

Financial Support for Level 3 General Education Capstone

Student subsidies

1. Student subsidies will be provided to support the following:
 - Local service projects: students' out of pocket expenses, such as project materials, local transportation, food and beverage for meetings with service users, cash vouchers and gifts for service users;
 - Service projects outside Hong Kong: students' inter-city transportation, lodging and meals during the implementation of the projects, etc.
2. Reference books, cash vouchers and gifts for HKBU students, or meals only for HKBU students will not be subsidized.
3. The course instructor or supervisor of independent study may request up to HK\$300 for each student to cover expenses directly related to the SL/SLE GE projects conducted locally. This is a direct subsidy with no receipts required.
4. Subsidies for SL/SLE projects outside Hong Kong will be considered on a case-by-case basis. The instructor/supervisor should get the approval from GEO before submitting the requests for reimbursement to FO. The requests will be processed only when original receipts and invoices are submitted.
5. The subsidies will be released under the offering/host department when (i) the number of enrolled students is confirmed after the add-drop period; and (ii) the course is confirmed to be offered after the deadline for cancellation in a semester.
6. The subsidies will only be provided to students who have completed the eligible projects listed in Table 1.
7. The instructor/supervisor should ask eligible students to fill in the Application Form after the projects and then sign the forms for confirmation. The forms should be submitted together with the Request for Reimbursement form to FO directly via their departments for releasing the subsidies to students.
8. The subsidies will be given to the eligible students via bank transfer by FO. Requests have to be sent to FO for special arrangements of payment (e.g. to exchange students).
9. GEO will check with departments the amount of unclaimed subsidies and calculate the actual subsidies needed for the next batch of students.