



The Hong Kong University of Science and Technology
Academic Registry
Joint Centre for Advanced Study (JCAS) - Travel Subsidy Claim Form

Please read carefully the notes overleaf before completing this Form.

I. Student Particulars

Student Name : _____ Student No. :

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(In English)

Program of Study : ☐ MPhil ☐ PhD in _____ Mode of Study : ☐ FT ☐ PT

II. Travel Record for Attending JCAS Course

| Course Code & Title | Venue (HKU/CUHK) | Dates of Attendance (of scheduled classes and exam) | Number of Single Trips Made (N) | Amount of Travel Subsidy (HK\$20 x N) |
|---------------------|------------------|---|---------------------------------|---------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| Total | | | | |

III. Bank Information

Please provide information of your bank account for receiving the travel subsidy if you have not registered one with the University for Postgraduate Studentship (PGS) payment.

Name of Bank : _____

Account Number : _____

Bank Account Name : _____

IV. Declaration

I declare that all the information given above is true and correct. I understand that the University has full discretion as to the actual amount of travel subsidy to be granted from time to time, and revision or cancellation of the policy at any time.

Signature of Student

Date

Personal Information Collection Statement

- i) The personal data provided in this form will be used for checking of records and processing this application only. It is obligatory for you to supply the required data on this form. Your application may be delayed or may not be considered if the data submitted are incomplete.
- ii) The personal data collected may be provided to major departments /schools, or relevant administrative offices for the above-mentioned purposes.
- iii) For access or correction of the personal data after submission of this form, please contact the Academic Registrar (email: progreg@ust.hk; Office address: Academic Registry, Room 1381, Academic Building, HKUST). For the University's Privacy Policy, please refer to <http://www.ust.hk/privacy-policy>.

Joint Centre for Advanced Study (JCAS) – Travel Subsidy

1. With effect from 2005-06 academic year, a travel subsidy is offered to research postgraduate students who participate in courses offered under JCAS and have to travel to the campuses of other universities for scheduled classes and examination. This subsidy is subject to review from time to time.
2. Only research postgraduate students who have completed JCAS courses with normal enrollment status are eligible to apply for travel subsidy. Auditing students are not eligible to apply for the subsidy.
3. The amount of subsidy is HK\$20 for each single trip between HKUST and HKU/CUHK.
4. Travel expenses between campuses for JCAS course activities other than formally scheduled classes and examinations will not be subsidized.
5. Students who participate in JCAS courses that provide free transporting between HKUST and other campuses are not eligible to this travel subsidy.
6. This Form (RR-43) should be submitted to Academic Registry within one month of the last day of class attendance or final examination of the JCAS course.
7. For enquiries, please contact Academic Registry of HKUST:

Tel: 2358 6642

Fax: 2358 2463

Email: coursegrg@ust.hk