



USJ COMMUNITY FELLOWSHIPS

As an international university, USJ is committed to providing equal opportunities to all its students, and this is reflected in the scholarship principles and operations.

The USJ Community Fellowships serve the mission and vision of the University to enable all its students to fulfill their potential in learning and achievement. Fellowships are provided to assist and support students who are experiencing financial hardship.

ELIGIBILITY:

Applicants must be regular active USJ students with no overdue balance in the current academic year.

1. RULES AND GUIDELINES IN APPLYING FOR USJ COMMUNITY FELLOWSHIPS:

- 1.1 Applications are set in the Second Semester of each academic year. The official application period is announced by the Office for Student and Alumni Affairs (OSAA) and sent to all students via USJ email. All applications must be submitted before the end of the official application period. Applications that are incomplete after the deadline will not be considered.
- 1.2 Applicants should have an attendance rate above 80% in all modules and meet the requirements stated by the donors.
- 1.3 Students must apply for the student loan/special grant from Education and Youth Affairs Bureau (DSEDJ) and provide evidence.
- 1.4 The monthly family income is calculated by adding all amounts received by parents, on whom the student is directly dependent, and the student's own income. If both parents are not employed, additional documents to justify the financial situation will be required.
- 1.5 The fellowships will be awarded by candidate ranking rate (please refer to the formula below) and are subject to the values and purposes defined by the donors.
- 1.6 The fellowships will be awarded in the form of a deduction from the tuition fee.

Application Procedure:

- 1.7 Students should complete the USJ Community Fellowship Application Form and provide the required supporting documents.
- 1.8 A selected number of qualified applicants will be invited for an interview if necessary.
- 1.9 The USJ Scholarship and Fellowship Committee will decide upon the result of the applicants based on academic merit and financial situation.

2. REQUIRED DOCUMENTS:

- 2.1 USJ Community Fellowships Application Form
- 2.2 Copy of valid ID Cards/Passport of all Family members, including the applicant, his/her parents and siblings
- 2.3 Copy of Student cards if any of the applicant's siblings are students
- 2.4 Income Certificate (收益證明書) of the applicant and his/her parents for the previous year (issued by Financial Services Bureau)
- 2.5 Rental or mortgage contract of the applicant's family (for owned property, provide **Property Registration Certificate**)



2.6 Address proof (e.g. utility bill issued within 3 months)

2.7 Application Letter

3. USJ COMMUNITY FELLOWSHIPS SELECTION CRITERIA:

3.1 Only income and expenses will be evaluated.

3.2 Income includes the family income of the applicant and his/her parents. Expenses include rent or mortgage payments of the family.

3.3 Family means parents, of whom the student is directly dependent, student and non-working siblings.

3.4 A minimum GPA of 14 is required.

3.5 Applicants will be listed according to the result of:

(income - expenses) / number of family members

3.6 If two or more candidates are having the same result, final decisions will be made by the USJ Scholarships and Fellowship Committee according to their cumulative GPA.

3.7 The result will be announced through USJ media by the Office for Student and Alumni Affairs.

4. DUTIES FOR USJ COMMUNITY FELLOWSHIPS RECIPIENTS:

4.1 Students who are granted a Fellowship must attend the USJ Scholarships and Fellowships Award Ceremony unless justified and approved by the Scholarship and Fellowship Committee.

4.2 Students must sign the Fellowship Agreement & Acceptance/Decline Form within 15 days of receiving the official notice from the Office for Student and Alumni Affairs that they have been awarded a USJ Community Fellowship.

4.3 Students are expected to comply with all USJ policies and guidelines (refer to the Student Handbook); students who retake their courses, irregular students, and students with an outstanding balance are not eligible to receive the Fellowships.

4.4 The fellowships are given on the basis of a full academic year. If recipients request to change programmes, suspend or withdraw from studies, the amount of fellowships entitled will be adjusted proportionally.

4.5 Students who make a false declaration on any of the required information or documents are liable to the termination of the fellowships immediately.

Author: USJ Scholarship and Fellowship Committee

Approved by: USJ Scholarship and Fellowship Committee

Approval date: 8 April 2022

Operational commencement date: 8 April 2022

Version number: USJ Community Fellowships information 003