

	Small Leaf	Medium Leaf	Large Leaf	Chair
English Alphabets	28	32	36	25
Chinese	8	10	12	8

Donation Form

Please check the appropriate boxes

• Donation Items (Hong Kong dollar)

- Designated donation amount:** (\$) _____
- "Development tree & Adopt-a-seat" programme** (One-off donation; for more than one option)
 Development tree - \$500 (Small Leaf) \$1,000 (Medium Leaf) \$3,000 (Large Leaf)
 Adopt-a-seat - \$10,000 (Chair at lecture theatre – Row 1 to 5) \$5,000 (Chair at lecture theatre – Row 6 to 12)
 Words for inscription (please refer to the information on the top): _____

- "Regular Giving" programme** (only applicable to payment through credit card)
 Monthly donation (\$) _____ x _____ month(s) **OR** (\$) _____ (until further notice)
 Remark: If your monthly donation accumulates to HK\$500, you will be entitled to support a **"Monthly Donation Leaf"**.

• Donation Purpose (for only one option)

- Support to Project (please specify): _____
- Student Scholarships Student Bursaries
- Support to The Education University of Hong Kong Foundation (for advancing education and research, campus facilities, and academic programmes)
- Others (please specify): _____

I acknowledge and agree that The Education University of Hong Kong will apply for a matching grant, if applicable, from the Government or its related bodies including the University Grants Committee with the donation(s) made by me.

• Information of Donor / Organisation's Contact Person

The donation is made on behalf of myself / an organisation

Name (Chi): _____ Title: Dr Mr Ms Mrs Prof Others (please specify): _____
 (Eng): _____ (Surname) _____ (First name)

Organisation Name (if applicable): _____

Position (if applicable): _____

Tel no: _____ Fax no: _____ Email: _____

Mailing Address: _____

I wish to remain anonymous in all donor listings.

• Affiliation of Donor / Organisation's Contact Person with EdUHK

- Alumnus / Alumna (Programme: _____ / Year of graduation: _____ /
 College of Education: _____)
- Staff Student (Student no: _____) Parents of student Others (please specify): _____

• Donation Method (for only one option)

- Credit Card : VISA MasterCard
 Cardholder's Name: _____ Card Number: _____
 Expiry Date: _____/_____ (mm/yy) Cardholder's Signature: _____
- Crossed Cheque : Payable to **"The Education University of Hong Kong"**
- ATM Transfer/Bank-in: **Bank of East Asia Account: 015-195-25-0000-20**
- Please write down your name and contact number at the back of the deposit receipt, and send it together with this form to us either by fax ((852)2948-8466) or by mail (**Alumni Affairs & Development Office, The Education University of Hong Kong, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong**). Please keep a copy for your reference.
- Remark: An official receipt will be issued by the Finance Office for a donation amount of HK\$100 or above for tax deduction purpose. If you do not receive the official receipt two months after the submission of this form, please contact Ms Maggie Man of the Alumni Affairs and Development Office at 2948 6049 or email at aado@eduhk.hk.

Personal Data Collection Statement:

The Education University of Hong Kong Alumni Affairs and Development Office (EdUHK AADO) will ensure that the data provided by you are treated and kept strictly confidential, in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance. The data provided by you are solely for EdUHK AADO on communication, alumni affairs and development purposes, and may be shared with the appropriate parties and personnel of or in relation to the University (including its internal departments and constituent units) for administration, communication, fundraising and other related purposes. EdUHK AADO will not disclose your personal information to any external parties unless otherwise stated or with your prior consent or it is required to do so by law. If you want to have access to or change your personal data, please send your full name, contact method, graduation year and graduation field (if appropriate) to EdUHK AADO (Tel: (852) 2948-6049/6069 Email: aado@eduhk.hk Fax: (852) 2948-8466). If you do not wish to receive our information, please show your preference below or contact EdUHK AADO via the above channels directly. You may at any time make an opt-out request to AADO of not receiving all or any specific communication material from EdUHK AADO by sending us a written request.

I do not agree that my personal data to be used by EdUHK AADO for information dissemination or promotional purposes.

Donor's Signature: _____

Date: _____