

**WU YEE SUN COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG**

**STUDENT SERVICE AWARD SCHEME 2022/23
REMUNERATION CLAIM FORM**

1. Completed remuneration claim forms should be sent to Ms Carol Cheng, Wu Yee Sun College **Office on or before the 3rd calendar day of the month following the working month.**
2. Approved funds should be expended in full by 15 June 2023. Any project fund unclaimed by then will be forfeited.

Part I – Project Information (to be filled in by Project Supervisor)

Project Title:		Project Ref No.:	
Project Supervisor:	Prof./ Dr./ Mr./ Ms.	Contact No.:	

Part II – Personal Particulars (to be filled in by Student Helper)

Name:	(English)	(Chinese)	Contact No.
Student ID:		Major:	
		Faculty:	
Non-local Student?	<input type="checkbox"/> Yes <input type="checkbox"/> No Important Note: To comply with the policies of the Hong Kong Immigration Department, non-local students are required to: a) submit a copy of the “No Objection Letter” issued by Hong Kong Immigration Department to the hiring person, and; b) complete the “Log Sheet for Non-local students working in CUHK” (attached), to be endorsed by the hiring person. Please attach BOTH of the aforementioned documents to this form for the College Office to process.		
Name of Bank:	A/C No.:	A/C Holder Name:	

Please “✓” appropriate box

Part III – Service Records

Date (dd/mm/yyyy)	Actual Working Time (excl. meal hours)		Actual Hours Worked	Hourly Rate	Total Amount (HK\$)
	From	To			
				HK\$60	
				HK\$60	
				HK\$60	
				HK\$60	
				HK\$60	
Total:					HK\$

Conditions

1. Student helpers must be currently registered **full-time students of Wu Yee Sun College**, The Chinese University of Hong Kong.
2. Conditions of engagement as Student Helpers with University
 - a) The loading of the engagement should not cause distraction from the primary attention to a full-time student’s study at the University. Thus, the aggregate working hours for a Student Helper should be restricted to less than 18 hours per week (from a Sunday to the following Saturday). Student Helpers who do not comply with this condition may be subject to sanction for the rest of the academic year, during which he/she will not be allowed to take up any Student Helper engagement.
 - b) Non-local registered full-time students with study period of at least one academic year and possessing a “No Objection Letter” (NOL) issued by the Immigration Department on permission of taking up “on-campus” employment may also be engaged as Student Helpers.
 - c) All lunch/dinner hours must be excluded.

Student Declaration

I declare that all my engagement(s) as a Student Helper with the University (including engagement(s) under other department(s) / project(s) during the period stated above) is (are) in compliance with conditions 2(a) to 2(c)above.

Signature of Student Helper: _____

Date: _____

Signature of Project Supervisor: _____

Date: _____

For Office Use:

Company Code							
Cost Ctr /Project /Business Area Code							
Account Code							
Checked /Received by Department /Unit							
Approved by Head							