



AISL HARROW TALENT AWARDS

SCHEME GUIDE AY2025-26

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1. Introduction

- 1.1. The AISL Harrow Talent Awards is a new Scheme hosted by AISL Harrow International School Hong Kong (AISL Harrow Hong Kong), in collaboration with AISL Foundation, launching in AY2025-26. This Scheme reflects the enduring belief that every pupil should be given the opportunity to flourish in the areas where their talents and passions lie. The Awards celebrate and advance exceptional talents from Years 8 to 12 (equivalent to Grades 7 to 11).
- 1.2. While the majority of the awards will be considered for pupils of AISL Harrow Hong Kong, the invitation to apply for awards will be extended to talented pupils at other AISL Harrow Schools in mainland China and across Asia. The Awards will support pupils in pursuing excellence in their chosen category of talent through self-initiated development plans, targeting national, international and regional competitions and performances.
- 1.3. Heads of Schools will nominate talented pupils. Upon the nomination, the pupils will be required to submit a Talent Development Proposal outlining their targeted accomplishments and aspirations. The nomination together with the Talent Development Proposal will be reviewed by a dedicated panel who will consider each candidate's achievements, potential for further development, and the impact of additional support.
- 1.4. The Talent Collective Gala Dinner will be hosted on Sunday 14 June 2026 to recognise our Scholars and Talent Awardees. The recipients of the awards will form a Talent Circle to collaborate, excel and achieve collectively.

2. Purpose

- 2.1. The Scheme aims to support and nurture pupils with exceptional talents in four Categories of Talent: Creative Arts & Design, Music, Sports, and Digital Technology, by providing them opportunities to perform and compete at an elite level at national and international contests.



- 2.2. The Scheme also aims to strengthen our commitment to cultivating a Talent Circle by fostering collaboration and shared learning among the Talent Awardees across AISL Harrow Schools.

2.3. **AISL Harrow Talent Awards Committee & Selection Panels**

The Scheme is governed by the AISL Harrow Talent Awards Committee, and the Selection Process is led by the AISL Harrow Talent Awards Selection Panels.

[Appendix 2.3(1). Scope of Service of Selection Panel Member.]

[Appendix 2.3(2). Code of Practice for Selection Panel]

A) AISL Harrow Talent Awards Committee

Chairman: Mr. Bryan Gaw, Governor of AISL Harrow Hong Kong Board of Governors

2. Ms. Louisa Ho, Chief Financial Officer of Asia International School Limited (AISL)
3. Mr. Charlie Ellison, Group Director of Education of AISL
4. Ms. Rosie McColl, Head of AISL Harrow Hong Kong
5. Ms. Valerie Chiu, Board Director of AISL Foundation

Secretary: Ms. Vinelle Leung, Head of AISL Foundation

B) AISL Harrow Talent Awards Selection Panels

	Creative Arts & Design	Music	Sports	Digital Technology
1	Chairman: Mr. Charlie Ellison Group Director of Education of AISL			
2	Ms. Valerie Chiu, Board Director of AISL Foundation	Mr. Warren Lee, Principal Music Director of AISL	Ms. Valerie Chiu, Board Director of AISL Foundation	Mr. Stuart Blackmore, Group Associate Director of Digital Education of AISL
3	An AISL Harrow HK school representative	An AISL Harrow HK school representative	An AISL Harrow HK school representative	An AISL Harrow HK school representative
4	A Harrow UK school representative	A Harrow UK school representative	A Harrow UK school representative	A Harrow UK school representative
5	An external expert	An external expert	An external expert	An external expert

Secretary: Ms. Vinelle Leung, Head of AISL Foundation



3. Policy and Structure

- 3.1. AISL Harrow Hong Kong and the AISL Foundation reserve the right, at their sole discretion, to administer and amend the Scheme as deemed necessary.
- 3.2. It is expected that up to 20-25 awards will be made to AISL Harrow School pupils. Each award is valued at up to HK\$200,000. The total annual cap of the Scheme is HK\$5 million encompassing awards, international tours, competitions, and activities that support the Talent Circle.

3.3. Key Timeline

Process	Period
Heads' Nominations	Mid-October 2025 to Sunday 30th November 2025
Submissions by Nominated Pupils	After nomination and before 31st December 2025
Selection Panel Review	January 2026 to February 2026
AISL Harrow Talent Awards Committee endorsement	March 2026
Awards Results and Notification	March 2026
Talent Collective Gala Dinner 2026	Sunday, 14 June 2026

3.4. Eligibility

3.4.1. Enrolment Status

To be eligible for the AISL Harrow Talent Awards, pupils must be within Years 8 to 12 (equivalent to Grades 7 to 11) and currently enrolled at AISL Harrow Hong Kong or within other invited AISL Harrow Schools in Chinese Mainland, Bangkok, or Japan.

