



Financial Assistance Scheme for  
Post-secondary Students (FASP)

Application for Financial Assistance for 2012/13

## Form D

You **must** read the FASP Guidance Notes [FASP/1A(2012)] / [FASP/1B(2012)] carefully in completing Form D. The Guidance Notes are available at the Agency's Homepage at <http://www.sfaa.gov.hk/eng/public/index.htm#fasp>. Please visit our website [<http://www.sfaa.gov.hk>] for latest information. You may choose to submit your application by using "Form SD", which is a **simplified version** of Form D, if you fulfil **ALL** the following criteria:

- This Sample provides a quick reference for Form D applicants in completing the application forms. It does not replace the Guidance Notes. Applicants MUST read the Guidance Notes carefully in completing Form D.**
- (a) you are a full-time student who is submitting an application for FASP under Form G [FASP/GA(2012)] / [FASP/GB(2012)] or Form D [FASP/DA(2012)] / [FASP/DB(2012)], or an applicant for the Tertiary Student Finance Scheme (Publicly-funded Programmes) (TSFS) under Form G [FASP/GA(2012)] / [FASP/GB(2012)] for the 2012/13 academic year; and
- (b) you are not married.

Applicants **not** fulfilling **all** the requirements mentioned in (a) and (b) above **must** submit Form D which requires the submission of a full set of financial information and supporting documents in respect of the applicant's family members.

**This Sample and the Guidance Notes are also applicable to Form SD applicants.**

### Important points to note:

- (1) If you fail to report / attach the required information / supporting documents at the time of application, and the information / supporting documents are reported / provided only upon the Agency's enquiry, these will be treated as misrepresentations and / or omissions. Therefore, please complete the application in detail and submit all the supporting documents. If misrepresentation(s) or omission(s) is / are found, your application may be rejected.
- (2) If you choose to use Form SD, you need not submit financial information and supporting documents in respect of your family members other than your own. The financial information provided in your sibling's application Form G / Form D will be used to assess your eligibility for assistance.  
  
However, if you are eligible to use Form SD but would like to provide a full set of information on yourself and your family members, you may still choose to submit Form D instead of Form SD.
- (3) You should ask the institution which conferred you the sub-degree qualification to complete Part J before you submit this application to the Agency.
- (4) Please complete all parts in **block letters** using black or dark blue ball pen.

申請人如需要此表格的中文版本，可向學生資助辦事處或所屬院校索取。

**Copies of HKID card / Student card of Applicant and Family Members**

Attention: Please stick below copies of HKID card / student card of the family members listed in Table 1 at page 12 of this application form. (You may make additional copy(ies) of this page for use if necessary)

<p align="center">Copy of Applicant's HKID card</p>	<p align="center">Copy of Applicant's student card</p>
<p align="center">Copy of HKID card of Applicant's father (For married applicant, please provide copy of HKID card of spouse)*</p>	<p align="center">Copy of HKID card of Applicant's mother</p>
<p align="center">Copy of HKID card / student card of family member listed in Sections B to D under Table 1#</p>	<p align="center">Copy of HKID card / student card of family member listed in Sections B to D under Table 1#</p>
<p align="center">Copy of HKID card / student card of family member listed in Sections B to D under Table 1#</p>	<p align="center">Copy of HKID card / student card of family member listed in Sections B to D under Table 1#</p>

\* Please also provide copy of applicant's marriage certificate, as well as HKID card or birth certificate / student card copy of applicant's children.

# Please provide his/her student card copy if the family member is a full-time student.







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PART F		INCOME	ANNUAL INCOME
Did any member(s) of your family receive Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department between 1.4.2011 and 31.3.2012 or is/are now receiving it now?	Yes	352	N
Did your parents run any business between 1.4.2011 and 31.3.2012 (for instance, they are the proprietors of factories, transportation companies or trading companies), enter 'Y'. Otherwise, please write 'N'.	Yes	353	Y
Apart from the self-occupied home, property / land / carpark as at 31.3.2012, do you or your parents own other properties other than your residence as at 31.3.2012, such as flats/houses, land, and parking spaces, etc., enter 'Y'. Otherwise, please write 'N'.	Yes	354	Y ('Y' Yes, 'N' No)
No. of Family Members (Table 1 Section A)		355	3
(Total of this form)		356	0 4
(Total of this form)		358	1
Annual Income (Table 1 Section A)		359 \$	3 3 2 0 0 0
Annual Income (Table 1 Section B)		366 \$	1 6 4 0 0 0 372
HKID No. of your father		373	B 1 2 3 3 2 1 ( 8 )
HKID No. of your mother		382	C 4 5 5 6 5 5 ( 7 )

**PART G ADDITIONAL INFORMATION FOR APPLICANTS WHO WILL ATTEND GRADUATION-TIED PLACEMENT (irrespective of whether the placement is compulsory or optional) IN THE 2012/13 ACADEMIC YEAR (INCLUDING THE SUMMER MONTHS)**

Will you attend graduation-tied placement in the 2012/13 academic year (including the summer months of Year 2012)? (Please put a '✓' in the appropriate box.)

