

**GUIDELINES ON HOW TO CALCULATE AN OVERSEAS SCHOLARSHIP AWARD AMOUNT**

\*The university/institution will be responsible for authenticating the recommended scholarship amount

<b>CATEGORY</b>	<b>TYPE OF EXPENSE</b>	<b>ELIGIBLE?</b>	<b>REMARKS</b>
<b>Tuition</b>	Tuition fees	YES	Must be supported by evidence from the overseas university outlining the duration of the academic year and confirming the number of credits that the student will take during his/her one year or one semester abroad. The information provided will be regarded as final and costs of any additional credits taken during the academic year will not be covered.
	Subscriptions, student association fees, registration fees	YES	The following two conditions must be met: (1) fees are mandatory; (2) fees are non-refundable
<b>Room &amp; board / Accommodation / Meals</b>	Room	YES	The student should opt for shared/ the most basic on-campus accommodation. If on-campus accommodation is not available, the overseas university should recommend an alternate arrangement and provide an estimate of the associated costs. The period covered is the duration of the academic year (or the single semester if applicable). This can include any breaks and holidays that occur during the academic year (or semester if applicable). If the student is required to attend a mandatory orientation prior to the academic year or semester, room costs for that period (as recommended by the overseas university) is also eligible.
	Board	YES	The student should opt for campus residence that provides full catering service. If this is not possible, the overseas university should recommend an alternate arrangement and provide an estimate of meal costs. If more than one meal plans are offered, the student may opt for the most comprehensive plan.
<b>Books &amp; other supplies</b>	Books, supplies and stationery	YES	The overseas university should recommend an amount for the cost of these items.
	Lab/ studio fees; apparatus; uniform	YES	Eligible if recommended by the overseas university and required by the student's degree course.
<b>Living/ personal expenses</b>	Laundry	YES	For coin-operated machines only.
	Police registration fee	YES	Eligible only if mandatory
	Energy charges	YES	Eligible only if the student lives off-campus or if charges are not included in room costs.
	Transportation	YES	For public transportation and travel to and from university during school days. Travelling costs associated with mandatory clinical placement(s) are eligible.
	Telephone charges	NO	
	Internet charges	YES	Includes installation and rental charges only depending on accommodation.
	Social functions and entertainment	NO	
	Sight-seeing and personal travel	NO	
	Deposit fees	NO	

	Insurance (travel, medical, dental, or personal possession)	NO	
	Personal hygiene, toiletries & cleaning materials	NO	
	TV rental and license/ cable costs	NO	
	Clothes	NO	
	Cultural programmes / student events	NO	
	Owning/ renting a vehicle	NO	
<b>Airfare</b>	Economy return airfare	YES	For a <b>minimum</b> economy return airfare. The student should request the least expensive routing. Must be supported by three quotations from different travel agents. Include at least two different carriers and indicate the expected date of departure from Hong Kong. Inclusive of any applicable government and airport taxes and security levy.
<b>Miscellaneous</b>	Other student fees not indicated as compulsory	NO	
	Student visa application fees	YES	

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