3.5. Categories of Talent

Nominated pupils must exhibit exceptional talent or potential in one of the following four (4) Categories of Talent. Pupils can only be nominated for one (1) category:

- a) Creative Arts & Design
- b) Music



- c) Sports
- d) Digital Technology

3.6. Obligations of Awardees

3.6.1. A nominated pupil must fully understand and commit to fulfilling the obligations of awardees prior to his/her submission for the Award.

3.6.2. AISL Harrow Talent Awardees undertake to:

- a) **Continued enrolment:** Upon acceptance of the AISL Harrow Talent Awards, the awardee shall remain enrolled at an AISL Harrow School throughout the academic year(s) covered by the Award.

Awardees must notify the AISL Foundation Office promptly of any changes in circumstances that may affect eligibility, such as relocation or cessation of talent-related activities.

- b) **Maintain excellence:** Consistently demonstrate high performance and dedication in their awarded area (Creative Arts and Design, Music, Sports, or Digital Technology) through regular practice, participation in school events, or competitions.

Awardees should send in a written request to the AISL Foundation Office if there are any significant adjustments to the submitted self-initiated Talent Development Proposal and the fund utilisation.

- c) **Contribute to the community:** Actively lead and participate in activities related to their talent, such as mentoring younger pupils, organising sharing sessions and workshops, or performing in school productions, to foster a culture of creativity and skill-sharing.
- d) **Uphold academic standards:** Maintain a satisfactory academic performance level to ensure the award supports well-rounded development and does not detract from core education.
- e) **Represent the School positively:** Serve as an ambassador for the Awards by exhibiting good behaviour, sportsmanship, and professionalism in events, competitions, and exhibitions.



- f) **Submit a Progress Report:** Awardees are required to submit a progress report every twelve (12) months throughout the duration of the talent award, in accordance with the guidelines outlined in the document 'Requirements of AISL Harrow Talent Awards Progress Report'. All required documents must be submitted through the designated Award portal. The report serves to:

- Demonstrate how awardees have utilised the award funds.
- Reflect on awardees' development and experience in the chosen category of talent and their contribution to the AISL Harrow International School Hong Kong community, as well as the wider community.

Provide accountability to AISL Harrow Hong Kong (or the connected AISL Harrow Schools) via the AISL Foundation, ensuring the Awards' objectives are met.

3.7. Nomination Process

- 3.7.1. The AISL Harrow Talent Awards Nomination Process is led by each AISL Harrow School.
- 3.7.2. Direct nomination by Head of School is mandatory.
- 3.7.3. The majority of the awards will be considered for pupils of AISL Harrow Hong Kong. Nominations from invited AISL Harrow Schools must demonstrate a commitment to contributing to the Talent Circle if selected.
- 3.7.4. AISL Harrow Hong Kong can nominate a maximum of three (3) pupils for each Category of Talent; the invited AISL Harrow Schools can nominate a maximum of two (2) pupils for each Category of Talent.
- 3.7.5. A standard template of Head of School Nomination Letter is prepared for Schools.

[Appendix 3.7(1).
Standard Template of
Head of School
Nomination Letter (EN
only)]

3.8. Submission by Nominated Pupils

Nominated pupils shall submit the following information for the Selection Process.

- a) **Required personal information**
- b) **Top five (5) proven achievements**

[Appendix 3.8(1).
Submission Form for
Nominated Pupils]

[Appendix 3.8(2). Code of
Practice for Nominated
Pupils]

[Appendix 3.8(3). Items



Supporting documents (e.g., award certificates, performance records from competitions, performances, or events at inter-school, regional, national, or international levels). These may be audited to verify prior achievements and to substantiate the nomination.

c) **Talent Development Proposal**

The proposal shall be submitted in PDF format, font size at minimum 11pt, on A4-sized pages, and shall not exceed five (5) pages in length. The proposal shall include:

- **Time period** – The proposal period must be a maximum of 24 months upon the award results announcement and fall within years of study at an AISL Harrow School. All relevant activities and expenditures included in the Proposal must be incurred within the period.
- Clearly specify the **context, objectives, and planned outputs**, such as participation in targeted international or regional competitions, performances, or projects.
- A clear **financial plan** for utilising funds – It is essential that all costs are clearly itemised and justified in terms of the Proposal. The plan should briefly explain how the proposal offers good value for money. This includes showing that the costs are proportionate to the expected benefits and that resources will be used efficiently. All items should be quoted in Hong Kong dollars (HKD).
- **Anticipated outcomes and contributions to the AISL Harrow Hong Kong and the wider community.**

d) **Declaration**

The following are mandatory and must be addressed by all nominated pupils.

- Personal Information Collection Statement.
- Privacy Policy.
- Authenticity.
- Consent from parents / guardians.

