

**HONG KONG BAPTIST UNIVERSITY  
INTERNATIONAL OFFICE**

**Student Exchange Programme  
Form of Undertaking for Receiving HKBU Exchange Sponsorship/Scholarships/Special Fund**

In consideration of Hong Kong Baptist University ("University") granting me an exchange Sponsorship of

HK\$ \_\_\_\_\_ and a \_\_\_\_\_  
(*"name of Scholarship" or "Special Fund" awarded to you*)

of HK\$ \_\_\_\_\_ for participating in the Student Exchange Programme ("Exchange") tenable at

\_\_\_\_\_, in \_\_\_\_\_,  
(*name of host institution*) (*name of host country / region*)

for \_\_\_\_\_, I, \_\_\_\_\_ (*name in Chinese*),  
(*period of exchange, e.g. 1<sup>st</sup> Semester, 2014/15*) (*full name as shown on HKID card*)

\_\_\_\_\_ of \_\_\_\_\_,  
(*HKBU student number*) (*residential address in English*) (*P.O. box number / hall address / overseas address NOT acceptable*)

Residential Phone No.: \_\_\_\_\_ Mobile Phone No.: \_\_\_\_\_ and HKID Card

No.: \_\_\_\_\_ do hereby undertake to:  
(*please attach a copy 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 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/Special Fund (arising from the 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/Special Fund is repaid to the University in full.
- (d) Submit (1) "Application 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/Special Fund 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<sup>Notes</sup> and other supplementary information in connection with the Sponsorship/Scholarship/Special Fund and disclosure of such data by the University to relevant parties for activities relating to the Sponsorship/Scholarship/Special Fund 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/Special Fund be cancelled by the University for whatever reason, this Undertaking shall become void.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**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 AAB 703, Level 7, Academic and Administration Building, Baptist University Road Campus, Kowloon Tong, Hong Kong.