

Notes for Application for Government Grants/Loans (TSFS) 2012-13 for Current Students

Too many notes!
Don't know how or where to start?
This note may help

APPLICATION DEADLINE : April 16, 2012

This note can

1. direct you to the right sources of information
2. highlight points /items that can easily be omitted by applicants
3. remind you of the services provided by Centre of Development and Resources for Students (CEDARS) relating to your TSFS application

1. Read the following notes and instructions before completing the application forms:

- a. Guidance Notes for Application
(available on line at <http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>)
- b. Sample for references in completing the application
(available on line at <http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>)
- c. This note

2. Form Filling – Points to Note

a) E-form

Please note that electronic application form will be used this year. Students are requested to download application form from SFAA website:

<http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>

b) Declaration

The applicant and both his/her parents are required to sign the declaration on P.16 and P.17 of the application form if he/she is unmarried. (Declaration by parent is not required for married applicants.)

c) Income & Asset

Information with supporting documents on the income and assets of the applicant, and his or her parents are required. Applicants need not provide information on siblings' assets in their grant/loan applications. Information on income of unmarried siblings living in the same household are, however, required. Please refer to TSFS RM(2012) form on the list of family assets that need to be reported.

Unemployment or retirement of household members must have full details stated in Table 6 and accompanied by relevant documentary proof.

All kinds of bank accounts under the title of the code owners 1-4 (including joint accounts) should be reported. Applicants are reminded to report time deposit and club deposit.

Copy of bank passbook of account for payment of assistance showing the name and balance is needed even if the account was opened after 31.3.2012.

Explanation on large or regular deposit/withdrawal / unusual transactions should be made.

All properties (within or outside HKSAR) and registered business owned (solely or partly) by code owners 1-4 should be reported.

Contributions from others should be clearly stated as part of the household income.

d) **Supporting documents**

Applicants should make use of the checklist following P.17 of the application form to ensure that all supporting documents are attached to the application forms for submission to the Agency through the institutions.

e) **Household members**

For those who regard grandparents /unmarried siblings studying abroad as household members, copies of their ID cards are also required. Please refer to Part II 3.1.2, 3.1.3 & 3.1.4 of the Guidance Notes for definition of household members.

For applicants with parents divorced or separated, full details and documentary proof must be provided.

f) **Music Students**

Students who are major in Music should submit their applications together with letters from their Department certifying the music courses undertaken by the students. There is a different course code for Music major students. Please refer to the course code in the coding sheet.

g) **Students with a Disability**

Applicants with a disability receiving Disability Allowance from the Social Welfare Department should furnish full details and documentary proofs relating to their disability. They will be granted maximum Discretionary Loan without resorting to the appeal mechanism.

h) **Student Travel Subsidy**

The age restriction on eligibility for student travel subsidy has been removed from 1998-99. All full time students up to their first degree level and who pass the means test under the Local Student Finance Scheme will be eligible for a travel subsidy if the distance between their term time residence and their normal place of study requires the use of public transportation.

You must provide the address and **enter '✓' in boxes 296 on P. 4** of your application if you intend to apply for the Student Travel Subsidy Scheme. Otherwise your application will not be processed.

i) **Provision of Supplementary Information**

You are reminded that it is your responsibility to ensure that the application forms are duly completed and all supporting documents are attached. Applications not duly completed or without full set of supporting documentary proofs may result in delay or even rejection of your application

But in exceptional cases where the required information is not available by the application deadline, you are required to state the supporting document(s) that is/are not yet available in Table 6 and to undertake to submit it/them to SFAA once available by signing on the relevant section in Table 6. **Otherwise any information submitted only upon request by SFAA will be treated as OMISSIONS, which may lead to rejection of your application.** Please use the standard form TSFS/AP/6 to submit the missing information later.

3. Form Filling Advisory Service

If you have difficulties or doubts in filling in the forms, get help from

- Centre of Development and Resources for Students, 3/F, Meng Wah Complex;
- call 2859 2305 (during office hours).

The Student Financial Assistance Agency also operates an automatic telephone enquiry hotline. You can get help by calling 2802 2345.

