

警察子女教育信託基金／警察教育及福利信託基金
THE POLICE CHILDREN'S EDUCATION TRUST /
THE POLICE EDUCATION AND WELFARE TRUST
2024/2025

登記編號
Serial Number(由委員會填寫)
(Official Use ONLY)

獎學金／助學金申請表格
APPLICATION FORM FOR
SCHOLARSHIP / BURSARY

一般須知

- 申請人須為每名符合資格的子女填寫獨立的申請表。填妥表格後，請附上所需證明文件的副本，表格須在截止日期前的辦公時間內經郵寄或投遞箱遞交申請：

郵寄地址：

香港灣仔軍器廠街一號
警察總部警政大樓三十八樓
人事服務及職員關係科支援服務課

投遞箱地址：

灣仔軍器廠街1號警察總部警政大樓一樓公共辦事處大堂的警察子女教育信託基金及警察教育及福利信託基金秘書處表格收集箱

- 一般而言，秘書處會在收到申請表當日起計 **30 個工作天**內發出接獲申請通知電郵。如申請人未能在指定時間內收到接獲申請通知電郵，請立刻致電秘書處(2860 3242)查詢。
- 如資料不齊備或不一致，秘書處會要求申請人作出解釋或提供補充資料。
- 秘書處查詢電話：2860 3242 或
電郵：sec-trusts@police.gov.hk

General Information

Applicants have to fill in a separate form for each eligible child. All duly completed application forms for bursaries and scholarships with photocopies of the supporting documents required should be submitted via post or drop box during office hours before the specific deadlines:

By post :

Support Services Group
Personnel Services and Staff Relations Branch,
38th Floor, Arsenal House, Police Headquarters,
No. 1 Arsenal Street, Wan Chai, Hong Kong

Drop Box :

PCET and PE&WT Secretariat Drop Box,
1st Floor, Arsenal House, 1 Arsenal Street,
Police Headquarters

In general, the Secretariat will acknowledge e-mail of the application within **30 working days from the date of receipt of the application**. Those who do not receive the acknowledgement e-mail within the time specified, please contact Secretariat immediately (2860 3242) for enquiries.

If the information provided is incomplete or there are discrepancies in the information provided, applicants will be requested to give explanation(s) or provide supplementary materials.

Enquiry Hotline of the Secretariat 2860 3242 or
e-mail : sec-trusts@police.gov.hk

有關收集個人資料事宜

PERSONAL INFORMATION COLLECTION STATEMENT

- 申請人自願在本表格填報個人資料，申請人倘若不提供足夠資料，警察子女教育基金及警察教育及福利基金可能無法處理申請人向基金提出的獎學金及/或助學金申請。
- 申請人提供的個人資料，基金將用於處理申請人的獎學金及/或助學金申請。如有需要，基金會將申請人的個人資料轉交給香港警務處其他單位或其他香港特別行政區政府部門，用於與獎學金及/或助學金有關的事宜。
- 申請人有權根據個人資料(私隱)條例第18及第22段以及附表一第六原則，要求查閱或更正其個人資料。查閱資料權利包括取得一份申請人在本表格內所提供的個人資料副本。
- 提交申請後，若要索取遞交基金的申請表格副本、查閱或更正個人資料事宜，請與香港警務處人事服務及職員關係科(地址同上)人事服務及職員關係科行政主任(支援服務)1聯絡。

The provision of personal data in the application form is voluntary. If an applicant fails to provide all the information as requested, the Police Children's Education Trust and the Police Education and Welfare Trust may not be able to process the application for scholarship and/or bursary from the Trusts.

All information provided will be used by the Trusts solely for processing your application for scholarship and/or bursary from the Trusts. The personal data provided may be disclosed to other units within the Hong Kong Police Force or other Government Departments of the Hong Kong Special Administrative Region as may be necessary for the purposes mentioned above.

The applicant has a right of access to and correction of the personal data as provided for in Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of the personal data provided by the applicant in the application form.

Enquiries concerning the obtaining of a copy of this application form, making access and correction requests should be addressed to Executive Officer (Support Services) 1, Personnel Services and Staff Relations Branch (address as listed above).