Yes, and I will receive income from graduation-tied placement. [Please ask your institution to complete Part H (c) or attach written confirmation on details of the placement issued by your faculty / department / employer.]

Details of graduation-tied placement are:

(i) Period (including summer months of Year 2012):

From 1/10/2012 to 31/12/2012  
DD/MM/YYYY DD/MM/YYYY

(ii) Amount of income received / to be received in the 2012/13 academic year (including summer months of Year 2012):

Amount \$ 8,000

Yes, but I will not receive any income from the graduation-tied placement.

Details of the graduation-tied placement have not been finalised yet and will not be finalised in the coming 2 weeks. I will inform SFAA and provide written confirmation by institution / faculty / department / employer once the duration of the placement and amount of income are confirmed.

No, I will not attend any graduation-tied placement.

**PART H ADDITIONAL INFORMATION ON APPLICANTS WHO ARE NOT REQUIRED TO ATTEND WHOLE YEAR STUDY OR NOT REQUIRED TO PAY FULL AMOUNT OF TUITION FEE OR WILL ATTEND GRADUATION-TIED PLACEMENT WITH INCOME IN THE 2012/13 ACADEMIC YEAR**

**(a) (To be completed by applicant)**

Reason for not attending whole year study or not required to pay full amount of tuition fee (e.g. suspension / deferment of studies; repeat failed modules, etc.)

Part H : If you do not need to attend whole year study or do not need to pay full amount of tuition fees in the 2012/13 academic year, you **must** complete Part H(a) and ask your institution to complete Part H(b).

**(b) (To be completed by institution)**

This is to certify that the applicant is a registered full-time student of this institution in the 2012/13 academic year.

The amount of tuition fee paid by the applicant is \_\_\_\_\_

The applicant's period of study is \_\_\_\_\_ (put a tick in the appropriate box):

1<sup>st</sup> semester/term only

others (please specify) \_\_\_\_\_

**Applicant to request institution to complete Part H(b) and/or H(c) and stamp its chop on this part.**

From \_\_\_\_\_ to \_\_\_\_\_  
DD/MM/YYYY DD/MM/YYYY

**(c) (To be completed by institution)**

This is to certify that the amount of placement income received/ to be received by the applicant in the 2012/13 academic year (including the summer months of year 2012) is: Amount \$ 8,000

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Telephone No./Fax No.: \_\_\_\_\_

If you will attend graduation-tied placement with income in the 2012/13 academic year (including the summer months of year 2012), you may contact your institution to complete this part or attach written confirmation on details of the placement issued by your faculty/ department/ employer.

Institution Chop



## **IMPORTANT POINTS TO NOTE**

1. This application must be completed **FULLY and TRUTHFULLY**. The information supplied by the applicant in this application will be used to determine the appropriate level of financial assistance to be offered to the applicant and, if appropriate, the applicant's sibling(s) if the latter's application(s) is/are submitted under FASP/SA(2012) or FASP/SB(2012) (i.e. Form S for FASP), FASP/SDA(2012) or FASP/SDB(2012) (i.e. Form SD for FASP), TSFS/SA(2012) or TSFS/SB(2012) (i.e. Form S for TSFS). Any misrepresentation or omission or improperly filling in information in this application form and/or Form S / Form SD for the FASP or the TSFS may lead to **disqualification from application and/or full recovery of financial assistance already paid to the applicant and/or the applicant's sibling(s), and court proceedings**. Applicants are reminded that it is an offence to obtain property or pecuniary advantage by deception. Any person who does so commits an offence and shall be liable on conviction upon indictment to imprisonment for 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong). Applicants are also reminded that if any person being required or authorised by law to make any statement on oath for any purpose and being lawfully sworn (otherwise than in a judicial proceeding) wilfully makes a statement which is material for that purpose and which he knows to be false or does not believe to be true, he shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 7 years and to a fine under the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong).
2. Applicants should inform the Student Financial Assistance Agency (SFAA) at Room 1201, 12/F, Trade and Industry Department Tower, 700 Nathan Road, Kowloon in writing immediately of any changes of information in Parts A to H after submission of the application. The form "Notification of Change of Personal Data (FASP/C/1A)" and the form "Notification of Change of Institution / Course Data (FASP/C/1B)" are obtainable at applicant's institution, the SFAA or the SFAA homepage (<http://www.sfaa.gov.hk/eng/public/index.htm#fasp>). Outdated information will cause unnecessary delay in processing of applications. If applicants change to study in another institution after submission of the application, they need not submit a fresh application. They just need to inform SFAA of the changes by completing the form "Notification of Change of Institution / Course Data (FASP/C/1B)".
3. Every year, the SFAA selects a number of successful applicants for counter-checking and home visits. Applicants and their family members are requested to co-operate with our staff. Intentional obstruction to our staff in their course of investigation or concealment of information may lead to **full recovery of the financial assistance already paid and even court proceedings**.
4. If applicants are not married, both of their parents should sign the declaration on Page 16 of this Application. If applicants are married, their spouse should sign the declaration. Applicants should **NOT** sign the declaration on behalf of their parents / spouse. If applicants do so, the application will be **REJECTED**. Applicants are reminded that a person who makes a false instrument, with the intention that he or another shall use it to induce somebody to accept it as genuine, and by reason of so accepting it to do or not to do some act to his own or any other person's prejudice, commits the offence of forgery and is liable on conviction on indictment to imprisonment for 14 years under the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong).
5. **Please note that if applicants fail to provide the required information with necessary supporting documents at the time of submitting application, and the information / supporting documents are provided only upon the Agency's enquiry, these will be treated as misrepresentations and/or omissions of information.**

