

**Notes on applications for:**

**Student Financial Assistance (F.1 – F.6)**

## Student Financial Assistance (F.1 – F.6)

**The Student Finance Office (SFO 學生資助處) administers the following financial assistance schemes for needy secondary students:**

1. The School Textbook Assistance (TA 學校書簿津貼) Scheme
2. The Student Travel Subsidy (STS 學生車船津貼) Scheme
3. The Subsidy Scheme for Internet Access Charges (SIA 上網費津貼)

## **Student Financial Assistance (F.1 – F.6)**

**Generally speaking, if families currently in receipt of the Comprehensive Social Security Assistance (CSSA 綜援) have children studying in primary and secondary schools, they should apply direct to the Social Welfare Department (SWD) for school-related assistance. They do not need to submit the “Household Application Form for Student Financial Assistance Schemes (學生資助計劃綜合申請表格)” to the SFO.**

## **Student Financial Assistance (F.1 – F.6)**

**For applicants who have NOT been disbursed with Textbook Assistance in 2020/21 or applicants who newly apply for financial assistance:**

**Applicants may obtain the paper-based application documents from District Offices or schools or may download them from the SFO's webpage. Starting from the 2021/22 school year, applicants may choose to complete and submit the electronic application form online.**

**The completed paper-based application form together with copies of the relevant supporting documents should be submitted to the SFO by post.**

## Student Financial Assistance (F.1 – F.6)

**For applicants who have NOT been disbursed with Textbook Assistance in 2020/21 or applicants who newly apply for financial assistance:**

Under normal circumstances, the SFO will not accept any application submitted on or after **1 March 2022**. The application deadlines for individual financial assistance schemes are listed below :

**School Textbook Assistance** – on or before 31 October 2021 for 2021/22

**Student Travel Subsidy** – eligible application submitted on or after 1 November 2021, payment may be effected from the date of receipt of application or the date of admission of the student-applicants to school

**Subsidy for Internet Access Charges** – eligible application submitted on or after 1 February 2022 (the latter half of the 2021/22 school year), partial payment may be made

## Student Financial Assistance (F.1 – F.6)

### For all applicants:

If applicants submitting applications **ON OR BEFORE 31 May 2021**, the SFO will issue the Notification of Result, the student based Eligibility Certificate (EC) to eligible applicants starting from August 2021.

All applications submitted **ON OR AFTER 1 June 2021** will be handled by the SFO after the applications received by end May 2021 are processed. Issuance of Notification of Result, EC and release of financial assistance to these applicants will therefore be deferred.

# Student Financial Assistance (F.1 – F.6)

## For all applicants:

Applicants will receive the “Notification of Result” from SFO to inform applicants the result of the application. You are no need to submit this notification to the school. Please keep this notification for your own reference.

The **Household Application No.** printed on the form can be used for applying other SFO’s financial assistance schemes.



在職家庭及學生資助事務處  
學生資助處  
WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY  
STUDENT FINANCE OFFICE

九龍彌敦道3號工業貿易大樓5樓  
5/F, Trade and Industry Tower, 3 Concorde Road, Kowloon

[Applicant's name]  
[Applicant's address]  
[Applicant's address]  
[Applicant's address]  
[Applicant's address]

Household Application No. :

Date :

Dear Sir / Madam,

### HOUSEHOLD APPLICATION FOR STUDENT FINANCIAL ASSISTANCE SCHEMES 2021 / 22 NOTIFICATION OF RESULT

The Student Finance Office (SFO) has completed the assessment of your Household Application for Student Financial Assistance Schemes for the 2021/22 school year. The application result(s) is/are as follows:-