截止申請日期 (以郵戳為準)

Application Deadline (Post Marked Date)

助學金及獎學金

Bursaries and Scholarships

2024年10月28日(星期一)

28 October 2024 (Monday)

逾期或資料不足的申請，恕不受理

Late or incomplete applications will not be considered

乙部 4 Part B4**(只適用於獎學金被提名人，義務工作獎學金被提名人除外)****For Scholarship Nominees only, excluding Nominees of Scholarship For Volunteerism****讀書意向書 Statement of Intent**

所有被提名申請獎學金的子女必須提交一份 200 至 400 字 (中文或英文均可) 的「讀書意向書」，內容包括：

1. 你的讀書計劃及未來事業展望；
2. 獎學金對你能作出的幫助；及
3. 其他任何你認為值得委員會考慮的情況或理由。

請用印刷體書寫「讀書意向書」。

備註： 成功獲取獎學金的被提名人經委員會揀選後，可能獲邀於頒獎禮上分享他們的讀書經驗。

基金秘書處可能會約見申請人及被提名人，屆時申請人須攜同相關文件的正本以便核實。

All scholarship nominees are required to submit a Statement of Intent of 200 – 400 words (either in English or Chinese) stating:

1. Your study and career plans;
2. How do you think the scholarship can contribute to your intent? and
3. Any other circumstances and/or reasons that you think deserve the consideration of the Committee.

The Statement of Intent should be **typed** on a separate sheet.

Note: Successful scholarship nominees may be selected by the Committee to share their study experience on stage at the award presentation ceremony.

The applicants and the nominees may be invited for an interview arranged by the Secretariat. At the interview, applicants should bring along all the original copies of the relevant documents for certification.

乙部 5 Part B5**(只適用於義務工作獎學金被提名人)****For Nominees of Scholarship For Volunteerism only****義工服務感想書 Statement of Volunteer Service**

所有被提名申請義務工作獎學金的子女必須提交一份不多於 500 字 (中文或英文均可) 的「義工服務感想」，內容包括：

1. 你的義工服務如何為香港帶來影響；
2. 是什麼引領你踏上義工服務的旅程；及
3. 其他任何你認為值得委員會考慮的情況或理由。

請用印刷體書寫「讀書意向書」。

備註： 成功獲取義務工作獎學金的被提名人經委員會揀選後，可能獲邀於頒獎禮上分享他們的義工服務經驗。

義務工作獎學金的被提名人必須提交由本地機構發出的證明文件 (例如：推薦信，義工服務獎狀或證書等)。

基金秘書處可能會約見申請人及被提名人，屆時申請人須攜同相關文件的正本以便核實。

All nominees of Scholarship for Volunteerism are required to submit a Statement of Volunteer Service of no more than 500 words (either in English or Chinese) stating:

1. How your services make an impact on Hong Kong?
2. What has led you on your volunteer service journey? and
3. Any other circumstances and/or reasons that you think deserve the consideration of the Committee.

The Statement of Intent should be **typed** on a separate sheet.

Note: Successful nominees of Scholarship for Volunteerism may be selected by the Committee to share their volunteer service experience on stage at the award presentation ceremony.

The nominees of Scholarship for Volunteerism are required to present documentary proof from local organizations such as reference letter(s), volunteer service awards or certificates, etc.

The applicants and the nominees may be invited for an interview arranged by the Secretariat. At the interview, applicants should bring along all the original copies of the relevant documents for certification.

丙部 Part C

申請人應將填妥及已簽署的申請表格連同下列所需文件的副本，於限期前交回秘書處：

Applicants should return the completed and signed application form together with photocopies of the supporting documents to the Secretariat before the respective deadlines:

