

**Justice Centre Hong Kong (Justice Centre)
Attendance Allowance Policy**

Visits & Amount

If you come to Justice Centre **on time** for the following visits:

- the **first time** you **drop-in** to see us about your USM or UNHCR claim without a scheduled appointment during drop in hours published in our monthly Information Session & Drop-In Schedule;
- the **first time** you attend a **group information session on each topic** (please see more explanation below);
- a **scheduled appointment** related to your USM or UNHCR claim;

You will get:

- An **attendance allowance** of **HK\$60** for each adult and **HK\$30** for each child aged 3-12 for transportation and other costs.

We will only reimburse a maximum of one visit per day. Please also note our policy on **lateness and missed attendance** below.

Group information sessions

You will only receive the attendance allowance for the first time you attend each session topic on time (for example, you will only be paid once per person for 'USM: How to apply', once per person for 'USM: How to prepare' and once per person for the 'Know Your Rights' sessions). You can attend the same session topic more than once if you wish, but you will not be able to receive the allowance after your first attendance for that topic. Please also note our policy on **lateness and missed attendance** below.

Documents

We will not reimburse you for the attendance allowance for picking up or dropping off documents. Please arrange to send or receive documents by mail, fax, or e-mail if possible.

Letters for ISS

We no longer provide letters for ISS because of ISS' new transportation reimbursement policy. We cannot provide letters for ISS for group information sessions or scheduled appointments related to your USM claim because we are not your legal representatives in the USM process. However, we can provide letters for ISS for scheduled appointments related to your UNHCR claim upon request. Please let our staff know if you would like one.

Applications for Voices for Protection

We are not able to pay travel allowance if you only come here to pick-up/ drop off or fill in the application for Voices for Protection. Please email or fax us the application form if you do not want to make a separate trip.

Lateness and Missed Attendances

- If you know you will be **late** or need to **reschedule**, please let us know as soon as possible (at least 30 minutes before if you will be late, and at least 3 hours before if you need to reschedule).
- If you are **more than 30 minutes late** for any **group information session**, you cannot attend as it may disturb others. You will **not** receive the attendance allowance.
- If you are **more than 30 minutes late** for any **scheduled appointment**, we may not be able to meet you as we may have other appointments. You will **not** receive the attendance allowance.

Updated 23 October 2015