Submissions that are incomplete, submitted late, or missing required documentation will not be considered. The AISL



Foundation Office reserves the right to accept or decline any nominations.

3.9. Selection Panel Review

- 3.9.1. The selection panel will conduct its review in January and February 2026, and no interviews will be held prior to this process. All nominated pupils will be informed of the outcome of their submissions, including whether they will proceed to an interview.
- 3.9.2. Shortlisted nominated pupils will be invited to attend an online interview of up to 30 minutes by the AISL Harrow Talent Awards Selection Panel in February 2026. Details will be sent to shortlisted nominated pupils by emails.
- 3.9.3. Upon selection by the AISL Harrow Talent Awards Selection Panel, successful pupils will be notified by the AISL Foundation Office in March 2026.

3.10. Selection Criteria

- 3.10.1. The AISL Harrow Talent Awards Selection Panel will evaluate nominated pupils' submissions based on the following criteria:

a) Proven Achievements and/or potential (60%)

- Evidence demonstrating top five (5) exceptional achievements or potential in the chosen category (Creative Arts & Design, Music, Sports, or Digital Technologies). Submissions should clearly showcase accomplishments or provide compelling evidence of outstanding potential through relevant documentation, portfolios, or other supporting materials.

b) Quality and Feasibility of Talent Development Proposal (30%)

- A maximum period of 24 months upon the award results announcement, falling within the years of study at an AISL Harrow School.
- The proposal will be evaluated for clarity, feasibility, and alignment with the Scheme's aim of nurturing talents, based on the following:

b1) Passion for the chosen Category of Talent



- Potential of contribution to the development of the chosen Category of Talent at his/her AISL Harrow School and/or at the wider community.
- Aspiration and potential of project incubation.

b2) Personal Qualities and Performance Potential

- Personal attributes
- Clear and visionary goals
- Leadership quality
- Communication skills
- Creativity and innovativeness
- Potential value-added

c) Contribution to AISL Harrow Hong Kong and the wider community (10%):

- Nominated pupils must articulate how they will contribute to the AISL Harrow Hong Kong community (e.g., thought-leadership, peer mentoring, or showcasing talents in school events).
- Nominated pupils' commitment to serve the wider community will also be considered.

3.10.2. Comparative judgements about value for money may be considered at the final stage of assessment.

3.10.3. A Code of Practice acts as guidance to members of the Selection Panel in discharging the responsibilities placed on them in assessing proposals, and sets out the proper conduct expected of them.

3.10.4. The AISL Harrow Talent Awards Selection Panel, with administrative support from the AISL Foundation Office, will recommend of a list of up to 20-25 recommended nominated pupils, ranked, to the AISL Harrow Talent Awards Committee.



3.11. Award Results and Recognition

- 3.11.1. The AISL Harrow Talent Awards results will be informed by the AISL Foundation Office via email.
- 3.11.2. Final selected pupils, who accept and confirm the Award, will be designated as 'AISL Harrow Talent Awardees'.
- 3.11.3. Talent Awardees will be recognised in a Hall of Fame within each AISL Harrow School.
- 3.11.4. The Talent Collective Gala Dinner will be hosted on Sunday 14 June 2026 to recognise our Scholars and Talent Awardees. The recipients of the awards will form a Talent Circle to collaborate, excel and achieve collectively.
- 3.11.5. Feedback is not provided on the nomination and the submissions for the AISL Harrow Talent Awards.

4. Terms and conditions for acceptance of the Award

[Appendix 4(1). Terms and conditions for acceptance of the Award.]

- 4.1. The acceptance of Awards is conditional upon adherence to all obligations, as well as educational activities and community service required by AISL Harrow Hong Kong and AISL Foundation.
- 4.2. The Awardee accepts that the Award may be terminated at any time if and when his/her performance is considered unsatisfactory; or when he/she for any reason withdraws from his/her current education programme; or if he/she has engaged or is engaging in acts or acting that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security.

4.3. Financial Arrangements with Awardees

- 4.3.1. The financial year of AISL Foundation is from 1st August to 31st July next year.
- 4.3.2. The Award will be granted based on the realistic budget projection provided by each Awardee, to be checked by the AISL Foundation Office.



- 4.3.3. Financial support under these Awards shall be provided solely by way of reimbursement for expenses as agreed in the submitted Talent Development Proposal.
- 4.3.4. The total reimbursement available to each Awardee shall not exceed the amount specified in the individual Award letter (the "Award amount").
- 4.3.5. All expenses are incurred within the Award period, typically commencing on the date of Award announcement and concluding up to 24 months, unless otherwise specified.

