

TUNG WAH COLLEGE**Student Affairs Office****Community Service Programme (CSP) Record Form**

Student Name:

Student No.:

Study Programme:

Contact

Number:

Senior Year Entry: YES / NO* (**Please delete the inappropriate item.*)**Remarks:**

- All TWC students are required to complete 30 community service hours, in which there is a maximum limit of 10 hours for college-based service hours*.
- College-based service primarily focuses on college operations, serving TWC students and staff.
- Community-based service focuses on the broader community outside of the college campus.

Name of Service	Service Agency	Date (DD/MM/YY)	Time In & out	No. of service hours	Service Details (Role and service contents)
Types of Service:	College-based / Community-based (<i>*Please circle the appropriate type</i>)				
Work Supervisor's Comments					
Student's Self-evaluation (including reflection on own learning and plan for improvement, etc.)					
Signature of Work Supervisor & Chop of Service Agency					

Signature of Student: _____

Received by SAO on: _____

* A maximum limit of 10 hours for college-based service hours only applies to students enrolling from the academic year 2024/25 onwards, including students undertaking program transition.

SAO reserves the right to make the final decision.