

Centre of Development and Resources for Students (CEDARS)

The University of Hong Kong

Information on Financial Assistance Schemes for New Students 2012-2013

I. Government Grants & Loans (Deadline: September 27, 2012)

II. University Financial Assistance (Deadline: October 5, 2012 noon)

III. Talk on "Financing Your University Studies" (September 13, 2012)

I. Notes for Application for Government Grants/Loans (TSFS) 2012-13

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

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 Tertiary Student Finance Scheme – Publicly-funded Programmes (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

Students are requested to download application form from Student Financial Assistance Agency (SFAA) website:

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

- (i) Part A to F and fields with red borders in the E-form should be completed with computers
- (ii) Mailing label can be obtained at CEDARS, Rm 303, Meng Wah Complex

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. Information on income of unmarried siblings living in the same household are also 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 and insurance with savings/investment-linked.

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 SFAA 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**

All full time students up to their first degree level and who pass the means test under the TSFS 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**

- a) **For first-time applicants** (students who have not applied for government grant/loan before), CEDARS can help to screen your application forms before submission. Please call 2859 2305 for appointments if needed.

- b) CEDARS also operates a Form Filling Advisory Service Hotline : 2859 2305
- c) SFAA also has an automatic telephone enquiry hotline. You can get help by calling 2802 2345.

4. **Form Collection Service**

- a) SFAA will set up form collection counters during the following period

On	:	September 25, 2012 (Tuesday)
		September 26, 2012 (Wednesday)
		September 27, 2012 (Thursday)
		September 28, 2012 (Friday)
At	:	Room 302, Chong Yuet Ming Amenities Centre
From	:	9:30 a.m. to 5:30 p.m.

- b) Form Submission Venue

- Before September 25, 2012 : CEDARS, HKU
- During September 25-28, 2012 : Room 302, Chong Yuet Ming Amenities Centre
- From September 29-October 31, 2012 : CEDARS, HKU
- From November 1, 2012 onwards : 11/F Cheung Sha Wan Government Offices (SFAA)

4. **Submission of Forms**

- a) 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).
- b) 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 purposes:
 - 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 and other means-tested schemes within the University.
- c) 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.
- d) 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 CEDARS 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 CEDARS.

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

You should inform SFAA immediately using the Form [TSF/C/18A](#) or [TSF/C/18B](#) which are obtainable at the CEDARS or SFAA 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 SFAA in an 'Application for Review' form obtainable from CEDARS or SFAA, 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 CEDARS.**

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)**

- a) Students who wish to wait for your TSFS* results before applying for 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 download the NLS loan documents from SFAA's website
- b) Students applying for NLS independent of their TSFS application
 - Students should submit their NLS application 10 weeks before deadline of their tuition payment due date.

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

#NLS: Non-means Tested Loan Scheme

II. **Application for University Financial Assistance (UFA)**

Supplementing Government financial assistance schemes, there are a number of bursaries and interest-free loans managed by the University to assist students with financial hardship. These awards, donated by private organizations and individuals, are allocated primarily to full-time local students on the basis of their financial needs.

September Main Exercise Application

At the beginning of the term, students anticipating difficulties in balancing their budget for the academic year should submit an application (via the Student Information System on the HKU Portal) to the CEDARS during the period **September 17 to October 5, 2012 (noon)**.

Results of your application will be available from November onward. For details, please visit

<http://cedars.hku.hk/finance/ufa/me.html>.

Students with urgent needs at this point in time should however apply for **emergency assistance**.

Emergency Assistance Application

Students with urgent financial needs or needs arising from unexpected change of circumstances may apply for emergency assistance any time during the year.

Please refer to the following website for further details on university financial assistance:

<http://cedars.hku.hk/finance/ufa.html>.

III. **Talk on "Financing Your University Studies"**

Date : September 13, 2012 (Thursday)
Time : 10:00 a.m. – 1:00 p.m.
Venue : Lecture Theatre 1, Library Extension

Students who are in financial need are strongly encouraged to apply for the Government Financial Assistance Scheme. The University also offers financial assistance as a supplement to the Government scheme.

COME and join us to explore more on:

- Types of financial assistance available
- Application eligibility and procedures
- CEDARS's support relating to student finance
- A few tips on financial management
- Part-time/summer jobs
- First in the Family Education Fund
- Scholarship and more

Please register online at http://cedars.hku.hk/finance/gl/1213/talk_register.html