

The Chinese University of Hong Kong
Office of Student Affairs
Wellness and Counselling Centre
SEN Service

Sponsorship for SEN-related Staff Training Programme
Application Form

A. Information of Applicant			
Name of Applicant:		Department / Unit:	
Post:		Contact No.:	
Email:			
B. Details of the proposed Staff Training Programme <i>(Please submit a copy of the poster / leaflet if available.)</i>			
Name of the Programme:			
Date and Time:			
Programme Nature: <i>(Please “✓” all that are applicable)</i>	<input type="checkbox"/> Talk / Seminar <input type="checkbox"/> Workshop <input type="checkbox"/> Others, please specify: _____		
Estimated Cost of the Programme:			
Availability of other funding or sponsorship for this Programme: <i>(Please “✓” as appropriate)</i> <input type="checkbox"/> No <input type="checkbox"/> Yes, please specify source and amount of funding: _____ _____			
Amount of funding applied for the Programme:			
C. Endorsement by Department/ Unit Head			
Name: _____		Title: _____	
Signature: _____		Department Stamp:	
Date : _____			

Please submit the completed application form together with a brief proposal two months prior to the programme to:

SEN Service, Office of Student Affairs
3/F, Pommerenke Student Centre,
Wellness and Counselling Centre (OSA),
The Chinese University of Hong Kong

Enquiry:

SEN Service, Office of Student Affairs

Tel.: 3943 5441 Email: sens@cuhk.edu.hk

Address: 3/F Pommerenke Student Centre, Wellness and Counselling Centre (OSA), The Chinese University of Hong Kong

This part to be completed by the Office of Student Affairs

D. Application Result

☐ Application approved, with the approved sponsorship amount of HK\$ _____

☐ Application not approved

Comments, if any: _____

Date: ____ / ____ / ____
(dd / mm / yy)

Signature: _____
Acting Director of Student Affairs

Notes for Reimbursement:

Please submit the following items to SEN Service, Office of Student Affairs **within one month after the training programme** for payment arrangement.

- ☐ Brief report of the programme
- ☐ Attendance record of the programme
- ☐ Proof of payment of the costs involved
- ☐ Interdepartmental transfer form with relevant information of College / Faculty /

Department filled