

## **Procedure for ASHRAE Student Membership Advancement**

In order to reimburse the first year of membership fee (USD 16) by joining the advancement program, please follow the procedures listed below:

1. Fill in the advancement form, either hard copy or electronic format. Hard copy can be downloaded at <http://www.ashrae.org/students/page/698> and the electronic form is available at [https://fs12.formsite.com/ashrae/form274528458/secure\\_index.html](https://fs12.formsite.com/ashrae/form274528458/secure_index.html).
2. Please select to use credit card to pay for the membership.
3. Then send back the bank statement with the charges highlighted to HKC through email to [patrick.huang@arup.com](mailto:patrick.huang@arup.com) with your contact information (tel no. and email address) and bank account name (this name will be wrote on the cheque) or number for re-fund purpose.
4. You can select either re-fund by cheque or transfer to your bank account.
5. The membership fee will be reimbursed to you within 2 months.
6. For any quires, please contact Patrick ([patrick.huang@arup.com](mailto:patrick.huang@arup.com)) or Tracy ([tracy.pang@arup.com](mailto:tracy.pang@arup.com))