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BEFORE COMPLETING TABLES 1-7, PLEASE READ THE GUIDANCE NOTES.

TABLE 1 FAMILY MEMBERS

Code No. (CN)	Name	Age	Relationship with Applicant	Place/Country of Study	Present Situation	Present Monthly Income	Column C		Column D	Column E	Column F	Column G	Section A
							(a)	(b)	(a)	(b)	(a)	(b)	
1	姚新青	22	Applicant	HONG KONG	STUDENT	0	(a) ABC UNIVERSITY (Year 2)						NO
2	姚大志	54	Father <sup>^</sup>	HONG KONG	BUSINESSMAN	\$15,000	(a) D & D COMPANY	\$120,000	\$50,000	\$30,000 (PROPERTY)			NO
	WONG MEI MEI	52	Mother <sup>^</sup>	HONG KONG	DOMESTIC WORKER	\$2,000	(a) CHAN TAI MAN	\$24,000		\$60,000			NO

Section A: Applicant and applicant's parents or parent(s) between 1.4.2011 and 31.3.2012 (for married applicant, his/her children residing with the applicant)

Section A Total Annual Income: \$332,000 Remember to fill

Code No. (CN)	Name	Age	Relationship with Applicant	Place/Country of Study	Present Situation	Present Monthly Income	Column C		Column D	Column E	Column F	Column G	Section A
							(a)	(b)	(a)	(b)	(a)	(b)	
5	姚威威	17	BROTHER	HONG KONG	STUDENT	0	(a) ABC SECONDARY SCHOOL (Form 5)						NO
6	姚健康	20	BROTHER	HONG KONG	UNEMPLOYED	0	(a) ---	\$80,000					NO
7	姚小蕙	21	SISTER	HONG KONG	CLERK / PART-TIME SALES	0	(a) B & B CO. / C & C BOUTIQUE	\$60,000 (FULL-TIME INCOME)	\$24,000 (PART-TIME INCOME)				NO

Section B: Applicant and/or applicant's parent(s) between 1.4.2011 and 31.3.2012 (for married applicant, his/her children residing with the applicant)

Section B Total Annual Income: \$164,000 Remember to fill

Code No. (CN)	Name	Age	Relationship with Applicant	Place/Country of Study	Name of Institution	Course Name (Please provide course information)	Study Level (e.g. Degree, Master Degree)	Year of Study	Expected Month and Year of Graduation	Whether dependent on applicant's parents for living* (Please provide proofs e.g. remittance advices)	Section C No. of persons
10	YIU MEI LAI	23	SISTER	UNITED STATES	YYZ UNIVERSITY	BACHELOR OF BUSINESS STUDIES	DEGREE	3	JUNE 2012	YES	1

Section D: Applicant and/or applicant's parent(s) who depended on applicant's parent(s) in Part II of the Guidance Notes

Code No. (CN)	Name	Age	Sex	Whether dependent on applicant's parents for living*	Whether receiving CSSA**	Section D No. of persons
12	WONG YING	70	F	YES	NO	1