<input type="checkbox"/> 現職人員：最近期的糧單及載有申請人姓名及賬戶號碼的銀行存摺首頁或月結單(請注意銀行存摺副本或月結單副本所顯示的姓名及銀行戶口號碼必須與申請表甲部所填報的相同)	<input type="checkbox"/> For serving officers : Recent Statement of Salary and the first page of a bank passbook or bank statement bearing the name and bank account number of the applicant (please note that the name and bank account shown on the bank passbook or bank statement shall tally with Part A of the application form).
<input type="checkbox"/> 退休人員： (i) 退休金／撫恤金證或 IR56C 退休金／撫恤金支付表格或退休便箋或榮休書及載有申請人姓名及賬戶號碼的銀行存摺首頁或月結單(請注意銀行存摺副本或月結單副本所顯示的姓名及銀行戶口號碼必須與申請表甲部所填報的相同) (ii) 被提名子女的出生證明書或領養證明書	<input type="checkbox"/> For retired officers : (i) Treasury Pensioner Card or IR56C Return of Pension or Retirement Memo or Valedictory Letter and the first page of a bank passbook or bank statement bearing the name and bank account number of the applicant (please note that the name and bank account shown on the bank passbook or bank statement shall tally with Part A of the application form). (ii) Nominee's Certificate of Birth or Certificate of Adoption of the nominee
<input type="checkbox"/> 被提名子女的香港中學文憑試成績通知書/證書或同等學歷的證書 (再申請者仍須再次提交此文件)	<input type="checkbox"/> Nominee's Result Notice or Certificate of HKDSEE or equivalent (Re-applicant please re-submit this document)
<input type="checkbox"/> 被提名子女的大學學生證副本／已繳交學費的收據／升讀課程的註冊證明文件 (不接受未支付的繳費單／發票作註冊證明文件)／大學入學通知書 <u>升讀大二或以上的學生</u> <u>2023/2024 學年的學業成績 (全年成績)</u>	<input type="checkbox"/> Nominee's copy of student card or tuition fee receipts or other enrollment documents (unsettled demand note / invoice not accepted) or copy of offer letter from University <u>For students promoted to University Year 2 or above:</u> <u>2023/2024 Academic Results (for whole year)</u>
<input type="checkbox"/> 獎學金被提名子女： (i) 近照一張 (ii) 讀書意向書 (乙部 4)	<input type="checkbox"/> For Scholarship Nominees : (i) One recent photo (ii) Statement of Intent (Part B4)
<input type="checkbox"/> 義務工作獎學金被提名子女： (i) 近照一張 (ii) 義工服務感想書 (乙部 5) (iii) 本地機構發出的證明文件(例如：推薦信，義工服務獎狀或證書等)	<input type="checkbox"/> For Nominees of Scholarship For Volunteerism : (i) One recent photo (ii) Statement of Volunteer Service (Part B5) (iii) Documentary proof from local organizations such as reference letter(s), volunteer service awards or certificates, etc

丁部 Part D

聲明 Declaration

A. 本人謹此聲明，本人所提供的上述資料完全真確。日後如有任何更改，本人自當立即以書面通知信託基金管理委員會。本人明白，如提供失實資料，除有可能導致本申請被撤銷外，本人亦會被追究其他紀律上及法律上的責任。

I declare that all information submitted above is true. I undertake to notify the Trusts Management Committee at once by submitting a fresh statement should there be any subsequent change(s) to the information given above. I understand that providing false information will lead to rejection of this application and I will also be held responsible for any disciplinary and legal implications.

(申請人簽名) Signature of Applicant

(日期) Date

B. 本人同意獲頒獎學金的被提名人或其代表**必須**出席於 2025 年 8 月中至下旬舉行的獎學金頒獎典禮。本人明白在未經秘書處事前同意下缺席獎學金頒獎典禮，**秘書處可能會拒絕本人下學年的助學金申請**，而被提名人將不會獲發獎學金得獎證明書。

I understand and agree that the successful scholarship nominee or his/her representative(s) **MUST** attend the Scholarship Presentation Ceremony in the mid to late August 2025. I understand that absence from the Scholarship Presentation Ceremony without Secretariat's prior consent may result in **debarment from the bursary application in the next academic year**, and there will be no Certificate of Award for the Scholarship Awardee.

(申請人簽名) Signature of Applicant

(日期) Date

戊部 Part E

(由委員會填寫) (For Official Use ONLY)

此建議由

建議 Recommended by:

核實 Certified by:

批准 Approved by:

This recommendation is:

簽署 Signature:

EO SUP SEV 1

FWO SUP SEV 1

SFWO SUP SEV

日期 Date: