

THE UNIVERSITY OF HONG KONG

Application for Participation in the School Passage Scheme
(for academic year 2007/2008)

Please read the Regulations Governing the School Passage Scheme set out in the Staff Manual and the notes overleaf before completing this form.

SECTION I To be completed by the applicant

Name : *Professor/Dr./Mr./Mrs./Ms. _____ Staff No. : _____

Department : _____ Office Tel. No. : _____

Place of permanent home (only applicable to appointees on overseas terms) : _____

Relevant details of each child for whom application is made are as follows:

	1 st	2 nd	3 rd
Child's name			
Date of Birth			
Date of commencement of the school term for current academic year			
Date of the cessation of the school term for current academic year			
Location of school/college/university (please specify the city and country)			

Please indicate whether you have applied for Overseas Education Allowance (OEA) in respect of each child above by ticking the appropriate boxes:

- I *have applied / will apply for OEA.
- I am not receiving OEA and enclose the following documents in support of my application:
- (i) copy of student identity card or copy of school fees invoice; and
(ii) details of school term dates.

For applicants who are eligible for senior staff passages, please state whether each child listed above has been provided with leave passages during your current tour :

- Yes, my child(ren) _____ has (have) been provided with leave passage;
- No, my child(ren) has (have) not been provided with leave passage.

Declaration:

I declare : (a) that I will abide by the Regulations Governing School Passage Scheme as set out in Staff Manual;
(b) that school passages have not been, and will not be, claimed from my spouse's employer, if any;
(c) that, to the best of my knowledge and belief, the information I provide in making this claim is correct.

Date : _____ Signature : _____

* Please delete as appropriate

Notes about Personal Data

- The personal data provided by means of this form will be used by the Personnel Unit for the purpose of processing your application.
- It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.
- The personal data provided in this form may be disclosed to other University offices authorised to process this application.
- You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.
- Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the University Data Protection Officer, Registry, The University of Hong Kong.

NOTES :

1. The applicant should complete three copies of this application form, and forward them to the Personnel Unit, Human Resource Section, Registry. Once the application is approved, one copy will be returned to the applicant as evidence of approval. The applicant should then liaise with the Director of Finance regarding the passage arrangements.
2. An appointee who is not receiving Overseas Education Allowance is required to attach documentary proof showing that his child is or will be receiving full-time education at a recognised educational establishment overseas. An appointee who fails to submit satisfactory evidence within three months from the date of the grant of approval-in principal will be required to withdraw from the School Passage Scheme and the Director of Finance is authorised to claim back any passages that have already been paid.
3. For appointees on local or common terms, they can claim school passage allowance (SPA) in respect of their children’s education in the United Kingdom only. For appointees on overseas terms, education overseas is confined to education in the country of their place of permanent home.
4. Under the School Passage Scheme, an appointee may claim school passage allowance (SPA) for up to a maximum of four dependent children to undertake education overseas. An appointee who has more than four dependent children for whom he wishes to apply for allowance, he may use available SPA from the four children’s accounts to cover school passages for his other dependent child(ren). Such special requests should be made in writing to the Head of Human Resource Section.
5. It is the appointee’s duty to notify the Head of Human Resource Section in writing, copied to the Director of Finance, of any change in circumstances affecting his eligibility for SPA at the earliest convenience.
6. The appointee shall be required to repay the University, on demand, the cost of any passages provided in excess of his entitlement.
7. The current SPA rates for the U.K. are as follows:

Age of Child	SPA Level	SPA Rate (in HK\$)
19 or above but below 21	3	11,800
12 or above but below 19	2	23,600
Below 12	1	17,700

Please contact the Finance and Enterprises Office for the SPA rates for other countries.

SECTION II To be completed by Human Resource Section

To : (A) Data Processing Clerk (Personnel)
(B) Director of Finance

- This appointee's eligibility to participate in the School Passage Scheme is confirmed.
- Approval-in-principal is now given to the applicant to participate in the School Passage Scheme. He/She is required to provide the appropriate documentation within three months.
- Please note that _____ is eligible for school passage allowance until his/her 21st birthday, i.e. _____.

Date : _____ Signature : _____
for Head of Human Resource Section

* Please delete as appropriate