

# Application for Study Sponsorship Scheme

## Notes to Programme Providers

### 1. INTRODUCTION

- 1.1. The Government of the Hong Kong Special Administrative Region (“Government”) has set up the Urban Forestry Support Fund (“Fund”) to uplift the professional standards of arboriculture and horticulture practitioners and to strengthen public education and promotion on proper tree care with a view to improving the quality of our urban forest, protecting public safety and enhancing liveability.
- 1.2. The Development Bureau (“DEVB”) of the Government has launched the Study Sponsorship Scheme (“Scheme”) under the Fund to encourage more people to join the arboriculture and horticulture industry as arborists and tree workers. Persons who are interested to pursue a career in tree management and to uplift the professional standard may enrol in the recognised full-time or part-time training programmes (“recognised programmes”) offered by local vocational, tertiary and training institutions (“Programme Providers”) and apply for (a) study sponsorship or (b) scholarship under the Fund. For study sponsorship, the recognised programmes are classified into four programme categories, namely **(1) arboriculture and tree management programme, (2) tree work programme, (3) training programmes in tree risk assessment and (4) arboriculture vocational assessment - Chainsaw Operation**. For scholarship, an applicant is eligible if attained 20 total grade points or above in his/her best five subjects in the Hong Kong Diploma of Secondary Education (“HKDSE”) Examination or being high-calibre student and nominated by the Programme Provider.
- 1.3. Programme Providers which are interested in having their relevant programmes be listed as recognised programmes shall submit applications to the Greening, Landscape and Tree Management Section (“GLTMS”) of the DEVB (except categories (3) and (4) of study sponsorship).

### 2. ENLISTING AS RECOGNISED PROGRAMMES

*(Only applicable to categories (1) and (2) of study sponsorship and scholarship)*

- 2.1. Programmes fulfilling all the following criteria are eligible for enlisting as recognised programmes:
  - (a) For study sponsorship, qualified programmes are full-time or part-time programmes at Level 2 to Level 5 of the Qualifications Framework (“QF”) related to arboriculture, tree management and tree work (e.g. chainsaw operation and tree climbing), and which have not been covered by other forms of government subsidy to the students. Examples to be excluded are programmes covered by the Study Subsidy Scheme for Designated Professionals/Sectors or the Vplus Engineering, and programmes offered by the Employees Retraining Board.
  - (b) For scholarship, qualified programmes are full-time programmes at Level 5 of the QF related to arboriculture and tree management.
- 2.2. Programme Providers, if interested, shall submit a duly completed Recognised Programme Application Form (UFSFRP (01/2026)) to the GLTMS via e-mail at [ufsf@devb.gov.hk](mailto:ufsf@devb.gov.hk).
- 2.3. The GLTMS may individually approach Programme Providers directly for further information in relation to their applications.
- 2.4. The GLTMS accepts applications throughout the year. Programme Providers shall submit their applications in advance to avoid delayed commencement of programme.
- 2.5. The GLTMS will issue result notifications within one month after receipt of complete set of

application documents submitted by the Programme Providers.

- 2.6. Officially recognised programmes will be listed on the website of the GLTMS.
- 2.7. Unsuccessful applications will be notified in writing.

### **3. ADMINISTRATIVE ARRANGEMENT**

- 3.1. Each Programme Provider shall authorise a responsible staff as representative to oversee all related matters under the Scheme. The responsible staff will also serve as a contact point between the Programme Provider and the GLTMS.
- 3.2. For the eligibility of applicants and application procedures, please refer to the “Notes to Applicants” (UFSFNA (01/2026)).
- 3.3. Programme Providers must exercise due diligence to verify the information in the application forms as well as the supporting documents provided by the applicants.
- 3.4. Programme Providers are required to provide a list of planned recognised programmes upon request by the GLTMS.

#### **Study Sponsorship (Categories (1) and (2))**

- 3.5. Programme Providers are required to prepare and send a consolidated list of applicants to the GLTMS via e-mail by using a prescribed form **within one month** after commencement of each recognised programme. The GLTMS will assign a reference number to each application. Programme Providers shall notify the applicants of the corresponding reference numbers, and inform the GLTMS the date of acknowledgement.
- 3.6. Programme Providers shall submit the documents listed below for each applicant **within two months** of the release of examination results to the GLTMS:-
  - (a) a duly completed and signed Study Sponsorship Application Form - Categories (1) Arboriculture and Tree Management Programmes & (2) Tree Work Programmes (UFSFSP (01/2026)) with an authorised stamp chop of Programme Provider;
  - (b) a copy of the tuition fee receipt; and
  - (c) a copy of the transcript, assessment record or certificate.

#### **Study Sponsorship (Categories (3) and (4))**

- 3.7. Programme Providers shall submit the documents listed below for each applicant **within two months** of the release of assessment results to the GLTMS:-
  - (a) a duly completed and signed Study Sponsorship Application Form - Categories (3) Training Programmes in Tree Risk Assessment & (4) Arboriculture Vocational Assessment - Chainsaw Operation (UFSFPTA (01/2026)) with an authorised stamp chop of Programme Provider;
  - (b) a copy of the tuition or assessment fee receipt; and
  - (c) a copy of the transcript, assessment record or certificate.

#### **Scholarship**

- 3.8. For Scholarship (Certificate), Programme Providers are required to prepare and send a consolidated list of applicants to the GLTMS via e-mail by using a prescribed form **within one month** after commencement of each recognised programme. The GLTMS will assign a reference number to

each application. Programme Providers shall notify the applicants of the corresponding reference numbers and inform the GLTMS the date of acknowledgement.

- 3.9. For Scholarship (Nomination), Programme Providers are required to develop their own selection criteria and mechanisms to the satisfaction of the GLTMS for nomination of high-calibre students attending recognised programme for scholarship before the commencement of each academic year. The GLTMS will notify the Programme Provider the number of quota for scholarship to be allocated for each academic year.
- 3.10. Programme Providers shall submit the documents listed below of each applicant / nominee to the GLTMS **within two months** of the release of examination results for each semester or academic year:-
- (a) for Scholarship (Nomination), a list of nominees following the agreed criteria and mechanism with their relevant information as requested by the GLTMS;
  - (b) a duly completed and signed Scholarship (Certificate) Application Form (UFSFSC (01/2026)) or Scholarship (Nomination) Application Form (UFSFSCN (01/2026)) with an authorised stamp chop of Programme Provider;
  - (c) for Scholarship (Certificate), a copy of the HKDSE Examination result slip confirming that the applicant has attained 20 total grade points or above in his/her best five subjects (only required for application after the first semester);
  - (d) a copy of the tuition fee receipt of that particular semester or academic year;
  - (e) a copy of the transcript or assessment record (in each semester or academic year) and certificate (only required in the final semester / academic year); and
  - (f) a proof of employment in support of joining the arboriculture and horticulture industry (within six months after the certification by the Programme Provider for completion of programme).

#### **4. REIMBURSEMENT ARRANGEMENT FOR INDIVIDUAL APPLICANTS**

- 4.1. ONLY tuition / assessment fee will be covered by the study sponsorship or scholarship. Other fees such as administration fees and examination retake fees are not included.
- 4.2. Applications with incomplete information or missing documents will not be processed.
- 4.3. The GLTMS will process all applications and grant the study sponsorship or scholarship by direct credit to the bank account nominated by the applicant / nominee **within three months** upon complete submissions.
- 4.4. The name of the applicant / nominee 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. Credit card accounts, fixed deposit accounts, foreign currency accounts and loans accounts are not acceptable for reimbursement.
- 4.5. All remittance advice will be sent via e-mail. Unless there is no e-mail address provided, it will be sent by post.
- 4.6. According to individual recognised programmes, the GLTMS will notify the respective Programme Providers of (i) the list of successful applications, (ii) the approved amounts of scholarship or study sponsorship, and/or (iii) the list of unsuccessful applications via the consolidated list.

## **5. IMPORTANT POINTS**

- 5.1. Programme Providers shall prohibit their directors, employees, agents and other personnel who are in any way involved in the Scheme from offering to or soliciting or accepting from any person any advantages (e.g. money, gift, etc.) as defined in the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) (“PBO”) in the conduct of or in relation to the Scheme. It is an offence under the PBO to offer any advantages to an employee of the GLTMS as an inducement to or reward for facilitating or expediting the processing of applications.
- 5.2. The Programme Provider agrees and undertakes -
- (a) to comply with all laws, enactments, ordinances, rules and regulations, including but not limited to the Basic Law, Safeguarding National Security Ordinance and the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region (collectively referred to as the “National Security Law”), in force in Hong Kong for the time being and amended from time to time;
  - (b) to ensure the observance by its employees, agents, sponsors, promoters, contractors, licensees and all other persons engaged of the National Security Law and any other laws of Hong Kong in relation to the safeguarding of national security; and
  - (c) not to engage in any act or activity which is likely to constitute or cause the occurrence of an offence endangering national security under the National Security Law or other laws of Hong Kong, or which would otherwise be contrary to the interests of national security.
- 5.3. In accordance with the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), applicants have the right to request access to and correction of the personal data supplied in their applications.
- 5.4. In any event of any inconsistency between the English and Chinese versions of this “Notes to Programme Providers”, the English version shall prevail.

## **6. GOVERNMENT DISCLAIMERS**

- 6.1. Whilst the information provided by the Government in this “Notes to Programme Providers” and the application form (collectively, the “Application Documents”) has been prepared in good faith, none of them claims to be comprehensive or to have been independently verified. Neither the Government, nor any of its officers, agents or advisors, accepts any liability or responsibility as to, or in relation to, the adequacy, accuracy or completeness of the information contained in the Application Documents or any other written or oral information which is, has been or will be provided or made available to any Applicant; nor do they make any representation, statement or warranty, express or implied, with respect to such information or to the information on which the Application Documents is based. Any liability in respect of any such information or any inaccuracy in the application form or omission from the application form and other Application Documents is expressly disclaimed. Nothing in the application form and other Application Documents nor in any other written or oral information which is, has been or will be provided or made available to any Applicant should be relied on as a representation, statement or warranty as to the intentions, policy or action in future of the Government, its officers or agents.
- 6.2. Neither the application form nor any invitation for submission of applications under the Scheme constitutes an offer.
- 6.3. The submission of an application form by an Applicant shall be taken to be an acceptance of the terms of these disclaimers by the Applicant.

## **7. CONTRACTS (RIGHTS OF THIRD PARTIES) ORDINANCE**

- 7.1. The parties hereby declare that nothing in this “Notes to Programme Providers” or the application form confers or purports to confer on any third party any benefit or any right to enforce any term of this “Notes to Programme Providers” or the application form pursuant to the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong).

## **8. ENQUIRIES**

- 8.1. For enquiries on matters related to the Scheme, please contact the GLTMS at [ufsf@devb.gov.hk](mailto:ufsf@devb.gov.hk) or 2848 2334.
- 8.2. Programme Providers may visit the Scheme’s website at <https://www.greening.gov.hk/ufsf/en/introduction/index.html> for more information.