4.4. Reimbursement Process

- 4.4.1. Claims must be made every three (3) months, via the designated online portal.
- 4.4.2. Claims must be in alignment with the submitted Talent Development Proposal.
- 4.4.3. Original receipts or invoices, clearly dated and itemised, shall be posted to the AISL Foundation Office at 35/F., Office Tower, Convention Plaza, 1 Harbour Road, Wan Chai, Hong Kong.
- 4.4.4. Each claim must be vetted and include a brief explanation of how the expense aligns with the Award's objectives.
- 4.4.5. The AISL Foundation Office shall review claims within 30 days of receipt and AISL Harrow Hong Kong shall reimburse approved amounts within a further 30 days, subject to verification.
- 4.4.6. Any disputed claims shall be resolved through discussion, with the AISL Harrow Talent Awards Committee's decision being final.
- 4.4.7. Awardees are reminded to retain copies of all documentation. Missing invoices will not be reimbursed.

4.5. Termination and Repayment

The Talent Awards Committee reserves the right to withhold reimbursement or revoke the Award if an Awardee ceases to meet eligibility criteria and/or:

- a) The Awardee failed to fulfil and/or complete his/her Personal Development Proposal.



- b) The Awardee breaches any agreed terms and conditions.
- c) Funds are misused or claims are found to be fraudulent.
- d) Submitted materials are deemed falsified, inauthentic, or raise concerns regarding intellectual property.
- e) External circumstances render continuation untenable.
- f) Any other circumstances deemed relevant by the AISL Harrow Talent Awards Committee.

In such cases, Awardees will be required to repay any reimbursements received.

5. Handling of Information and Personal Data

- 5.1. The information and personal data provided to AISL Harrow Hong Kong and/or AISL Foundation for the AISL Harrow Talent Awards will be used and/or disclosed by the AISL Foundation Office to relevant parties to process the nomination as well as for related purposes, such as conducting selection interviews, monitoring of progress, etc.

6. Enquiries

- 6.1. For enquiries, please contact:

AISL Foundation Office
Email: info@aislfoundation.org
Address:
AISL Foundation
35/F., Office Tower, Convention Plaza
1 Harbour Road
Wan Chai, Hong Kong, China

(October 2025)



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Annexes

[Appendix 2.3(1). Scope of Service of Selection Panel Member]
[Appendix 2.3(2). Code of Practice for Selection Panel]
[Appendix 3.7(1). Standard Template of Head of School Nomination Letter]
[Appendix 3.8(1). Submission Form for Nominated Pupils]
[Appendix 3.8(2). Code of Practice for Nominated Pupils]
[Appendix 3.8(3). Items Eligible for Funding]
[Appendix 4(1). Terms and conditions for acceptance of the Award]

Notes

1. Document in development: Requirements of AISL Harrow Talent Awards Progress Report.
2. Internal documents are not listed above.

(October 2025)



AISL HARROW TALENT AWARDS AY2025-26

Appendix 2.3(1). Scope of Service of Selection Panel Member

Panel members are entrusted with the duty of evaluating nominations and selecting award recipients. This service includes:

1. **Review of Nominations:** Examine submitted information from the nominated pupil of your Category of Talent, including supporting documentation, portfolios, and references, to assess merit against established criteria. The maximum number of entries for each Category of Talent is 30. Each Selection Panel member is expected to review 5-10 entries.

Timeframe: January 2026

2. **Interview with Nominated Pupils:** Conducting interviews with nominated pupils virtually to gain deeper insight into their achievements and aspirations. Interviews are administered by the AISL Foundation Office and recorded for safeguarding purpose. Each interview will be limited to up to 30 minutes.

Timeframe: February 2026

3. **Adherence to Selection Criteria:** Applying the predefined selection criteria with fairness, avoiding any personal bias or external influence.
4. **Recommendations:** Contributing ideas and feedback to the selection process, rationale for decisions, and any recommendations for future awards cycles.

The AISL Foundation Office shall offer administrative support, including access to secure platforms for document sharing and communication, to facilitate the Panel's work.

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Appendix 2.3(2). Code of Practice for Selection Panel

This document describes the standards of transparency by which the AISL Foundation embodies the principles of equity, integrity, and confidentiality for all who are involved in the assessment of submissions. The Code is intended to act as guidance to Members of Selection Panels in discharging the responsibilities placed on them in assessing submissions, and sets out the proper conduct expected of them.

All members of the selection panel serve on a pro bono basis.

Key Responsibilities

1. **Review Nominations Thoroughly:** Carefully review 5-10 entries of your category, and evaluate each candidate's application against the established criteria. Examine evidence of talent, supporting documentation, and the Talent Development Proposal (maximum of 5 pages) submitted by each nominated student, ensuring a fair and comprehensive review with impartiality.
2. **Apply Selection Criteria Consistently:** Maintain a clear understanding of the award's objectives and criteria. Ensure decisions are free from bias or favouritism to preserve the integrity of the process.

Code of Practice

1. **Confidentiality:** Those who undertake the assessment of submissions are required to give an undertaking that all information acquired in the discharge of their duties be kept confidential and not be transmitted to any persons other than in accordance with the prescribed procedures for the selection process. All reasonable steps must be taken to ensure that such information is kept in a secure place and, in due course, disposed of in a secure fashion (or returned to the Foundation). Information provided to Members of Selection Panel in a submission for the Award may only be used for the purposes of evaluating the submission in accordance with the Foundation's guidelines.
2. **Conflict of Interest:** Those who undertake the responsibility of assessing submissions for awards, either in writing or through membership of awards committees, are required to declare actual or potential conflicts of interest and observe the following guidelines:
 - 2.1 **Personal connections:** Where a submission involves a family member, members of a Selection Panel are required to declare any conflict of interest to the AISL Foundation Office, so that the members of such a Selection Panel shall abstain from participating in the evaluation of that particular submission.
 - 2.2 If members of a Selection Panel are unsure whether their ability to assess a submission is compromised in any way, they should inform the AISL Foundation



Office of the relevant circumstances so that guidance can be sought on individual cases. A log of such incidents shall be retained for the regular scrutiny of the AISL Harrow Talent Awards Committee.

3. **Fair Evaluation:** Members of the Selection Panels are normally drawn from subject-specific experts within the Foundation's network, and it is expected that they will be able to evaluate the submissions sent to them. In exceptional circumstances, members of Selection Panels may request that papers be sent confidentially outside the network, to ensure that submissions on the margins of the Foundation's remit are properly and scrupulously evaluated. In all cases, members of Selection Panel must submit the request for additional assessment through the AISL Foundation Office to ensure that the chosen advisers receive the necessary instructions about assessment criteria particular to the relevant scheme, and a copy of this Code of Practice. Any supplementary advisers are required to abide by its provisions.

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Appendix 3.7(1). Standard Template For Head of School Nomination Letter (English Only)

[Draft for Heads' reference only]



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AISL Harrow Talent Awards AY2025-26 Head of School's Nomination

Dear Parents of [first name of child],

I am delighted to nominate [Pupil's Full Name, Year Group/Grade (and House)] for the AISL Harrow Talent Awards AY2025-26 in the following Category of Talent: [(Choose one): Creative Arts and Design/ Music/ Sports/ Digital Technology].

[Reasons to nominate the pupil]

[Optional] [Name(s) and professional title(s) of other AISL Harrow teaching staff member(s) supporting this nomination.]

Details of the AISL Harrow Talent Awards are available on the AISL Foundation website: <https://www.aislfoundation.org/talentawards/>. Please submit the required documentation before 31st December 2025.

If you have any enquiries, please contact the AISL Foundation Office at info@aislfoundation.org

Signature of School Head

Name of School Head

School

Date

c.c. The AISL Foundation Office

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Appendix 3.7(1). Submission Form for Nominated Pupils

Nominated pupils will be informed by their respective AISL Harrow Schools to submit further information via the AISL Foundation website ([AISL Harrow Talent Awards - AISL Foundation](#)). The nominated pupils will create an account with their school email, complete a form, submit a Talent Development Proposal, and upload supporting documents within December 2025.



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AISL Harrow Talent Awards AY2025-26 Form for Nominated Pupils

Please prepare the following documents (digital copies) before filling in the form:

1. Pupil Card

2. A Talent Development Proposal

In PDF format on A4-sized pages, and shall not exceed five (5) pages in length.

3. Supporting documents

3.1 For a maximum of five (5) achievements in your chosen talent category.

3.2 Optional, maximum two recommendation letters from individuals who can inform upon your talent and character, and have worked with you in a formal capacity within the last two academic years. Letters from family members or personal acquaintances will not be accepted.

Please read through the form carefully before starting. It is expected to take approximately 20 minutes to complete. You may save your progress and resume your form later. Please ensure you save or submit your form before you leave your computer or electronic device. Do not use a public computer or electronic device to complete this form.

I am nominated by the Head of School.

☐ Confirmed

[Button to upload the Heads' Nomination Letter]

I have read and understood the AISL Harrow Talent Awards AY2025-26 Scheme Guide.

☐ Confirmed



Please complete the form within December 2025.

Are you a current pupil from AISL Harrow Hong Kong?

- ☐ Yes.
☐ No, I am a pupil at _____.

Section I: Personal Information

Name in English (as per your passport/identity document): [Surname] [First name]

Name in Local Language: [Surname] [First name]

Gender: [Male] [Female]

Date of Birth: [dd/mm/yy] [auto-fill: age]

Year Group/Grade and House: [Year Group/Grade] [House]

Pupil ID: [Pupil ID]

School Email Address: [School Email Address]

Name of Parent/Guardian: [Title] [Surname] [First name]

Relationship to Pupil: [to fill in]

Email Address: [permanent email address]

Phone Number: [phone no.]

- ☐ I agree to my child/ward's submission for the Awards.
☐ My contact information is the same as in the school system.

Your nominated Category of Talent (maximum of one):

- ☐ Creative Arts and Design
☐ Music
☐ Sports
☐ Digital Technology

Section II: Experience

(Optional) School Awards or Scholarships Received

[Year of Award] [Name of Award/Scholarship] [Awarding School/Institution]

List a maximum of five (5) achievements in your chosen talent category for reference:

Name of Event/ Competition:

Organiser:

Period (mm/yy – mm/yy):

Performance/ Awards/ Recognitions:

(Please select one) ☐ This is a group achievement ☐ This is an individual achievement.



Description (max. 50 words in English):

[File upload button] Please upload supporting documents, if any.

[Button to add 4 more]

Recommendation Letters, optional

Maximum two recommendation letters from individuals who can inform upon your talent and character, and have worked with you in a formal capacity within the last two academic years. Letters from family members or personal acquaintances will not be accepted.

[Button to upload max. 2 Recommendation Letters in PDF]

Section III: Talent Development Proposal

Your Talent Development Proposal will include the following (*in PDF format, font size at minimum 11pt, on A4-sized pages, and shall not exceed five (5) pages in length*)

[File upload button]

- a) **Time period** – The proposal period can be a maximum of 24 months upon the award results announcement, and must be within years of study at an AISL Harrow School. All relevant activities and expenditures included in the Proposal must be incurred within the period.
- b) Clearly specify the **context, objectives, and planned outputs**, such as participation in targeted international or regional competitions, performances, or projects.
- c) A clear **financial plan** for utilising funds – It is essential that all costs are clearly itemised and justified in terms of the Proposal. The plan should briefly explain how the proposal offers good value for money. This includes showing that the costs are proportionate to the expected benefits and that resources will be used efficiently. All items must be quoted in Hong Kong dollars (HKD).
- d) **Anticipated outcomes and contributions to the AISL Harrow Hong Kong and the wider community.**

Section IV: Self Disclaimer

Are you or have you ever been involved in any current legal proceedings, civil or criminal?

☐ Yes ☐ No

If so, we may contact you to request further details.

To your knowledge, are there any pending legal proceedings, civil or criminal?

☐ Yes ☐ No

If so, we may contact you to request further details.



1. My parent/guardian and I confirm that all the information given in this form is true and accurate. We understand that any inaccurate information will render the nomination invalid. Any award approved based on inaccurate information will be withheld, and any payment made must be refunded.
2. My parent/guardian and I confirm that my submission for the AISL Harrow Talent Awards, including all proposed ideas and creations, is wholly authentic and original. Every invention or contribution detailed herein is the genuine work of the nominee, reflecting my unique creativity and integrity.
3. My parent/guardian and I confirm that we have read and understood the Personal Information Collection Statement.
4. My parent/guardian and I certify that we have read and understood the Privacy Policy.
5. We agree that the information provided will be used by AISL Harrow International School Hong Kong, Asia International School Limited, and AISL Foundation, where appropriate, to process the nomination and for other related purposes.
6. We agree that the AISL Foundation shall have access to our personal information (included but not limited to the pupil profiles, personal contact details and school reports) in the possession of the school for the processing and nomination of Awards, and any other related purposes.

☐ I acknowledge of the above and confirm to submit my information for the AISL Harrow Talent Awards.

To be completed by Pupil: _____ Signature of Pupil _____ Name of Pupil and Pupil No. _____ Date	To be completed by parent/guardian: I acknowledge and endorse my child/ward to submit the information upon the Head of School's Nomination for the AISL Harrow Talent Awards. _____ Signature of Parent/Guardian _____ Name of Parent/Guardian _____ Date
--	--

[Submit button – Send a PDF copy to email button]

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Appendix 3.8(2). Code of Practice for Nominated Pupils

This Code of Practice describes the standards of transparency by which the AISL Foundation abides in administering submissions for AISL Harrow Talent Awards. This provides guidance to nominated pupils to ensure clarity and fairness in the submission process.

Information for Nominated Pupils

- 1. Eligibility and Submission Process:** Nominated pupils for the AISL Harrow Talent Awards must be nominated by their Head of School. Submissions must adhere to the information, including deadlines, format, and required documentation, as outlined on the AISL Foundation's website at [AISL Harrow Talent Awards - AISL Foundation](#). Incomplete or late submissions will not be considered.
- 2. Transparency and Fairness:** AISL Foundation is committed to ensuring that all submissions are evaluated fairly and impartially. Nominated pupils can expect their submissions to be assessed by qualified experts in accordance with the Foundation's criteria. The selection process is conducted with transparency, and nominated pupils will be notified of the outcome in a timely manner.
- 3. Confidentiality of Submissions:** All materials submitted for the AISL Harrow Talent Awards will be treated with strict confidentiality. Nominated pupils are assured that their personal data and submission content will only be used for the purpose of evaluating their application and will not be disclosed to unauthorised parties, in compliance with the Personal Data (Privacy) Ordinance of Hong Kong.
- 4. Intellectual Property Statement:** All nominated pupils shall retain ownership of their intellectual property submitted for consideration in the AISL Harrow Talent Awards. Nominated pupils confirm that their submissions are original, do not infringe upon the rights of any third party, and are accurately attributed to the original creator(s) and/or teammate(s). The AISL Foundation shall not be liable for any claims, damages, or consequences arising from misinformation, misrepresentation, or infringement in the submitted works. The Foundation reserves the right to verify the authenticity and accuracy of submissions and may disqualify any entry found to contain misleading or infringing content. All publications or promotions by the AISL Harrow Talents Awards will appropriately acknowledge the original creator(s) and/or teammate(s), subject to the Foundation's discretion to ensure compliance with applicable laws.
- 5. Declaration of Conflicts:** Nominated pupils are required to disclose any relationships or affiliations that may constitute a conflict of interest with members of the selection panels or the Foundation's members of staff, such as prior collaborations or familial ties.



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6. **Feedback and Appeals:** The AISL Foundation and members of the selection committee and the selection panels do not provide feedback to nominated pupils. Decisions on awards are final, and appeals are not considered.

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Appendix 3.8(3). Items Eligible for Funding

1. Eligible costs

Limited to items directly relevant to training session(s), performance(s), and/or competition(s) (in summary 'the purposes').

- Economy class flight tickets for the Awardee and one accompanying adult.
- Accommodation costs of the Awardee and one accompanying adult, capped at HK\$1,000 per night per person.
- Cost of visas or travel permits for the Awardee and one accompanying adult.
- Travel insurance or relevant insurance(s) of the Awardee and one accompany adult.
- Costs of application and registration.
- Fees of coaches.
- Costs in regard to local public transportation (excluding taxi/ Uber/ Didi/ Grab, or similar transport APPs, and private arrangements).
- Venue or facility rental fees for training sessions or preparatory activities.
- Costs of interpreters.
- Consumables (i.e. purchase of equipment, specialised uniforms, documents, photocopies, stationaries, illustrative materials, and any other minor items that will be used up during the course of the Scheme).
- Specialist software (excluding commonly available office packages).

2. Non-eligible costs

- Any flight costs incurred for travel in other classes, such as premium economy, business, or first class.



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- Meals and catering costs are not included, except where such costs are a mandatory component of a performance and/or competition.
- Marketing (including any advertisements and social media) costs.
- School tuition, boarding fees, and examination fees.
- Medical or physiotherapy support.
- Equipment maintenance.

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Appendix 4(1). Terms and Conditions for Acceptance of the Award

1. INTERPRETATION

- 1.1 **AISL Foundation** refers to AISL Foundation Limited, which is the charitable arm of Asia International School Limited (AISL).
- 1.2 **Asia International School Limited (AISL)** has been a leading provider of education services in Asia since 1998. The AISL Harrow family of schools comprises AISL Harrow International Schools, AISL Harrow LiDe Schools, AISL Harrow Hong Kong Children School, and AISL Harrow Little Lions Early Years Centres (collectively the “**AISL Harrow Schools**”, each an “**AISL Harrow School**”).
- 1.3 **AISL Harrow International School Hong Kong (‘AISL Harrow Hong Kong’)** is the first international boarding and day school in Hong Kong. It opened in September 2012 and has a combined roll of over 1500 students from Early Years to Sixth Form.
- 1.4 “Awardees” refers to the students who are selected for AISL Harrow Talent Awards, that is a programme hosted by AISL Harrow International School Hong Kong in collaboration with AISL Foundation.

2. RECOGNITION

- 2.1 Awardees will be formally recognised at the Talent Collective Dinner Gala, at his/her school’s Speeches & Prizes Day, and/or at another appropriate event.
- 2.2 AISL Harrow Schools will maintain a ‘Hall of Fame’ which will record each AISL Harrow Talent Awards Awardee’s name, House, and the year in which he/she completes his/her studies.

3. OBLIGATIONS OF AWARDEES

- 3.1 **AISL Talent Awardees** undertake to:

- a) **Continued enrolment:** Upon acceptance of the AISL Harrow Talent Awards, the awardee shall remain enrolled at an AISL Harrow School throughout the academic year(s) covered by the Award.

