



## Leadership Training Institute Foundation Subsidy Scheme Application Guideline

*This Circular substitutes Administration Circular No. 08/2018 issued on 1 January 2018.*

The Leadership Training Institute Foundation Subsidy Scheme (“The Scheme”) aims at providing financial support to Scout leaders and youth members for encouraging life-long learning and enhancing knowledge and skills.

### Eligibility

1. Active and serving Scout Leaders and Youth Members and as at the date of application; and
2. have been accepted by the organized and / or recognized reimbursable courses / activities / projects by Leadership Training Institute (“LTI”).

### Subsidized Items

1. The Scheme subsidizes the courses / trainings which organized or recognized by LTI. (It includes Scout Leader Trainer Courses and Instructor Training directly related to LTI).
2. Within the requirements of Scout Training Scheme, and under the related scheme arrangement between Scout Association of Hong Kong and Hong Kong Aviation Club.
3. Instructors of SAHK Aviation Training Center who recommended by LTI could apply for fee exemption for the Examination of Hong Kong Private Pilot License.
4. Projects initiated by LTI that aim at improving the ability and quality of Scout Leaders.

### Application Procedures

1. If the course / activity / project is recognized by LTI and organized by other organization(s), applicants are required to submit application form within one month upon receiving the admission notification. The commencement of the application period is calculated from the issue date of the admission notification. Application Form can be downloaded at:

[https://www.scout.org.hk/uploads/en/forms/LTIF\\_Subsidy\\_ApplicationForm\\_E.pdf](https://www.scout.org.hk/uploads/en/forms/LTIF_Subsidy_ApplicationForm_E.pdf)

2. Completed application forms together with copies of (1) Warrants / Sections membership record books as well as (2) the admission notifications issued by LTI should be submitted by post to:

**Scout Association of Hong Kong Leadership Training Institute**  
Room 1008, 10/F, Hong Kong Scout Centennial Building, 23 Yat Sun Street, Wan  
Chai, Hong Kong

Copies of all submitted supporting documents are not returnable.

## **Approval**

The Leadership Training Institute Foundation Management Committee reserves the right of making the final decision of approving the application or not and subsidy amount.

## **Release of Subsidy and Regulations**

Successful applicants who participate in courses / activities / projects not organized by LTI, should settle the course fees prior the commencement of the courses / activities / projects. The subsidies are released in form of reimbursement after the completion of the courses / activities / projects.

Conditions for applying reimbursement are as follows:

1. Only applicants who successfully completed the courses are eligible for applying for reimbursement. “Successful completion of the course” means that the claimant has passed the assessment of course. Documentary proof of successful completion of the course may include certificate of award, letter or transcript from the course provider certifying that the claimant has passed the relevant course assessment; and
2. Applicants should be active and serving Scout Leaders and Youth Members during the period of studying the subsidized courses / activities / projects and participate continuously in the Scout Movement. Applicants may require to provide documentary proof when necessary; and
3. Successful applicants should submit their applications for reimbursement of course fees within 1 year after successful completion of the course.

## **Others**

1. Application is not required if taking course / activity / project organized by LTI solely. The subsidy would have been reflected on the course fee.
2. The decisions of Leadership Training Institute Foundation Management Committee shall be final in case of any dispute occurred.
3. Applicants ought to ensure the provided information is true and correct. Any false report and concealment would lead to disqualification of the Scheme liable to legal proceedings instituted by Scout Association of Hong Kong.
4. Leadership Training Institute Foundation Management Committee reserves the rights to amend any rules and regulation of the Scheme.

## **Enquiry**

1. Leadership Training Institute (Tel: 2835 7738)



Simon HO

Acting Assistant Chief Commissioner  
(Leadership Training Institute)