WU YEE SUN COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG

STUDENT SERVICE AWARD SCHEME 2026/27
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 2027. 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:		Year:	
Non-local Student?	❑ Yes ❑ 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$67	
				HK$67	
				HK$67	
				HK$67	
				HK$67	
		Total:			HK$

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 17 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	