

K.B. Chen Inclusive Education Enrichment Subsidies

Application Guidelines

1. Objective

To encourage students with disabilities or special educational needs to take part in learning activities outside Hong Kong by offering subsidies to cover expense incurred by their special needs

2. Eligibility

Current full-time local HKU students on UGC funded undergraduate or postgraduate programmes with a disability or special educational needs¹ (including physical disability, hearing impairment, visual impairment, speech impairment, visceral disability, specific learning disabilities, attention deficit / hyperactivity disorder, autism spectrum disorder, developmental coordination disorder, mental illness and chronic medical illness) are eligible to apply for the subsidies.

Full-time students on self-financed programmes and all part-time students with a disability or SEN will be considered on a case-by-case basis, based on proven financial needs. Supporting documentation should show the *full name* of the applicant.

¹ The definition of “disability” in this Fund follows the Disability Discrimination Ordinance under Hong Kong law. For details, please refer to: <https://www.jupas.edu.hk/en/application-procedures-information/application-information/applicants-with-disabilities/> The definition of ‘SEN students’ follows the JUPAS sub-system for applicants with a disability. For details, please refer to : <https://www.jupas.edu.hk/en/application-procedures-information/application-information/applicants-with-disabilities/>

3. Scope

Learning activities outside Hong Kong that met either one of the below criteria will be considered:

- Learning activities outside Hong Kong administered or endorsed by HKU offices, including but not limited to faculties, departments or units;
- Self-organized learning activities outside Hong Kong that fulfills the study programme requirement of the applicant

4. Amount of Subsidy

Successful applicants will receive a one-off allowance of HK\$4,000 or (\$400 x duration of the activities in the number of days), whichever is lower.

5. Application Procedure

Applicants should submit the following documents to the Counselling and Person Enrichment Section, Centre of Development and Resources for Students (CEDARS) via email at cedars-cope@hku.hk:

- i. The completed [application form](#);
- ii. A copy of the most recent medical or professional report which indicate the current level of disability; and
- iii. Written proof / documents that certify the participation of the applicant in the concerned learning activity (e.g.: Offer letter, confirmation email etc.)

6. **Application Deadline**

The Subsidy is open for application throughout the year.

7. **Assessment of Application**

The application will be assessed and considered by the Steering Committee on a regular basis and the applicant will be notified of the application result by email.

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