TABLE 2 ADDITIONAL INFORMATION ON RETIRED PARENTS

Code No.	Name	Retirement Date	Name and Telephone No. of Employer (Last Employer)	Annual Pension Sum	Present Monthly Pension
3	WONG MEI MEI	9 9 2004	CCF COMPANY LTD. (TEL. 2626 2266)	\$200,000	0

TABLE 3 APPLICANT'S OTHER FAMILY MEMBERS - Applicant's sibling(s) living away from applicant and/or applicant's parent(s) (including those living in the Mainland)

Code No. (CN)	Name	Age	Married/Single	Relationship with Applicant	Residential Address	Annual Income	Occupation	Whether dependent on applicant's parents for living*
14	YIU TAI FONG	26	MARRIED	BROTHER	FLAT A, 10/F, GOODVIEW BLDG., 28 GOODVIEW RD., MONGKOK, KLN.	2003 6998	TEACHER	NO
15	YIU HO YAN	24	SINGLE	SISTER	ROOM A, 2/F NO.7 FIRST ROAD, SHENZHEN, MAINLAND CHINA.	86-755-27279028	CLERK	NO

Income proofs include salary statements, Employer's Return of Employee's Remuneration and Pensions [IR56B], Notification by an employer of an employee who is about to cease to be employed [IR56F], Tax Assessment and Demand Note [IRC401] and Return of Employee's Remuneration [FASP/4/2012].

Remittance / Alimony / Contribution received by family members in Table 1 above includes family / living expenses, mortgage repayment / rental expenses provided by others (e.g. divorced parent, siblings living away from applicant and/or applicant's parent(s), relatives / friends, etc.)

Please indicate "Yes" or "No" in the Box.

CSSA : Comprehensive Social Security Assistance (excluding Old Age Allowance / Disability Allowance). Please report Disability Allowance in the "Other Income" column. If your family member(s) received CSSA, please provide documentary proofs (from 1.4.2011 to the latest date), from Social Welfare Department, including the Certificate of CSSA Recipients (for Medical Waivers) and notification letter.

If your parents have divorced or you have divorced, please state in Table 7 and provide documentary proofs. If your parents are not residing with your family members, please provide details in Table 7 "Additional Information by Applicant".

Please complete this part if the family member was a full-time student studying abroad between 1.4.2011 and 31.3.2012.

**TABLE 4 ASSETS (including those in Hong Kong and outside Hong Kong which are wholly or partly owned by family member(s) listed in Section A under Table 1 of this application form)**

(Please do not omit any information. Use additional sheets if required. All documentary proofs have to be submitted together with the application form.)

**(A) Property / Land / Carpark (including those in Hong Kong and outside Hong Kong; including those vacant, rented out or self-occupied.)** (Please provide documentary proofs and refer to 3.5.5 to 3.5.9 of Part II of the Guidance Notes for details)

Code No. or Name of Owner (e.g. CN2, CN3)	CN2	CN2 & RELATIVES
Address	FLAT E, 18/F, BLOCK 12, BEAUTIFUL GARDEN, TAI PO, N.T.	FLAT A, 2/F, 96 WELL STREET, HONG KONG
Use / Rental	RENTED-OUT	SELF-OCCUPIED
If self-occupied, location of the properties (including the first owned home), land, and parking spaces.	8.8.2005	7.7.2004
Type of use, office, "Home Ownership Scheme" flat, "Special Class Housing Scheme" flat, etc.	N/A	N/A
Area	DOMESTIC	OFFICE
(a) Estimated Market Value as at 31.3.2012	56 m <sup>2</sup> *	60 m <sup>2</sup> *
(b) Outstanding Mortgage as at 31.3.2012	\$1,300,000	\$1,400,000
(c) Percentage of Ownership	\$800,000	\$1,100,000
(d) Net Value = \$[(a)-(b)] x (c)	100%	50%
	\$500,000	150,000

^ If you / your parents / your spouse reside in / own a village house / small house, please specify the use of each storey.  
# Please indicate the name(s) of the relative(s) / friend(s) who live in the premises.

\* 1 m<sup>2</sup> approximately. If you have added separate sheets, please put a remark here. My mother owns two other additional properties, which are reported in the separate sheet attached.