Student Name	Level of Assistance (Effective Date)	Remarks
CHAN NG MAN E123****	HALF (September 2021)	Since the grant rates for School Textbook Assistance (TA) for the 2021/22 school year are being formulated, the SFO has preliminarily disbursed the provisional TA to you with reference to the respective TA grant rates for the 2020/21 school year. The Subsidy for Internet Access Charges (if applicable) will also be disbursed to you concurrently. The Student Times Subsidy will be disbursed to eligible applicants starting from October 2021.
	HALF (September 2021)	The Priority Certificate (VUEO) (applicable to Financial Assistance for Primary and Secondary Students) is/are enclosed. Please complete the EC(s) according to the enclosed "Guidance Notes on How to Apply by Scheme (Financial Assistance for Primary and Secondary Students) (SFO 189)" and return the EC to the attending school for processing (i) within one week from the commencement date of school or (ii) within two weeks from the issue date of EC, whichever is the later.
	HALF (September 2021)	After verifying whether the students are eligible for the respective Schemes and upon the completion of the assessment procedures, the SFO will release financial assistance to the eligible applicants.
	Full Remission	The School Certificate(s) (SC) (Pre-printed) (applicable to Kindergarten and Child Care Centre Fee Remission Scheme / Grant for School-related Expenses for Kindergarten Students) is/are enclosed for applicants who have submitted the pre-printed form earlier. Please complete and submit the SC(s) according to the enclosed "Notes on How to Complete and Return SC (applicable to Kindergarten and Child Care Centre Fee Remission Scheme / Grant for School-related Expenses for Kindergarten Students) (SFO 293E)". If your child(ren) is/are attending school for the first time in the 2021/22 school year or has/have not received fee remission in the 2020/21 school year, you must complete the SC(s) distributed with the household application form(s) and submit the SC(s) to the school(s) concerned for processing.
		After verifying whether the students are eligible for the Scheme and upon the completion of the assessment procedures, the SFO will arrange disbursement of the fee remission to the eligible applicants through the kindergartens / child care centres concerned. The SFO will notify applicants of the fee remission amount and payment arrangement in writing separately.
		As regards the disbursement of the Grant for School-related Expenses for Kindergarten Students, if applicants have not yet provided valid bank account information, SFO will separately request for the information in writing to facilitate the disbursement of the grant. The Grant will be disbursed through autopay to the bank account of the eligible applicants starting from end September 2021.

Student Finance Office  
Working Family and Student Financial Assistance Agency

# Student Financial Assistance

For all applicants:

Applicants receiving EC must verify carefully the personal information and selected Scheme(s) preprinted on the EC.

在職家庭及學生資助事務處  
學生資助處  
WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY  
STUDENT FINANCE OFFICE  
資格證明書(中、小學生資助)  
ELIGIBILITY CERTIFICATE  
(FINANCIAL ASSISTANCE FOR PRIMARY AND SECONDARY STUDENTS) (EC)

2020/21

【適用於申請學校書簿津貼計劃、學生車船津貼計劃、上網費津貼計劃、  
毅進文憑學費發還及學費發還(指定夜間成人教育課程資助計劃)】  
This Form is available in English. If necessary, please obtain it from the Student Finance Office.  
請於填寫本資格證明書前詳閱「資助計劃申請指引」(SFO 189C)。(「指引」)  
(請將填妥的資格證明書於(a)開課後一星期內,或(b)發出日期後的兩星期內【二者以較遲者為準】、依時交回就讀學校辦理  
(請參閱「指引」-甲,第3-4項的例子)。本處一般不會處理逾期遞交的證明書,有關申請人將不會獲發資助。)

第一部 申請人資料

1. 申請人中文姓名  
2. 申請人英文姓名  
3. 通訊地址  
大廈名稱  
座號/村名稱  
街道名稱及號數  
分區  
地區

(如更改通訊地址,請用英文詳列整個地址於空格內。)

Plot(座) Plot(座) Block(座)

# 1. HK(香港) 2. KL/NL(九龍) 3. NT(新界) 4. OHK(香港境外)

第二部 資格評估結果及各項資助計劃申請

申請學生資料

1. 中文姓名  
2. 英文姓名  
3. 出生年份  
4. 香港身份證號碼  
(只顯示字母和圖示數字)

5. 學校名稱

6. 班別  
級 班  
(數字) (字號)