4. Submission of Forms

- a) **For first-time applicants** (students who have not applied for government grant/loan before), the University will screen the application forms before collecting them. Though you may not be first-time applicant, you are also welcome to use our screening service if you think it will be helpful (especially for cases having difficulties in providing the relevant documents or special family circumstances). Please call 2859 2305 to arrange for appointment for the **form screening service**.
- b) For students having no special difficulty in submitting the required documents, please return the completed forms together with all the supporting documents (refer to checklist following P.17 of the application) directly to
- | | | |
|--|---|---|
| - Centre of Development and Resources for Students | 9:00 a.m. - 5:45 p.m.
9:00 a.m. - 6:00 p.m.
9:00 a.m. - 1:00 p.m. | (Monday - Thursday)
(Friday)
(Saturday) |
| - Dentistry Faculty Office | 9:00 a.m. - 1:00 p.m.
2:00 p.m. - 5:00 p.m. | (Monday - Friday) |
| - Pokfulam Amenities Centre | 11:00 a.m. - 5:00 p.m.
9:00 a.m. - 1:00 p.m. | (Monday - Friday)
(Saturday) |
- c) Students having siblings who are also applying for the TSFS scheme or the Financial Assistance Scheme for Post-secondary Students (FASP) should submit their application forms separately to their respective institutions. Only one sibling is required to complete the normal application (Form G) with the complete set of supporting documents. The other siblings may choose to submit the simplified version (Form S).
- d) In submitting applications, you should make **two copies** of the completed application form, **one for CEDARS** and the other for your own record. CEDARS will keep the copy of your TSFS application and will use it for the following purpose:
- record keeping
 - activities relating to assistance provided by CEDARS for your request for review of TSFS results
 - activities relating to the processing of your applications for university financial assistance, deferred payment of fees, First in the Family Education Fund and other means-tested schemes within the University.
- e) You are advised to submit your forms early to ensure early disbursement of awards. Applications received after the deadline will only be accepted with good justification.
- f) Students who cannot meet the requirements of application (e.g. failure to submit some documentary evidence required or complete declaration by parent because of special circumstances) are strongly encouraged to approach the Centre of Development and Resources for Students for advice and assistance before submitting their applications.

5. Interviews at Student Financial Assistance Agency (SFAA)

- a) You may or may not be required to attend an interview.

- b) Any applicant who considers that an interview will help the processing of his application may seek an appointment for interview by indicating their wish in Table 6 of the application. This will be considered by SFAA on a case by case basis. If in doubt, please seek advice from the Centre of Development and Resources for Students.
- c) For those who are requested by SFAA to attend an interview, remember to keep the appointment and bring along originals of all the supporting documents as requested. Applicants are normally required to attend the interview with one of his/her parents.
- d) If you are unable to keep the appointment, please notify the SFAA at least 24 hours in advance. Fresh interview appointments will only be arranged for absentees/late comers in August the earliest. Failure to keep an appointment without prior notice may result in cancellation of the application.
- e) Students are therefore advised to state in Table 6 of their application for the period of time during which they will not be available for interviews (such as examination time in May/June).

6. **Change of Circumstances after Submission of Application**

You should inform Student Financial Assistance Agency immediately using the Form [TSF/C/18A](#) or [TSF/C/18B](#) which are obtainable at the Centre of Development and Resources for Students or Student Financial Assistance Agency for any change of information or circumstances after submission of the application.

7. **Review Mechanism**

If you are not satisfied with the application result, you may within three weeks from the date of the notification, seek a review of their application. Such request should be submitted to the Student Financial Assistance Agency in an 'Application for Review' form obtainable from the Centre of Development and Resources for Students or Student Financial Assistance Agency, together with detailed justification and relevant documentary proofs. **If you are in doubt with regard to your grant/loan entitlements and not sure whether an appeal is justified, advice can be sought from the Centre of Development and Resources for Students.**

8. **Payment**

All government awards (including tuition fee grants, academic expenses grants and loans) will be credited to the applicants' bank accounts directly.

9. **Non-means-tested Loan Scheme (NLS)**

Students may submit any of the following two types of application forms for NLS:

<u>Application Form</u>	<u>Target User</u>	<u>Remarks</u>
(1) TSFS* Application Forms	Applicants applying for both TSFS & NLS	Students will be notified of their NLS entitlements along with their TSFS result. Students who wish to take up the NLS loan will have to collect the relevant NLS loan documents from Centre of Development and Resources for Students.
(2) NLS# Application Forms	Applicants applying for NLS only	Students may also choose to submit both forms separately.

*TSFS: Tertiary Student Finance Scheme – Publicly-funded Programmes

#NLS: Non-means Tested Loan Scheme