**(B) Vehicle / Vessel and/or Taxi / Public Light Bus Licence** (Please provide documentary proofs, such as mortgage repayment schedule for vehicle and Vehicle Registration Document, and refer to 3.5.10 of Part II of the Guidance Notes for details)

Code No. or Name of Owner	CN2 & RELATIVES
Type / Registration	URBAN TAXI / DA1234
Purchase Date	5.4.2004 / \$2,600,000
(a) Estimated Market Value as at 31.3.2012	\$2,300,000
(b) Outstanding Mortgage as at 31.3.2012	\$1,800,000
(c) Percentage of Ownership	25%
(d) Net Value = \$[(a)-(b)] x (c)	\$125,000

**(C) Business Undertakings (including those in Hong Kong and outside Hong Kong; including those making profit or not.)** (Please provide documentary proofs such as Business Registration Certificate, Balance Sheet, Profit and Loss Account, and Annual Statement and refer to 3.5.11 and 3.5.12 of Part II of the Guidance Notes for details)

Code No. or Name of Business Owner	CN2
Name and Address of Business	D & D COMPANY (FLAT A, 2/F, 96 WELL STREET, HONG KONG)
State whether the business premises are rented or self-owned <sup>@</sup>	SELF-OWNED
Nature of Business (e.g. trading, etc.)	TRADING
Business Registration No.	09683232-000-10-00-3
(a) Estimated Net Asset Value as at 31.3.2012	\$258,000
(b) Percentage of Ownership	100%
(c) Net Value = \$ (a) x (b)	\$258,000

<sup>@</sup> If the business premises is self-owned, please report it in Section A of Table 4 as well.

**(D) Investments (e.g. quantity of shares / warrants / bonds / funds possessed by the applicant and family members as at 31.3.2012)**  
 information. Use additional sheets if required. All documentary proofs have to be submitted. Please provide documents to certify the quantity of investments owned as at 31.3.2012.

Code No. or Name of Owner	Shares / Warrants / Bonds / Funds, etc.		Quantity	Date of Purchase	For Official Use
	Code	Name			
2	00066	CORP. LTD.	500	5.5.2005	
3	00002	A GAS CO.LTD.	60	15.2.2005	

Please report the various investments owned by any member listed in Section A of Table 1, such as shares, warrants, bonds and funds, etc.

**(E) Deposits (e.g. time / current / club deposits / integrated accounts in local and foreign currencies)\***

Please report all deposits in banks, financial companies, or other financial institutions, including savings/ time/ current/ club deposits/ integrated accounts/ joint accounts in local and foreign currencies owned by any member listed in Table 1 Section A.		Account Number	Type of Account (e.g. time deposit)	Currency	Balance as at 31.3.2012 (incl. time deposits with the mature date beyond 31.3.2012)
1 (Applicant)	HANG SENG BANK	024-123-4567890	SAVINGS ACCOUNT	HKD	1,577.95
	STANDARD CHARTERED BANK	003-001-4-002052	SAVINGS ACCOUNT	HKD	3,899.81
2 (Father)	HANG SENG BANK	024-347-1-000007	SAVINGS ACCOUNT	AUD	1,300.71
	HONG KONG BANK	HK-478132455	TIME DEPOSIT ACCOUNT	HKD	300,000.81
3 (Mother)	BANK OF CHINA	012-1-301100	CLUB DEPOSIT ACCOUNT	HKD	204,000
	HONG KONG BANK	004-478132455-001	CURRENT ACCOUNT	HKD	608.79
4 (Spouse)					
Deposits Held in Joint Accounts					
3 & 12	HANG SENG BANK	024-347-2-000150	TIME DEPOSIT ACCOUNT	HKD	50,000.00

Please report all account balance as at 31.3.2012.

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\* Please provide photocopies of documents that can identify the name of the account holder and the account number (e.g. the first page of a savings passbook) and photocopies of all bank accounts or monthly statements that can show ALL the transactions between 1.4.2011 and 31.3.2012. Please highlight all income-related transactions on the photocopies. If the mature date of a time deposit does not fall on 31.3.2012, you should provide a copy of the relevant receipt / notice / statement and write down the amount of principal. For consolidated net back items / missing statements / receipts / documents, please ask the bank to reproduce the documents. To ensure that the financial circumstances reported in the application is true and complete, the Agency will examine transactions shown in bank statements. You must give explanations for the following transactions: (a) amounts of \$100,000 or more (which may be time deposits), (b) any other deposits of odd cents (which may be interest from time deposits or dividends from stocks and shares), (c) other regular cash/cheque deposits (which may be contributions / remittance from relatives or income from part-time job), and provide documentary proof together with your application form.  
 Note: Please do not omit any information. Use additional sheets if required.



