

**Kowloon True Light School**  
**“Going The Extra Mile” Outbound Trip Scholarship**  
**Application Form**

Personal Particulars		
Name: _____ (English) _____ (中文)	Class: _____	Class no.: (     )
Outbound Trip Information		
Name/Title: _____	Destination: _____	Date: (dd/mm/yy to dd/mm/yy) _____
Teacher in charge: _____	Fee: \$ _____	Nature: _____ (e.g. study tour, competition, seminar)
School performance in the last term		
Form position: ____ / ____	Class position: ____ / ____	Conduct in the last term: _____
Relevant subject position (best) Subject: _____	Form position: ____ / ____	
Extra-curricular Activities and Services		
Preparation for the trip		
<p>An applicant is to prepare a written assignment where they can:</p> <ol style="list-style-type: none"> <li>1. show her understanding of the purpose of the trip;</li> <li>2. describe her areas of interest for personal development / gifted areas which are relevant to the theme and/or the nature of the trip;</li> <li>3. explore how the trip can enhance self or peer learning;</li> <li>4. suggest how post-trip sharing / reflection can be presented.</li> </ol> <p style="text-align: center;"><b>***Please attach your assignment to this form for submission***</b></p>		
Teacher's Recommendation		
<p>I recommend / do not recommend this student for the scholarship because... _____</p> <p>_____</p> <p>_____</p>		
Teacher in charge: _____	Signature: _____	Date: _____

Amount subsidized: \$ \_\_\_\_\_

Endorsed by \_\_\_\_\_ (name) \_\_\_\_\_ (position)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Background:**

This scholarship aims to encourage students to expose themselves to more learning opportunities beyond the school campus and the local setting. The scholarship is awarded to those who can show their understanding and learning about the trip, and contribution to the school as well.

**Procedure:**

1. A form with guidelines will be provided for student’s preparation assignment.
2. Interested students complete the preparation assignment and submit the application form to the teacher in charge.
3. Before each selection round:
  - a. If the participant list of the trip is still pending by the time of the application for the scholarship (application), an applicant, who at this point has not confirmed her place in the trip, should seek a verbal approval from the teacher in charge of the trip before entering the selection round.
  - b. The teacher in charge should inform the selection board as to whether the applicant’s decision of joining the trip is subject to whether or not her application is successful.
  - c. If an applicant states she will opt out if the application is not successful, a waiting list should be prepared for enrolment purpose.
4. The selection board makes the final decision based on the students’ performance in both the preparation assignment and the interview.
5. The Vice Principal (SAC) will issue a reply note in the application form for the teacher in charge and the accountant about the amount of subsidy.
6. Successful applicants only have to make the payment after deducting the sponsorship amount to the head of outbound trip when they apply for the trip.

**Allocation of subsidy:**

The subsidy per student can amount to at most **40%** of the fee but no more than **\$4000**. The actual amount is subject to change according to the need of the trip.

**Guidelines for the pre-trip assignment:**

An applicant is to prepare a written assignment where they can:

1. show her understanding of the purpose of the trip;
2. describe her areas of interest for personal development / gifted areas which are relevant to the theme and/or the nature of the trip;
3. explore how the trip can enhance self or peer learning;
4. suggest how post-trip sharing / reflection can be presented.

**Post-trip assignment:**

An essay of reflection on her learning experience / Post-trip presentation (if applicable)