

Character and Ethics Development Scheme for Students

Student Subsidy

Students' Out-of-Pocket Expense

- i. The Project Leader may request up to HK\$300 for each student to cover expenses directly related to the projects conducted locally. For the projects conducted outside Hong Kong, the course instructor or supervisor may request up to HK\$500 for each student to cover expenses. In principal, the items supported and not supported are:

Supported items	<ul style="list-style-type: none">• Transportation fee, project materials• Food and beverage for meetings on the projects, cash vouchers and souvenirs, etc.
Not supported items	<ul style="list-style-type: none">• Reference books, cash vouchers and gifts for HKBU students, meals only for HKBU students.

- ii. No receipt is required for reimbursement.
- iii. Only students who have completed the course satisfactorily with recommendation from the relevant Course Instructors will receive the student subsidies at the end of the course. The instructor 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.