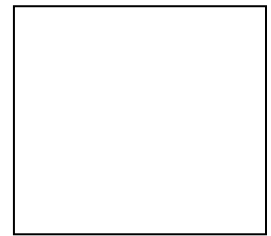
Authorised Stamp Chop of
Programme Provider
認可培訓機構印章

This is to certify that 茲證明:

The applicant is an eligible applicant and has satisfactorily completed the **SECOND YEAR (SECOND SEMESTER)** of study. The information provided by the applicant in this application form is true and correct.

申請人為合資格申請人並已圓滿完成第二學年(第二學期)的課程。而申請人在此份申請表上所填報的資料均為真實及正確。

Date 日期: _____



Authorised Stamp Chop of
Programme Provider
認可培訓機構印章

E. FOR PROGRAMME PROVIDER USE ONLY 由培訓機構填寫 (CONT'D 續上頁)

This is to certify that 茲證明:

The applicant is an eligible applicant and has satisfactorily completed the **THIRD YEAR (FIRST SEMESTER)** of study. The information provided by the applicant in this application form is true and correct.

申請人為合資格申請人並已圓滿完成**第三學年(第一學期)**的課程。而申請人在此份申請表上所填報的資料均為真實及正確。

Date 日期: _____



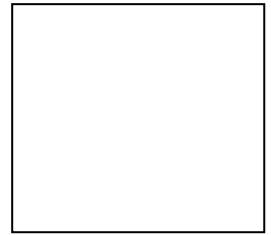
Authorised Stamp Chop of
Programme Provider
認可培訓機構印章

This is to certify that 茲證明:

The applicant is an eligible applicant and has satisfactorily completed the **THIRD YEAR (SECOND SEMESTER)** of study. The information provided by the applicant in this application form is true and correct.

申請人為合資格申請人並已圓滿完成**第三學年(第二學期)**的課程。而申請人在此份申請表上所填報的資料均為真實及正確。

Date 日期: _____



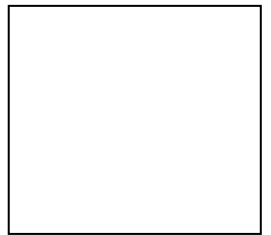
Authorised Stamp Chop of
Programme Provider
認可培訓機構印章

This is to certify that 茲證明:

The applicant is an eligible applicant and has satisfactorily completed the **FINAL YEAR (FIRST SEMESTER)** of study. The information provided by the applicant in this application form is true and correct.

申請人為合資格申請人並已圓滿完成**最後學年(第一學期)**的課程。而申請人在此份申請表上所填報的資料均為真實及正確。

Date 日期: _____



Authorised Stamp Chop of
Programme Provider
認可培訓機構印章

This is to certify that 茲證明:

The applicant is an eligible applicant and has satisfactorily completed the **FINAL YEAR (SECOND SEMESTER)** of study. The information provided by the applicant in this application form is true and correct.

申請人為合資格申請人並已圓滿完成**最後學年(第二學期)**的課程。而申請人在此份申請表上所填報的資料均為真實及正確。

Date 日期: _____



Authorised Stamp Chop of
Programme Provider
認可培訓機構印章

F. FOR OFFICE USE ONLY 由辦事處填寫

The application for the **FIRST YEAR (FIRST SEMESTER)** of study is APPROVED.

第一學年(第一學期)的申請獲得批核。

The approved amount for reimbursement of tuition fee 獲批核發還的學費金額：HK\$港幣_____元

The application is NOT APPROVED because _____

申請不獲批，因為_____

Date 日期：_____

Stamp 印章：

The application for the **FIRST YEAR (SECOND SEMESTER)** of study is APPROVED.

第一學年(第二學期)的申請獲得批核。

The approved amount for reimbursement of tuition fee 獲批核發還的學費金額：HK\$港幣_____元

The application is NOT APPROVED because _____

申請不獲批，因為_____

Date 日期：_____

Stamp 印章：

The application for the **SECOND YEAR (FIRST SEMESTER)** of study is APPROVED.

第二學年(第一學期)的申請獲得批核。

The approved amount for reimbursement of tuition fee 獲批核發還的學費金額：HK\$港幣_____元

The application is NOT APPROVED because _____

申請不獲批，因為_____

Date 日期：_____

Stamp 印章：

The application for the **SECOND YEAR (SECOND SEMESTER)** of study is APPROVED.

第二學年(第二學期)的申請獲得批核。

The approved amount for reimbursement of tuition fee 獲批核發還的學費金額：HK\$港幣_____元

The application is NOT APPROVED because _____

申請不獲批，因為_____

Date 日期：_____

Stamp 印章：

F. FOR OFFICE USE ONLY 由辦事處填寫 (CONT'D 續上頁)

- The application for the **THIRD YEAR (FIRST SEMESTER)** of study is APPROVED.

第三學年(第一學期)的申請獲得批核。

The approved amount for reimbursement of tuition fee 獲批核發還的學費金額：HK\$港幣_____元

- The application is NOT APPROVED because _____

申請不獲批，因為_____

Date 日期：_____

Stamp 印章：

- The application for the **THIRD YEAR (SECOND SEMESTER)** of study is APPROVED.

第三學年(第二學期)的申請獲得批核。

The approved amount for reimbursement of tuition fee 獲批核發還的學費金額：HK\$港幣_____元

- The application is NOT APPROVED because _____

申請不獲批，因為_____

Date 日期：_____

Stamp 印章：

- The application for the **FINAL YEAR (FIRST SEMESTER)** of study is APPROVED.

最後學年(第一學期)的申請獲得批核。

The approved amount for reimbursement of tuition fee 獲批核發還的學費金額：HK\$港幣_____元

- The application is NOT APPROVED because _____

申請不獲批，因為_____

Date 日期：_____

Stamp 印章：

- The application for the **FINAL YEAR (SECOND SEMESTER)** of study is APPROVED.

最後學年(第二學期)的申請獲得批核。

The approved amount for reimbursement of tuition fee 獲批核發還的學費金額：HK\$港幣_____元

- The application is NOT APPROVED because _____

申請不獲批，因為_____

Date 日期：_____

Stamp 印章：