



## 2012/2013 Bursary Guidelines

The Business and Professional Women's Association of Hong Kong 2012 / 2013 Bursary is offered to young HK resident female students eager to pursue an education in varying universities, colleges and tertiary institutions across Hong Kong, but potentially hindered by significant financial challenges. This year, BPWHK is pleased to offer one bursary in the amount of HK\$30,000 to one of these young women.

Applications should be reviewed and signed by the university contact person prior to email submission in PDF format to [bursary@bpwhk.org](mailto:bursary@bpwhk.org) (Please Note: Applications sent by post will not be accepted). **All applications must be received by the close of business on 1 October 2012** and inclusive of the following:

1. Copy of the student's HKID card
2. Completed and signed application form (*Please note that each application form be signed and dated by the candidate **and** the institute's designated reviewer, to indicate the reviewer's acknowledgement of the applicant's financial situation and a completed application package.*)
3. Proof of family financial situation (in the form of 3 months bank statements for all wage earners in the family)
4. Reference letters (2). This person is someone outside of the candidate's family who can attest to the candidate's character.
5. Any other information which the candidate feels might be relevant to their application.

Below you will find the 2012/2013 timeline for application submission, review, finalist interviews and selection of the Bursary recipient(s). Awards will be presented to the recipient(s) at the BPWHK Annual Dinner on November 14<sup>th</sup>, 2012, at which time the recipient(s) will be given an opportunity to make a presentation to all attendees to the Annual Dinner.

Activity Description	Aug	Sep	October						November			
	19	1-30	1	2-16	17	18	19-31	1	2	3-13	14	
Send out Bursary Application Notification Letters	B											
Applications Received		UR										
Application Receipt Deadline (No Late Entries Accepted)			UR/B									
BPWHK Executive Committee Application Review				B								
BPWHK Finalist Selection					B							
BPWHK Finalist Announcement/Notification						B						
Finalists Prepare Presentations							ST					
BPWHK Executive Committee Finalist Interviews								B/ST				
Bursary Recipient Announcement/Notification									B			
Bursary Recipients Prepare Annual Dinner Presentations										ST		
BPWHK Annual Dinner												B/ST
<b>Legend:</b>												
	UR = University Representatives											
	B = BPWHK Executive Committee											
	ST = Students											



BUSINESS & PROFESSIONAL WOMEN'S ASSOCIATION  
HONG KONG

If you should have any questions, please send them to [bursary@bpwhk.org](mailto:bursary@bpwhk.org) and they will be replied to promptly.

## Bursary Application for the 2012 / 2013 Academic Year

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### UNIVERSITY CONTACT INFORMATION

<b>University Name:</b>	
<b>Contact Name:</b>	
<b>Contact Email:</b>	
<b>Contact Phone Number:</b>	

### CANDIDATE INFORMATION

<b>Full Name (English First / Middle / Last):</b>	
<b>Email Address:</b>	
<b>Contact Phone Number:</b>	
<b>Date of Birth:</b>	
<b>Address:</b>	
<b>Study Program:</b>	
<b>Study Year:</b>	
<b>Do you live on your own?</b>	
<b>Do you currently have a job?</b>	
<b>Do you do any volunteer work?</b>	

### CANDIDATE'S ADDITIONAL INFORMATION

*(In this section, please list any social/cultural activities, awards or honors you have received and any other extra-curricular activities which may be relevant)*

<b>Date</b>	<b>Activity / Service / Organization / Special Knowledge / Skills / etc.</b>	<b>Position Held</b>

### CANDIDATE'S SELF-DESCRIPTION

*(In this section, please tell us something about yourself, remembering to include anything that will differentiate you from other applicants):*

### HOW WOULD OTHER PEOPLE DESCRIBE YOU?

*(In this section, please describe what other people would say about you):*

## Bursary Application for the 2012 / 2013 Academic Year

### **CANDIDATE'S PERSONAL STATEMENT**

*(In this section, in approximately 200-300 words, please describe your current situation and why you believe that the Bursary should be awarded to you)*

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### **CANDIDATE'S FAMILY BACKGROUND**

*(In this section, please describe your current family situation)*

<u>Relationship</u>	<u>Age</u>	<u>Employed (Yes / No)</u>	<u>School Information</u>	<u>Monthly Income</u>

### **CANDIDATE'S FINANCIAL INFORMATION: INCOME**

*(Please provide the details of any permanent, contract, freelance or other sources of income over the past two years. This section must include the financial information of the candidate and other income-earning family members)*

<u>Date (MM/YY)</u>	<u>Income Earner</u>	<u>Business/Organization Name</u>	<u>Nature of Duties</u>	<u>Monthly Income</u>

### **CANDIDATE'S FINANCIAL INFORMATION: EXPENSES**

*(Please provide the details of all education-related monthly expenses, inclusive of any living expenses which you are responsible for)*

<u>EXPENSE DESCRIPTION</u>	<u>AMOUNT</u>



## **Bursary Application for the 2012 / 2013 Academic Year**

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### ***CANDIDATE***

By submitting this application, the CANDIDATE certifies that all of the information contained within this document (and all associated attachments) is factual. The CANDIDATE also understands that, if they are chosen to receive a bursary from BPWHK, they are also agreeing to the following:

- CANDIDATE will become an active "Student" member of BPWHK for the duration of their studies in Hong Kong. During this time, the CANDIDATE will be expected to attend BPWHK events, which will serve as a great networking platform leading up to their graduation.
- Following the completion of their studies in Hong Kong, CANDIDATE will become an active "Young BPW" member of BPWHK for no less than two years following their graduation year, acting as an ambassador for BPWHK and the benefits that the Bursary has afforded them.

**Candidate Signature:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

### ***UNIVERSITY REPRESENTATIVE***

The undersigned has reviewed this application and the attachments and has determined it to be factual.

**Representative Signature:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

Please do not forget to include the following additional documents in your application submission:

1. Proof of family financial situation (in the form of 3 months bank statements for all wage earners in the family)
2. Any other information (certificates, awards, etc.) which the candidate feels might be relevant to their application.

Applications and accompanying information should be scanned and emailed to [bursary@bwpkh.org](mailto:bursary@bwpkh.org) by close of business on October 1<sup>st</sup>. Posted applications will not be accepted.