

Hong Kong Air Cadet Corps
Assistance Scheme for Student Members 2024-2025

Terms of Reference

1. Purpose

The *Assistance Scheme for Student Members* is funded by the Hong Kong Air Cadet Corps (HKACC) to provide uniform and activities subsidy to Students Members.

2. Eligibility

- (a) Hong Kong residents; and
- (b) Students from Primary 6 to Secondary 6; and
- (c) Cadet Members with financial difficulties who are receiving textbook grant / fee remission provided by the Student Financial Assistance Agency or
- (d) Cadet Members from families receiving the Comprehensive Social Security Assistance (CSSA); or
- (e) Other special circumstances recommended by the unit/unit commanders.

3. Application Procedures

- (a) The form should be completed in black or blue ink or ball pen.
- (b) Completed form with supporting documents should be sent to HKACC Headquarters.

4. Use of Information

- (a) Information provided in the application form will be used for the following purposes:
 - (i) Activities relating to the processing and evaluation of the application; and
 - (ii) Activities relating to recovery of overpayments in future, if any.
- (b) The Application Form will be destroyed two years after the end of the financial years.

5. Vetting of Applications

Vetting of applications is conducted by a Working Group comprising Acting Chief Staff Officer and Administrative Manager. Input of relevant major unit/unit commanders will be invited. Approval of applications to be made by the Commanding Officer based on recommendations by the Working Group. The approval of subsidy will be subjected to HKACC's discretion based on the number of applicants and financial status.

6. Notification of Application Results

HKACC-Headquarters will inform the OC Unit of the application results by email.

7. Subvention Categories

Category	Level of Subvention	Financial Arrangement
a. Provision of subsidies for purchasing uniforms	<p>Full (\$1,476) or half Uniform Grant (\$738) to purchase the following uniform items:</p> <p>Full Uniform Grant</p> <ul style="list-style-type: none"> - No 3B Field Dress - Foul Weather Jacket - Jersey Blue-grey (Woolie Pullie) - Grey T-shirt with HKACC Logo - Black high-leg combat boots - HKACC Baseball Cap - Basic uniform accessories (Armlet, Buckle, Belt Nylon (40 inch, Badge-HKACC, Squadron badge, Cadet Cap Device, Boot elastic and Blue Beret with Beret Flash) <p>Half Uniform Grant</p> <ul style="list-style-type: none"> - No 3B Field Dress - Black high-leg combat boots - HKACC Baseball Cap - Basic uniform accessories (Armlet, Buckle, Belt Nylon (40 inch, Badge-HKACC, Squadron badge and Cadet Cap Device) <p>The application form (<i>Appendix A</i>) with supporting documents (Clause 2b and 2c or 2d) should be sent to HKACC Headquarters.</p>	<p>Successful applicants will receive notification letter and such letter must be produced to designated suppliers when collecting uniform items. The notification letter must not be transferred to others. The suppliers will be reimbursed by HQ.</p>

Category	Level of Subvention	Financial Arrangement
<p>b. Provision of subsidies for camping/outdoor activities</p>	<p>Full (\$1,000) or partial (\$500) subsidies to participate camping and outdoor activities conducted at:</p> <ul style="list-style-type: none"> - Sqn Level; - Wing Level; or - Headquarters Level <p>Recommendation from OC Unit (<i>Appendix B</i>) is required.</p> <p>The application form (<i>Appendix B</i>) with supporting documents (Clause 2b and 2c or 2d) should be sent to HKACC Headquarters.</p>	<p>Disbursements will be made to cadet members based on the recommendations of their Unit Commander.</p>
<p>c. Provision of subsidies for leadership training courses</p>	<p>Full (\$500) or partial (\$250) subsidies to participate leadership training courses conducted at:</p> <ul style="list-style-type: none"> - Sqn Level; - Wing Level; or - Headquarters Level <p>Recommendation from OC Unit (<i>Appendix B</i>) is required.</p> <p>The application form (<i>Appendix B</i>) with supporting documents (Clause 2b and 2c or 2d) should be sent to HKACC Headquarters.</p>	<p>Disbursements will be made to cadet members based on the recommendations of their Unit Commander.</p>