7. 帳戶持有人英文姓名  
銀行戶口號碼

8. 根據你在學生資助計劃綜合申請表格所填報,上述學生或你的家庭欲申請以下資助計劃。若要申請其他資助計劃,請在適當表格內加上「✓」號。(可選多於一項,但必先確定申請學生符合有關資助計劃的資格(如適用))。(詳情見「指引」-甲,第1項和乙,第2項表格)

資格評估結果

本處已根據你在學生資助計劃綜合申請表格內所填報的資料進行初步評估,結果如下:  
資助幅度: 全額 資助生效日期: 2020年9月1日  
資格證明書發出日期: 2020年8月11日

本處稍後會進行核實程序,包括家访和抽樣調查。如調查結果與初步評估結果不同,本處會調整你的資助幅度及資助額。如你有選擇要求重新評估你的資助幅度,你必須先將資格證明書交回子女就讀的學校,然後以書面形式,連同充足證明文件,向本處提出申請。由於此類申請需要較長的時間處理,申請人應盡早於此證明書發出日期後的一個月內提出重新評估。如有特殊理由,未能在此時段內提出申請,本處會按個別情況另作考慮。

以學生為單位  
☒ (A) 書簿津貼 ☒ (B) 車船津貼  
☐ (C) 毅進文憑學費發還 ☐ (D) 夜間成人課程學費發還  
以家庭為單位  
☒ (E) 上網費津貼

由本處填寫  
TA STS

9. 申請學生在學期間的居住地址 (適用於計算學生車船津貼。詳情見「指引」-乙,第二部第6項。)  
(如更改地址或左列地址並非申請學生在學期間的居住地址,請用英文詳列整個地址於空格內。)

大廈名稱  
座號/村名稱  
街道名稱及號數  
分區  
地區

Plot(座) Plot(座) Block(座)

# 1. HK(香港) 2. KL/NL(九龍) 3. NT(新界) 4. OHK(香港境外)

SFO 189C

● 請在適當表格內的上「✓」號  
● 申請人必須提供正確的銀行戶口資料。  
● 合則本處將以自動轉帳方式發放資助予申請人。



# Student Financial Assistance

For all applicants:

Students should return the completed EC (including signature of the applicant) to the G.O. or Mr. Wong Yuk Kin (i) within 1 week after the commencement date of the school (01/09/21) OR (ii) within 2 weeks from the issue date of EC (whichever is the later) for processing.

**\*In general, the SFO will not accept any EC submitted after the deadline. Please submit the EC as soon as possible.**

## 第三部 聲明

本人已閱讀「指引」，並完全明白其內容。

就將發放給本人的資助，本人（即上文第一部的申請人）同意並承諾會遵從「指引」內列明的所有條文。本人亦明白「指引」中提及的「你」或「申請人」等字眼均指本人。

在不損害上述通則的權益下：

本人聲明這份資格證明書內所填報的資料均屬真實、完整和準確。本人明白及同意學生資助處（「學資處」）有權覆核本人的申請（包括以家訪或抽樣調查方式查證），以確保本人提供的資料是真實、完整和準確的。本人及本人的家庭成員定必與「學資處」職員充分合作。「學資處」可能會根據調查結果調整本人的資助程度和資助額。如有虛報、隱瞞事實、提供錯誤或誤導的資料，或故意阻撓「學資處」職員進行調查，「學資處」有權取消本人的申請資格，並要求本人退還全部獲發的資助款項，以及本人可能會因此而被檢控。本人承諾會在「學資處」的要求下立即將多付予本人的資助（包括在「學資處」轄下所有資助計劃所獲得的資助）歸還香港特別行政區政府。

（如適用）本人明白及同意根據「指引」- 甲部「一般資料」第 8(a) 項，若申請學生於同一學年同時修讀毅進文憑課程及由認可辦學機構於指定夜間成人教育課程資助計劃下提供的夜間中學課程，只能在毅進文憑及夜間中學這兩個課程中選擇其中一個課程來取得學費資助；與第 8(b) 項，申請學生不能於獲得過往的毅進計劃或現在的毅進文憑的學費發還後而獲取指定夜間成人教育課程資助計劃下的學費發還。本人承諾倘若選擇獲取指定夜間成人教育課程資助計劃下的學費發還，定必退還於過往的毅進計劃及毅進文憑下獲取的全數資助予香港特別行政區政府。

