



HANDICAPS WELFARE ASSOCIATION
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EDUCATION SUBSIDY SCHEME

1 General Guidelines for Applicants

- 1.1 The applicant must be a HWA member and without any arrears in membership fee.
- 1.2 The applicant must not be on any other assistance scheme except for overseas academic pursuit which has to be made known at the time of application.
- 1.3 The applicant will only be given one education subsidy once in each calendar year.
- 1.4 The application form is available in HWA office. Completed form together with :
 - ❖ original receipt(s)
 - ❖ documentary proofs for all sources of income, including all forms of claims and compensation, if any, of applicant and his family members staying together
 - ❖ information material of the course appliedmust reach HWA office not later than 4 weeks after the date of commencement of the education course.
- 1.5 Applicant must be already accepted into the programme and has paid the initial deposit or course fee before application.
- 1.6 Failure to abide by the stated guidelines will render application to be rejected.
- 1.7 Acceptance of application does not guarantee approval.
- 1.8 HWA committee reserves the right to reject or disapprove any application without assigning any explanation whatsoever.

2. Subsidised Rates

- 2.1 The rates for education subsidies are as follows:-

	<u>Types of Courses</u>	<u>Percentage of Subsidy</u>	<u>Maximum amount of Subsidy per year</u>
a	Academic/tertiary	70%	\$2,000.00
b	Commercial/vocational	50%	\$1,000.00
c	Personal development	30%	\$300.00

- 2.2 All educational courses shall be classified into the above mentioned 3 main categories. Where an ambiguity arises, the Education Sub-Committee shall be competent authority to decide.

- 2.3 The amount of subsidy to be given to an applicant shall be determined by the rates for the types of educational courses, subject to the maximum amount of subsidy per year.
- 2.4 HWA will not absorb 5% GST
- 2.5 The approved amount of subsidy shall be paid in two intervals. The first 60% of the approved amount shall be paid upon approval of the application, while the balance 40% at the end of course. Certificate or authorised letter stating the completion of course, as well as original receipt(s) for payment of balance course fee(s) must be submitted to HWA office before claiming the balance amount of the approved subsidy.
- 2.6 Applicant could appeal in writing to the Executive Committee of HWA through the WorkLife Development Sub-Committee for a higher maximum amount of subsidy per year.
- 2.7 The Education Subsidy is only applicable to course fees and shall be valid only for a maximum of one academic year. New application must be made for subsidising the subsequent academic year.