

GRATIA CHRISTIAN COLLEGE

Student Development Office

Guidelines for the Sport and Recreational Facilities Subsidy Scheme 2023-24

Objective:

To encourage Gratia students to participate in more sporting activities to improve physical health, build social bonds, and spend spare time in a fruitful and meaningful manner.

Eligible Period:

1 Sep 2023 – 31 August 2024 (both dates inclusive)

Amount of Subsidy:

HK\$80 per claim for each student enrolled in a full-time programme at GCC who took placed in the sporting activity at the facility or venue.

Eligible Sporting Activities:

The facilities or venues eligible for subsidy include but are not limited to those used for badminton, football, basketball, volleyball, table tennis, tennis, squash, and swimming.

Subsidy Details:

- 1) The subsidy scheme will only cover the facilities and venues managed by the Leisure and Cultural Services Department (LCSD).
- 2) The subsidy scheme will cover bookings made in both peak and non-peak hours (including public holidays). Bookings must be made using the full-time student rate (if any).
- 3) The reimbursement applicant must be the same person who booked the facility or venue.

Reimbursement Procedures:

- 1) Fill in the reimbursement form and prepare a proof of the booking as supplementary documentation. Examples of evidence include official receipt(s) and printed copies of the same. Only reimbursement requests for the amount spent on sporting activities undertaken in the immediately preceding month will be accepted. All other late applications for reimbursement will not be processed.
- 2) Submit the reimbursement form with the related documents to the Student Development Office (SDO) via the box in Room 202 and send copies of the proof document to SDO via email: (sdo@gratia.edu.hk) within 14 working days after the completion of activities.
- 3) Reimbursement forms will be collected and processed after the closing dates of each month. Students can collect the amount reimbursed for approved applications.