

PHAB BURSARY FUND

Background

The Fund is formed by merging the Sarah Roe Bursary Fund and the La Salle/St. Paul's Fund.

Purpose

The Fund is intended to assist members with disabilities of the Association in attending short-term and part-time educational/vocational/professional/leadership training courses or interest classes organized by registered organizations, or taking recognized professional examinations with an aim to restore their self-esteem and enhance their job opportunities.

Criteria of Application

Applicants should meet all the following criteria:

1. Hong Kong permanent residents;
2. members with disabilities of the Association with at least one year of membership;
3. enrolled in any part-time educational/vocational/professional/leadership training courses or interest classes of not more than 6 months, which should be organized by registered organizations in Hong Kong; and/or enrolled in any professional examinations organized by a registered and recognized professional body in Hong Kong;
4. in need of financial assistance for attending the afore-said training courses/interest classes or taking professional examinations.¹

Priority

In case of insufficient fund for allocation, priority will be given to active PHAB members with proven involvement and contribution.

¹ Under normal circumstances, the average monthly household income, excluding assets, of the applicant and the household members residing with him/her in the past 12 months immediately before the month of submitting the application does not exceed the Median Monthly Domestic Household income. Income includes employment earnings (salary, double pay/leave pay, work allowance, bonuses/ prize/commission/tip/contract gratuity, income from rendering services, business profits) and other income (contributions from children, financial assistance from relatives/friends, alimony, rental income, and monthly pension/widow's and orphans' payment or pensions) but excludes employee's mandatory contributions to MPF scheme, financial assistance provided by the Government, charitable donations, subsidies from other assistance programmes/funds.

Amount of Allocation

A sum equivalent to the yearly income from the Fund will be used for allocating grants to applicants. The amount for each grantee will depend on his/her financial situation and need, as well as the number of grantees approved by the Association's Finance Committee. Under special circumstances, the Finance Committee is authorized to utilize up to 10% of the principal amount for allocation. Above which, approval from the Board of Directors is required.

Method of Application

1. Invitation for application will be announced in April and October each year.
2. Application forms are available at all service units operated by the Association or can be downloaded from the Association's website.
3. Each application form should be duly completed by the applicant and recommended by a responsible staff of the unit.
4. Applicant will be required to submit information / brochure of the course / examination to be enrolled. For the invitation of application due in the end of May, the course / examination to be enrolled should commence in or after July of that year. For the invitation of application due in the end of November, the course / examination to be enrolled should commence in or after January of the following year.
5. All application forms must reach the Executive Director of the Hong Kong PHAB Association at Unit 1402, The Hong Kong Federation of Youth Groups, 21 Pak Fuk Road, North Point, Hong Kong not later than the last working day in May and November of each calendar year respectively via service unit concerned. All late applications or applications without submitting the required information or supporting documents before the due date will not be considered.

Selection Procedure

All applications will be assessed by the Executive Director and screened by the Finance Committee of the Association. Eligible applicants may be invited to attend an interview in order to judge the nature of their disability and financial needs. The result of the selection is expected to be announced before the end of June and December respectively. The decision of the Committee shall be final. In no circumstances will the Committee be required to explain why any application has not been successful.

Condition of the Payment of Grant

Approved grant will only be released to the applicant upon fulfilling the following conditions:

1. Grant for the payment of course fee:
 - a. The commencement date of the training course/interest class should not be earlier than the deadline of application; and

- b. Original copy of the official receipt on the payment of course fees should be presented; and
 - c. Document, such as attendance certificate or letter from the organizer, certifying that the applicant has achieved a minimum attendance rate of 80% should be presented.
2. Grant for the payment of professional examination fee:
 - a. The examination date should not be earlier than the deadline of application; and
 - b. Original copy of the official receipt on the payment of examination fee should be presented; and
 - c. Document, such as result slip or certificate, evidencing that the applicant has attended the examination should be presented. For grant covering the fee of a professional examination which the applicant had already been approved once, document, such as result slip or certificate, certifying that the applicant has passed the examination should be presented.

If the actual expenditure on the approved course/examination is lower than the budgeted expenditure, the amount to be reimbursed may be adjusted accordingly.

Management

The Fund is managed by the Finance Committee of the Association. The Committee is fully authorized to invest the capital fund, vet and approve applications, allocate grants, revise and amend criteria of applications or other rules and handle all other matters related to the management of the Fund.

Enquiries

For enquiries, please telephone the Association's Headquarters at 2551 4161.