

HONG KONG BAPTIST UNIVERSITY
INTERNATIONAL OFFICE

Student Exchange Programme
Form of Undertaking for receiving an Exchange Sponsorship / Scholarship* from HKBU

In consideration of Hong Kong Baptist University (University) granting me an exchange Sponsorship/ Scholarship of HK\$_____ for participating in the Student Exchange Programme (Exchange)

tenable at _____, in
(name of host institution)

_____ for _____,
(location of host institution, e.g. region/country) (study abroad term, e.g. 1st Semester, 2011/12)

I, _____ (_____), _____
(name in block capitals as shown on HKID card) (name in Chinese) (HKBU student number)

of _____,
(residential address in English, P.O. box number / hall address / overseas address is NOT acceptable)

Residential Phone No.: _____ Mobile Phone No.: _____ and HKID Card

No.: _____ do hereby undertake to:
(please attach a photocopy of HKID card)

- (a) Notify the International Office (INTL) in writing immediately and without failure about any changes on the above residential address and contact numbers.
- (b) Refund the full amount of the sponsorship/scholarship and in one lump sum, immediately upon the occurrence of any one of the following events:
 - i. If I fail to complete the Exchange; or
 - ii. If I withdraw from the University.
- (c) If I fail to refund the full sponsorship/scholarship (arising from event (b) above) within the stipulated deadline, the University will reserve the right to impose a reasonable administrative charge and bank interest on the outstanding amount. Further, the University shall withhold the student's academic transcripts until the sponsorship/scholarship is repaid to the University in full.
- (d) Submit (1) "Assumption for Resumption of Studies" and (2) grade report from the host institution to the Undergraduate Studies Section of Academic Registry within three weeks upon return from the Exchange, in order to resume study at the University.
- (e) Declare that the information provided by me in this Undertaking is complete, true and accurate. Any misrepresentation or omission may lead to disqualification from the Sponsorship/Scholarship already awarded by the University.

I confirm that I have read and fully understand the declaration stated above. I agree to the use of my personal data^{Notes} and other supplementary information in connection with the Sponsorship/Scholarship and disclosure of such data by the University to relevant parties for activities relating to the Sponsorship/Scholarship and for the compilation of the relevant statistics to facilitate the review of the Exchange. This Undertaking shall take effect upon my signature below. However, should my application for the Sponsorship/Scholarship be cancelled by the University for whatever reason, this Undertaking shall become void.

Signature of Student: _____ Date: _____

** delete whichever is inappropriate*

Notes:

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made in writing to: International Office, Hong Kong Baptist University, Room 825, Level 8, David C. Lam Building, Shaw Campus, 34 Renfrew Road, Kowloon Tong, Hong Kong.