Awardees must notify the AISL Foundation Office promptly of any changes in circumstances that may affect eligibility, such as relocation or cessation of talent-related activities.

- b) **Maintain excellence:** Consistently demonstrate high performance and dedication in their awarded area (Creative Arts and Design, Music, Sports, or Digital Technology) through regular practice, participation in school events, or competitions.



Awardees should send in a written request to the AISL Foundation Office if there are any significant adjustments to the submitted self-initiated Talent Development Proposal and the fund utilisation.

- c) **Contribute to the community:** Actively lead and participate in activities related to their talent, such as mentoring younger pupils, organising sharing sessions and workshops, or performing in school productions, to foster a culture of creativity and skill-sharing.
- d) **Uphold academic standards:** Maintain a satisfactory academic performance level to ensure the award supports well-rounded development and does not detract from core education.
- e) **Represent the School positively:** Serve as an ambassador for the Awards by exhibiting good behaviour, sportsmanship, and professionalism in events, competitions, and exhibitions.
- f) **Submit a Progress Report:** Awardees are required to submit a progress report every twelve (12) months throughout the duration of the talent award, in accordance with the guidelines outlined in the document 'Requirements of AISL Harrow Talent Awards Progress Report'. All required documents must be submitted through the designated Award portal. The report serves to:
 - Demonstrate how awardees have utilised the award funds.
 - Reflect on awardees' development and experience in the chosen category of talent and their contribution to the AISL Harrow International School Hong Kong community, as well as the wider community.
 - Provide accountability to AISL Harrow Hong Kong (or the connected AISL Harrow Schools) via the AISL Foundation, ensuring the Awards' objectives are met.

3.2 AISL Harrow Talent Awards Awardees' parents and guardians *shall*:

- a) Support and encourage your child in all aspects of school life.
- b) Treat members of the school community reasonably and respectfully, upholding the values and good name of the School.
- c) Comply fully with this Terms and Conditions and other school policies and guidelines.
- d) Settle and be fully responsible for all of the student's costs and expenses at the school not covered by the award.



4. FINANCIAL ARRANGEMENTS WITH AWARDEES

- 4.1. The financial year of AISL Foundation is from 1st August to 31st July next year.
- 4.2. Financial support under these Awards shall be provided solely by way of reimbursement for expenses as agreed in the submitted Talent Development Proposal.
- 4.3. The total reimbursement available to each Awardee shall not exceed the amount specified in the individual Award letter (the 'Award amount').
- 4.4. All expenses are incurred within the Award period, typically commencing on the date of Award acceptance and concluding up to 24 months thereafter, unless otherwise specified.

5. REIMBURSEMENT PROCESS

- 5.1. Claims must be made every three (3) months, via the designated online portal.
- 5.2. Claims must be in alignment with the submitted Talent Development Proposal.
- 5.3. Original receipts or invoices, clearly dated and itemised, shall be posted to the AISL Foundation Office at 35/F., Office Tower, Convention Plaza, 1 Harbour Road, Wan Chai, Hong Kong.
- 5.4. Each claim must be vetted and include a brief explanation of how the expense aligns with the Award's objectives.
- 5.5. The AISL Foundation Office shall review claims within 30 days of receipt and AISL Harrow International School Hong Kong shall reimburse approved amounts within a further 30 days, subject to verification.
- 5.6. Any disputed claims shall be resolved through discussion, with AISL Talent Award Committee's decision being final.
- 5.7. Awardees are reminded to retain copies of all documentation. Missing invoices will not be reimbursed.

6. TERMINATION AND REPAYMENT

- 6.1. The Talent Award Committee reserves the right to withhold reimbursement or revoke the award if an Awardee ceases to meet eligibility criteria and/or:



- a) The Awardee breaches any agreed terms and conditions.
- b) Funds are misused or claims are found to be fraudulent.
- c) Submitted materials are deemed falsified, inauthentic, or raise concerns regarding intellectual property.
- d) External circumstances render continuation untenable.

6.2. In such cases, Awardees may be required to repay any reimbursements received.

7. PROGRESS UPDATES AND IMPACT REPORT

- 7.1. The Awards for AY2025-2026 will conclude no later than March 2028, i.e., within 24 months of the Awards result announcement in March 2026, subject to the duration of each Awardee's final approved Talent Development Proposal.
- 7.2. The Awardees' progress updates will be featured in the AISL Foundation's Annual Impact Report, and shared regularly on the AISL Foundation website and social media channels.

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Acceptance of Terms and Conditions

We the undersigned understand and agree to all Terms and Conditions stated above.

Awardee's Full Name
(as printed in passport)

Awardee's Signature

Parent(s)/Guardian(s)' Signature(s)

Parent(s)/Guardian(s)' Name(s) in
full
(as printed in passport)

Date