**TABLE 7 ADDITIONAL INFORMATION BY APPLICANT**

*Divorce proceedings of my parents are in progress. The Petition for Divorce was filed with the District Court in January 2012. When the judgement of the court is available, relevant formal divorce documents will be submitted to your Agency for reference. Copy of my parents' Petition for Divorce is attached with this application form.*

*My mother is not residing with my siblings and me. My mother's address is: Flat Z, 19/F, Block Z, Very Well Garden, Lam Tin, Kowloon. The information has been reported in Table 4A and copies of the related documents are attached with this application form.*

*Another sister will be emigrating from the Mainland in December 2012 and will then be residing with my mother. Copies of the related documents are attached with this application form.*

*There is no "Demand for Rates" for my mother's property reported in Table 4A because the property is an ancestral house in the Mainland. As at 31.3.2012, my mother was still listed in the tenancy of the public housing unit in which my father, siblings and I were residing at. The address of the public housing unit is: Room 888, Ting Ling House, Ting Dong Estate, Kwun Tong, Kowloon. A copy of the tenancy agreement is attached with this application form.*

Details of the unemployment of the applicant's younger brother, Yiu Kin-hong, as reported in Section B of Table 1 should be given in this table.

*My brother, YIU Kin-hong was laid off by his previous employer in June 2011. He was unemployed from 18.6.2011 to 31.8.2012. Copies of termination letter and employment letter are attached with this application form.*

*My father has incurred debts for over \$1,000,000 from banks and is now experiencing financial hardship. We hope that your Agency can help relieve our family's financial difficulties and support my studies. Copies of the related documents are attached with application form.*

Details, together with reasons and supporting documents, should be given in this table.

*My mother is holding in trust \$100,000 for my maternal grandfather (WONG Tai-yan). Copies of relevant documents are attached with this application form.*

**Documents/ information to be submitted**

The following supporting document(s) is/are not yet available (To avoid mislaying of documents, please put down your name and HK Identity Card number on every page of the documents when you submit the outstanding documents):

Details of the assets held in trust by the applicant's mother, as reported in Section H of Table 4 should be given in this table.

Photocopies of my mother's club deposit account

(Account No.: 012-1-301100)

Please list out the supporting document(s) that is/are not yet available. You must take the initiative to submit the documents once they are available. Otherwise, the Agency will treat them as omissions and may reject your application. To avoid mislaying of submitted documents, please put down your name and HK Identity Card number on every page of the submitted documents.

I undertake to understand that if document(s), SFA application.

I understand that if document(s), SFA application.

Signature of applicant

Signature of Applicant

(Please use additional sheets if required.)

## DECLARATION

### (a) By Applicant:

The Declarant **must** read the Guidance Notes [FASP/1A(2012)] / [FASP/1B(2012)] carefully in completing this Declaration. The Guidance Notes is available at the Agency's Homepage at <http://www.sfaa.gov.hk/eng/public/index.htm#fasp>.

I, YIU SUN CHING, have read and fully understood the Guidance Notes on  
(name)

the Financial Assistance Scheme for Post-secondary Students (**FASP**) 2012/13 (including the parts on the Non-means-tested Loan Scheme for Post-secondary Students and the Student Travel Subsidy Scheme) (**Guidance Notes**) and I agree to the terms of, and undertake to abide by the Guidance Notes [and such other requirements as specified from time to time by **the Government**] if the Government grants me financial assistance under the FASP. I declare that the information provided in this application for the FASP (which shall include any documents submitted to the Student Financial Assistance Agency (**SFAA**) in support of the application such as FASP/SA(2012), FASP/SB(2012) [i.e. Form S for the FASP], FASP/SDA(2012), FASP/SDB(2012) [i.e. Form SD for the FASP], or TSFS/SA(2012), TSFS/SB(2012) [i.e. Form S for the Tertiary Student Finance Scheme – Publicly-funded Programmes (**TSFS**)] (**my application**) is complete and true to the best of my knowledge. I am aware that the Government will rely, and consent to the Government relying on the information provided by me to determine the eligibility and the level of financial assistance to be offered to me under the FASP and my sibling(s), (if any, and if any should submit an application for financial assistance to the SFAA) under the FASP or the TSFS. I also understand that any person who by any deception dishonestly obtains for himself or another any pecuniary advantage shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).

I further give my consent to any Government Policy Bureaux and Departments or private bodies to release my personal data to the SFAA for the purpose of processing this application.

#### **I declare that as at the date of this application:-**

I **have not** obtained any degree<sup>®</sup> or above qualification AND I ACKNOWLEDGE THAT if I have obtained any degree or above qualification, I am ineligible to apply for the FASP.

I **have not** completed any degree programme or above qualification in respect of which I will be awarded the qualification after the date of the application. AND I ACKNOWLEDGE THAT if I have completed any degree programme or above qualification in respect of which I will be awarded the qualification after the date of this application, I am ineligible to apply for the FASP.

I **have** obtained a locally-accredited sub-degree qualification or I **have** completed a locally-accredited sub-degree programme in respect of which I will be awarded the qualification after the date of the application. AND I ACKNOWLEDGE THAT if the sub-degree qualification which I have obtained is not a locally-accredited one, I am ineligible to apply for the FASP.