本人已閱讀及同意「學資處」及其授權的機構根據「指引」- 甲部「一般資料」第 10 項處理及使用這份申請表內本人及申請學生的個人資料。

此段只適用於毅進文憑或指定夜間成人教育課程資助計劃學費發還的申請人：

（如上文第一部的申請人與上文第二部的申請學生為同一人）

本人明白及同意，如本人為就讀毅進文憑或指定夜間成人教育課程資助計劃課程而在擴展的免息審查貸款計劃（下稱「貸款計劃」）下獲發貸款，學資處可將本人就讀毅進文憑或指定夜間成人教育課程資助計劃下修讀的課程而獲發還的學費用作抵銷本人就讀毅進文憑／指定夜間成人教育課程資助計劃課程所屬的「貸款計劃」的貸款帳戶所須繳付／償還予政府的任何款項。

（如上文第一部的申請人與上文第二部的申請學生並非同一人）

本人明白及同意，如申請學生為就讀毅進文憑或指定夜間成人教育課程資助計劃課程而在擴展的免息審查貸款計劃（下稱「貸款計劃」）下獲發貸款，學資處可將本人就讀毅進文憑或指定夜間成人教育課程資助計劃下修讀的課程而獲發還的學費用作抵銷申請學生就讀毅進文憑／指定夜間成人教育課程資助計劃課程所屬的「貸款計劃」的貸款帳戶所須繳付／償還予政府的任何款項。

\* 包括30%、50%或100%學費發還，如有，視屬何情況而定。

日期:

申請人簽署:

## 第四部 學校專用

[在填寫本部分前，學校須先閱「學資處」發出的「學校處理資助計劃申請指引」內附錄6的「資助計劃申請／資格證明書處理程序」。]

1. 本校的學校編號是: \_\_\_\_\_ / \_\_\_\_\_ (例: 123456000123 / XXX)
2. 本人證明申請學生於 2020/21 學年是在本校就讀。
3. 有關學生車船津貼的申請\*，本人查證申請學生的資料如下:  
(請在適當空格內加上「✓」號，以表示校方推薦或不推薦有關申請及 提供補充資料(如適用))。

### 推薦

- ☐ 學生的車船津貼申請獲推薦，因學生的居所與學校距離超過十分鐘步行範圍及兩地之間有公共交通工具往來。
- ☐ 學生的居所與學校距離不超過十分鐘步行範圍，但校長酌情推薦學生的車船津貼申請，原因如下: \_\_\_\_\_

### 補充資料(如適用)

如推薦的學生屬於以下情況，請在適當空格內加上「✓」號。

- ☐ 申請學生是週日寄宿生。(只適用於在星期一至星期五設有寄宿服務的學校)
- ☐ 申請學生是跨境學童。(只適用於在學期間居住於國內(香港境外)的學童)
- ☐ 申請學生是寄宿生。(宿舍與學校距離超過十分鐘步行範圍X只適用於設有寄宿服務的學校)

### 不推薦

- ☐ 學生的車船津貼申請不獲推薦，因學生的居所與學校距離不超過十分鐘步行範圍，或兩地之間沒有公共交通工具往來，或本校已提供其他形式的交通津貼／資助／補貼，包括安排免費交通工具接載申請學生往返學校。

\* 有關申請資格，學校請同時參閱「學校處理資助計劃申請指引」內附錄11的「界定「步行範圍」指引」。請留意有關往返學校與學生居所路線相同或相近的申請，應採用一致的學則衡量學校與學生居所的距離及學生是否符合申請車船津貼的資格。

日期:

校印

校長簽署:

校長姓名:

SFO 188C

## **Student Financial Assistance (F.1 – F.6)**

For more details, please visit the following webpage:

<https://www.wfsfaa.gov.hk/sfo/en/primarysecondary/tt/overview.htm> - English

<https://www.wfsfaa.gov.hk/sfo/tc/primarysecondary/tt/overview.htm> - Chinese