

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

Study Sponsorship Application Form

學習資助申請表

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" (UFSFNA02 (1/2022)) carefully before completing this application form. All definitions set out in the "Notes to Applicants" with respect to the application for tuition fee sponsorship under the Study Sponsorship Scheme ("the Scheme") shall apply to this application.
在填寫本申請表格前，請細閱「申請人須知」(UFSFNA02C (1/2022))。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。
The sponsorship is only applicable to the recognised programmes listed on the Scheme's website.
此資助只適用於列出在計劃網站上的認可課程。
- (4) Applicants are required to submit the following documents directly to the Programme Providers before commencement of the recognised programme 申請者必須於課程開始前直接提交以下文件予課程提供機構：
 - a duly completed and signed Study Sponsorship Application Form 已填妥及簽署的學習資助申請表；and 及
 - a copy of the tuition fee receipt 學費收據副本

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 修讀期 (DD日/MM月/YYYY年): From 由 _____ / _____ / _____ To 至 _____ / _____ / _____

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: _____ Date of Birth 出生日期 (DD日/MM月/YYYY年): _____ / _____ / _____

Hong Kong Identity Card No. 香港身份證號碼:

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 銀行編號 Branch Code 分行編號 Account No. 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: _____

***Only applicable for applicants who aged above 30 只適用於30歲以上的申請人**

Latest employer within one year prior to this application 此申請前最近一年內受僱的機構名稱*: _____

Latest job title within one year prior to this application 此申請前最近一年內受僱的職位名稱*: _____

Duration of the latest employment 最近期工作的受僱年期*: _____

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 study sponsorship under 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 study sponsorship under the Scheme;
- (iii) I do not possess any professional qualifications (for applicant aged above 30) relevant to the categories of the programmes (i.e. arboriculture and tree management or tree work programmes);
- (iv) I have not been granted any subsidy from the Scheme for any recognised programme listed on the Scheme’s website or have not been granted any other form of subsidy, and will not receive any other subsidy or financial assistance from any other existing Government subsidy schemes (e.g. the Continuing Education Fund) or any other financial support (e.g. from employers) for the same programme;
- (v) 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;
- (vi) 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;
- (vii) I have read and understood the contents of the above Personal Information Collection Statement in Section B;
- (viii) 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;
- (ix) 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
- (x) I understand that DEVB will rely on the information provided by me in this application form to determine my eligibility for the study sponsorship and DEVB has the right to review my application and adjust the amount of the study sponsorship 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」)申請學習資助，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習資助相關的規定及條款；
- (iii) 本人並無任何與課程類別(即樹藝及樹木管理或樹藝工作課程)相關的專業資格(適用於 30 歲以上的申請人)；
- (iv) 本人從沒有就計劃網站所載的認可課程獲得計劃提供任何資助或其他形式的資助，亦沒有就同一課程獲得任何其他現有政府資助計劃(例如持續進修基金)所提供的任何其他形式的資助，也不會領取該等計劃所發放的任何其他資助或經濟援助，而且亦沒有獲得或不會領取任何其他經濟支援(例如由僱主所提供)；
- (v) 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；
- (vi) 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；
- (vii) 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；
- (viii) 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；
- (ix) 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
- (x) 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習資助。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學習資助金額。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. FOR PROGRAMME PROVIDER USE ONLY 由培訓機構填寫

This is to certify that 茲證明:

1. The applicant has passed the end-of-programme examination/ has attended no less than 70% attendance of the programme, or attendance requirement as prescribed by the programme (whichever is higher) if no examination is needed. The information provided by the applicant in this application form including the programme commencement and completion dates, the amount of tuition fee paid, etc. is true, correct and complete.

申請人已合格通過有關課程的考試／已出席不少於課程總上課時數的百分之七十或課程所訂明的出席要求(以較高者為準)，如課程毋須考試。而申請人在此份申請表上所填報的資料，包括課程開始及完成日期和學費金額等均為真實、正確及完整。

2. The applicant has not been granted any subsidy for the same programme from the Continuing Education Fund or any other publicly-funded subsidy schemes where the subsidy is disbursed or subsidised through the Programme Provider direct in respect of the stated programme.

申請人並沒有就所申報之課程在持續進修基金，或在任何其他透過培訓機構直接發放或補貼的公帑資助計劃下就同一項課程獲批任何資助。



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

Date 日期: _____

E. FOR OFFICE USE ONLY 由辦事處填寫

- The application is APPROVED. 申請獲得批核。

The approved amount for study sponsorship 獲批核的學習資助金額: HK\$港幣 _____ 元

- The application is NOT APPROVED because _____
申請不獲批，因為 _____

Date 日期: _____

Stamp 印章: _____