Please put a tick in the appropriate box.

\* I am **not** a bankrupt and have **not** applied for Individual Voluntary Arrangement [i.e. the Court has not approved any repayment proposal by me in my capacity as a debtor on how I will repay my creditors] and I am **not** aware of any legal proceedings which have been started (or are pending or being threatened) against me for my bankruptcy or for the appointment of a receiver, administrator, administrative receiver, trustee or similar officer over any or all of my assets.

\* I **am** a bankrupt; and/or I **have** applied for Individual Voluntary Arrangement [i.e. the Court is considering or has approved a repayment proposal by me in my capacity as a debtor on how I will repay my creditors] and/or I am aware that legal proceeding(s) has/have been started (or are pending or being threatened) against me for my bankruptcy or for the appointment of a receiver, administrator, administrative receiver, trustee or similar officer over any or all of my assets. I have set out the full details in relation to the above at Table 7 – ADDITIONAL INFORMATION BY APPLICANT.

\* Please put a '✓' in the appropriate box.

I hereby consent, and confirm that each of the family members and other persons in respect of which personal data or other information (**Information**) is provided in my application (including during the course of consideration of such application) consents, to the Government [including the SFAA and any Government Policy Bureaux and Departments] (**the Government**) and the institution offering the programme in respect of which I am making this application using the Information for any purpose contemplated in paragraph 9 of Part I of the Guidance Notes and any purpose directly related to such purpose.

I also authorise and consent to my institution [i.e. any institution offering sub-degree (including Hong Kong Shue Yan University which offers a diploma to its students upon their completion of a 4-year Diploma Programme), degree or top-up degree programmes] releasing personal data of which I am the subject of the data held by it to the Government in order for the Government to use such information to process my application (and any other application I may make to the Government) and for any other purpose contemplated in paragraph 9 of Part I of the Guidance Notes and any purpose directly related to such purpose.

In particular, I confirm that I authorise the Government to release the results of my application to my institution as mentioned in paragraph 9.3 of Part I of the Guidance Notes.

I understand that the Government has the right to review my application for student financial assistance for me and my sibling(s) [if any, and if any should submit an application for financial assistance to the Government] and adjust my/our financial assistance or withdraw the Government's offer of assistance if necessary, as set out in paragraph 3 and paragraph 6.10 of Part I of the Guidance Notes. I undertake to refund to the Government any overpayment of grant(s) and/or loan(s) made to me upon demand.

I agree to let the Government check and counter-check this application in accordance with paragraph 4.6 in Part I of the Guidance Notes. If I refuse to co-operate, I undertake to refund all the financial assistance already received by me under my application and any other application I may make to the Government.

Should I make a declaration as to not having obtained any degree or above qualification, not having completed any degree programme or above qualification in respect of which I will be awarded the qualification after the date of this application, and having obtained a locally-accredited sub-degree qualification and such declaration is found to be false, I undertake to immediately repay the Government any grant(s) and/or loan(s) received from the Government pursuant to my application.

I acknowledge that the Government's payment of the grant(s) and/or loan(s) shall be subject to my honouring all the obligations, conditions, and covenants set out in my application and the other terms by which I am bound under the FASP.

Signature of applicant

Signature of applicant/HKID No.: \_\_\_\_\_ / A123456(7) Date 1/5/2012

Declared in Hong Kong.

@ For the purpose of FASP, it refers to a Bachelor Degree qualification.

**Attention**

In recent years, a number of applicants and their immediate family members, all without previous criminal convictions, have been convicted of Fraud arising from failure to disclose incomes / assets during their application for financial assistance, and have been sentenced to imprisonment. You are reminded to provide **COMPLETE** and **TRUE** information so as not to ruin your future.

## DECLARATION

(b) By Applicant's parents or spouse<sup>#</sup>:

The Declarant must read the Guidance Notes [FASP/1A(2012)] / [FASP/1B(2012)] carefully in completing this Declaration. The Guidance Notes is available at the Agency's homepage at <http://www.sfaa.gov.hk/eng/public/index.htm#fasp>.

