

To: Secretary, Social Work Training Fund Committee
Room 116, 1/F. Lady Trench Training Centre, 44 Oi Kwan Road, Wan Chai, Hong Kong

Social Work Training Fund
**Application form for reimbursement of partial sponsorship
to attend short-term courses/seminars/conferences**

- Notes : (1) Applicants should read the Guide to Applications for Partial Sponsorship in 2009-10.*
- (2) Please type or print every item clearly.*
- (3) Please complete one form for one course/seminar/conference.*
- (4) Reimbursement should be made before 31 December 2009 via the nominating organisation to the Social Work Training Fund Committee Secretariat.*
- (5) Please ✓ on appropriate items*

Part A (to be completed by Applicant)

Title of Course/Seminar/Conference : _____

Training Institution : _____

Training Venue: _____

The above programme was held in Hong Kong.
 outside Hong Kong.

I apply for the reimbursement of HK\$ _____, being 50% of the course/registration fee of the above course/seminar/conference held on _____ (date/month/year) from the Social Work Training Fund Committee. The following documents are attached:

- (i) Description of the programme (such as leaflet, with necessary information including programme objectives, contents, duration, evaluation etc.).
- (ii) the original receipt of course/seminar/conference fee; and
- (iii) the evidence of successful completion of the course/seminar/conference:
 - a copy of documentary proof on the passing of the relevant examination(s); or
 - if no examination is needed, the attendance proof from the training institute.

The reimbursement in cheque should be payable to: _____ (payee's name)
and sending the cheque to the following address.

Signature : _____

Name in block letters : _____

Position / Rank : _____

Phone No. : _____

Fax No. / E-mail : _____

Date: _____

Office Address : _____

Part B (to be completed by the employing organisation)

I certify that the applicant is the employee of this organisation at the time of attending the training activity mentioned above. I also confirm that the training programme is relevant to the job of the applicant/is essential to professional development of the applicant.

	Signature :	_____
	Name (in block letters) :	_____
	Position / Rank :	_____
	Phone Number :	_____
Date :	Fax No./E-mail Address :	_____
Agency	Organisation:	_____
Chop:	(Name and	_____
_____	Address)	_____

Remarks

1. The sponsored amount will be 50% of the course/seminar/conference fees or \$2,500, whichever is the less. In case that the total sum of applications for SWTF grants exceeds the amount earmarked by the SWTF for the year, the sponsorship for the approved applications will be adjusted proportionally to the budget recognised by the SWTF.
2. The information provided will be used for processing your application for the Social Work Training Fund. The information may be divulged to other departments/bureaux/agencies for the same purpose or where the disclosure is permitted or required by law.
2. The Social Work Training Fund Committee may not be able to process the application if information provided is not sufficient.
3. For correction of or access to personal data contained in this application, please contact the following officer -

Senior Executive Officer (Staff Development and Training)
Social Welfare Department
44 Oi Kwan Road
Wan Chai
Hong Kong

Tel. No. : 2575 4321 Ext 309

[Revised: March 2009]

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