

Chung Chi College General Education Programme
GECC4130 Senior Seminar

Application for Material Subsidy

- Subsidy may be provided to essential and consumable materials used during the group study or in the in-class presentation.
- Photocopying and printing (except for that done in the College GE Office), binding, stationery, postage, transportation, thank you gifts to interviewees (except for approved College souvenirs) are non-reimbursable items.
- The total amount of subsidy for a group, including the College souvenirs and subsidy on other approved expenses, **shall not exceed HK\$250**.
- Reimbursement applications should be made by completing the form "Application for material subsidy", downloadable from cccge.info/gecc4130, on which the **signature of the course supervisor is needed as a proof of the use of the claimed materials**. Completed forms and official receipts should be submitted to the College GE Office for processing.
- The College GE Office reserves the right of final decision on any reimbursement applications. Students with any questions should enquire with the Office in advance.

Course Code:	GECC4130 _____ (pls fill in class section)	Academic Year: 20 / 20
Name of student representing the group:	SID:	Contact no.:
Name of supervisor:		
Study Topic:		
Details of essential & consumable materials:	1)	\$
	2)	\$
	3)	\$
	4)	\$
Total subsidy amount applied:		\$
Student's Signature:		Date:
Supervisor's Signature:		Date:

- Please send the completed form and official receipts to General Education Office, M floor, Chung Chi College Administration Building.
- Enquiries: Chung Chi College GE Office – 3943 6445 / cccge@cuhk.edu.hk