

Wu Yee Sun College
Self-Motivation Fund for Health and Well-being Activities

Guidelines

1. Purpose

Self-Motivation Fund for Health and Well-being Activities aims to encourage students to participate in various kinds of health and well-being activities in order to strengthen your **physical health** and **mental wellness**.

There are two categories of activities you can apply :

- (i) Activities that can improve your health and overall well-being
- (ii) Qualification Courses for Health and Well-being Instructors that you can enrich your relevant knowledge so to provide support to your peers.

2. Eligible Activities

Category (i) : Activities / courses for enhancing *physical health* and *emotional well-being* would be considered.

	Types	Examples
Physical Health	Activities that improve the function of your body through healthy eating or healthy lifestyles. After joining the activities, you will learn to eat more wisely or establish healthy habits.	Healthy Cooking / Baking Class, Seminar / Course about Nutrition / Chinese Medicine
Emotional Well-being	Activities that allow you to relieve your stress, train your positive thinking skills or regulate your emotion. After joining the activities, you will feel relaxed and more satisfied with your lives.	Mindfulness-Based Cognitive Therapy (MBCT), Mindfulness-Based Stress Reduction (MBSR), Meditation, Mental Health First Aid Course, Art / Music Therapy, Outward Bound, Trial Course on Musical Instruments, Craft Workshop

Notes :

1. Students will be provided with the fund for the trial course on musical instruments / painting only. The fund will **not** support regular musical instrument courses / art courses.
2. Watching performances / dramas / theatres / movies are **excluded**.
3. Individual medical / dietary treatments and consultations are **excluded**.
4. Both face-to-face / online courses are welcome.

Category (ii) : Instructor courses that you will become qualified to provide trainings to your peers would be considered.

	Examples
Qualification Courses for Health and Well-being Instructors	Mindfulness-Based Cognitive Therapy (MBCT) Instructor Course Art / Music Therapy Instructor Course

Notes :

1. The qualification/certificate should be recognized in Hong Kong and applicants have to provide the supporting evidence.
2. A copy of certificate issued by the organization proving that the applicant becoming a qualified instructor is required to submit to the College after completion of the course.
3. Applicants are required to undertake to host/coordinate activities for College students upon request.
4. Applicants need to propose how they will contribute back to the College after completion of the course for Committee's consideration.
5. If applicants fail to host/coordinate College activities, the College reserves the right to call back the subsidy and their new applications will not be considered.

3. Funding Amount

Category	Funding Amount per student per activity	Maximum Funding Amount per student per academic year* (1 Aug- 31 Jul):
(1) Health and Well-being Activities	Up to 60% of application fee & course fee <u>OR</u> Maximum \$1500 (whichever is lower)	Up to a maximum sum of \$3000 including both activities and qualification courses
(2) Qualification Courses for Health and Well-being Instructors	Up to 60% of course fee <u>OR</u> Maximum \$3000 (whichever is lower)	

4. Application

- All WYS undergraduate students (including exchange students) are eligible to apply.
- The fund will be open in the following two phases on a first-come-first-served basis. If the fund is exhausted in each phase, application will be closed and submitted application(s) will not be processed.

Phase I : 1 Aug – 31 Jan

Phase II : 1 Feb – 31 Jul

- For graduating students, the end date of the activity should not be later than their graduation date.
- Application together with activity details must be submitted at <https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13636283> at least 14 working days BEFORE the start date of the activity. Late submission will not be considered.
- Each student must complete the applied activity with submission of receipts and report approved by the Committee before submitting another application. Otherwise, the new application will not be processed. In other words, each student can only submit one application at a time.
- The College reserves the right to decide the amount of approved subsidy. Applicants have to elaborate on their application how the activity can improve their physical health or mental wellness. Applicants must provide all the necessary information including qualifications of instructors, organization background, activity date and course fee. Insufficient information will affect the application result and subsidy amount.
- Each eligible activity will be funded by one of the three Self-Motivation Funds (Health and Well-being / Sports / Green) only.
- The total amount of subsidy to be received by the applicants from all sources should not exceed the total application and course fees.
- The College will notify applicants the application results within two weeks. After the application has been approved, actual reimbursement will be subject to the approved subsidy amount or actual expenses, whichever is lower. Applicants have to bear the responsibility to provide accurate information for their application.
- In case of changing of the event date(s), applicants must seek approval from the College with justification before the start of the activity. Otherwise, the subsidy will not be reimbursed.
- If applicants decide to change to another organization for whatever reason, a new application must be submitted at least 14 working days BEFORE the start of the activity.
- Should you have any enquiries, please free feel to send the activity details to michelleli@cuhk.edu.hk for Committee's consideration.

5. Terms and Reimbursement

- The activities must be organized by **organization(s) other than the College**. Self-initiated activities are not accepted.
- Successful applicants should submit a brief reflection with at least 200 words and 5 photos together with receipts and certificate (if any) within two weeks after completion of the activity. The photos should be taken during the activity. The applicants should be seen in at least one of these photos and showing his/her face. Students who do not submit required documents within the specified time and without justification will be considered automatically withdrawing the application.
- For online courses / workshops, if no photos can be provided, a valid proof of completion of the activity such as a certificate / letter of completion issued by the organization will be required.
- Reflection template can be downloaded at <https://www.wys.cuhk.edu.hk/whole-person-development/sports-health-education/>
- The subsidy will be reimbursed upon completion of the activity, and submission of reflection and original valid receipts with company information (including authorized signature and stamp).
- The successful applicants will be invited to give a sharing of their activities at College event(s) and/or coordinate health and spiritual well-being activities in the College upon request.

The College reserves the final right of approving any applications.

Enquiries : Ms. Queenie Chu at queeniechu@cuhk.edu.hk / 3943 9768

Ms. Michelle Li at michelleli@cuhk.edu.hk / 3943 3933