I, YIU TAI CHI, father of the applicant,  
(name)

I, WONG MEI MEI, mother of the applicant,  
(name)

I, \_\_\_\_\_, spouse of the applicant,  
(name)

fully understand the Guidance Notes of the Financial Assistance Scheme for Post-secondary Students 2012/13 (including the parts on the Non-means-tested Loan Scheme for Post-secondary Students and the Student Travel Subsidy Scheme). We / I\* declare that the information provided in this application form about our / my\* family, including all the supporting documents provided, is complete and true. We are / I am\* aware that the Student Financial Assistance Agency (SFAA) will rely on the information provided to determine the eligibility and the level of financial assistance to be offered to the applicant and the applicant's sibling(s), if any, who will submit the FASP/SA(2012) / FASP/SB(2012) (i.e. Form S for FASP), FASP/SDA(2012) / FASP/SDB(2012) (i.e. Form SD for FASP) or TSFS/SA(2012) / TSFS/SB(2012) (i.e. Form S for TSFS) under the Schemes. We / I\* also understand that any person who by any deception dishonestly obtains for himself or another any pecuniary advantage shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).

We / I\* further give our / my\* consent to any Government Policy Bureaux and Departments or private bodies to release our / my\* personal data to the SFAA for the purpose of processing this application.

Signature of applicant's father

Signature of applicant's father/HKID No.# : \_\_\_\_\_ / B123321(8) Date 1/5/2012

Signature of applicant's mother

Signature of applicant's mother/HKID No.# : \_\_\_\_\_ / C455655(7) Date 1/5/2012

Signature of applicant's spouse/HKID No.# : \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

\* Delete where inapplicable.

<sup>#</sup> If you are not married, your parent(s) should sign the declaration personally. Any person (including the declaration on behalf of applicant/ the parent(s)/ spouse will not constitute an act of forgery, which on conviction, may hold the of Crimes Ordinance (Chapter 200 of the Laws of Hong Kong).

Please make sure that the declaration is signed by your parents or spouse (if you are married). The applicant should **not** sign the declaration on behalf of his / her parents / spouse. If he / she does so, the application will be rejected. In addition, such an act is an offence of forgery under the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong). An offender shall be liable on conviction on indictment to imprisonment for 14 years.

### Attention

In recent years, a number of applicants and their immediate family members, all without previous criminal convictions, have been convicted of Fraud arising from failure to disclose incomes / assets during their application for financial assistance, and have been sentenced to imprisonment. You are reminded to provide **COMPLETE** and **TRUE** information so as not to ruin your future.

Please **do not** complete this page when you submit this application form. You or your father / mother will be requested to complete this declaration only when you and / or your father / mother is / are invited to attend an interview at the Student Financial Assistance Agency.

**DECLARATION**  
**(OATHS AND DECLARATIONS ORDINANCE)**

I, \_\_\_\_\_, HKID No. \_\_\_\_\_, of \_\_\_\_\_

\_\_\_\_\_ (state your residential address) solemnly and sincerely declare that

1. I am the \_\_\_\_\_ (or self) of the applicant,
2. The information provided is true and correct to the best of my knowledge.
3. I am aware of the consequences of providing false information for the assistance of the applicant and I am not applying for the assistance on. And I make this declaration voluntarily and truthfully by virtue of the Oaths and Declarations Ordinance.

**Do not fill in this part when you submit this application form.**

Declared at the Student Financial Assistance Agency in the HKSAR this \_\_\_\_\_ day of \_\_\_\_\_, through the interpretation of \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_, the said interpreter having been also first sworn that he / she had truly, distinctly, and audibly interpreted the contents of this document to the declarant, and that he / she would truly and faithfully interpret the declaration about to be administered to him / her.

\_\_\_\_\_  
Signature of declarant

Before me,

Commissioner for Oaths : \_\_\_\_\_

**Declaration by Interpreter**

I, \_\_\_\_\_, HKID No. \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ (state your residential address) swear that I well understand the official language in which this document is written and the \_\_\_\_\_

\_\_\_\_\_ dialect of the Chinese language/ the English language and that I have truly, distinctly, and audibly interpreted the contents of this document to the declarant \_\_\_\_\_, and that I will truly and faithfully interpret the declaration about to be administered to him / her.

\_\_\_\_\_  
Signature of interpreter

Interpreter

Declared at the Student Financial Assistance Agency in the HKSAR this \_\_\_\_\_ day of \_\_\_\_\_.

Before me,

Commissioner for Oaths : \_\_\_\_\_

## Checklist of Supporting Documents

Before submission of application, please check if you have:

- Completed fully all parts of the application form.
- Prepared **copies** of all relevant supporting documents (please ensure

Please refer to the items on the checklist and check carefully to see if the application has been filled in properly and if copies of all the supporting documents have been provided. Please ensure that the information shown on the copies is legible. **If you fail to report/ attach the required information/ supporting documents at the time of application, and the information/ supporting documents are only reported/ provided upon the Agency's enquiry, these will be treated as misrepresentations and/or omissions. Therefore, please complete the application in detail and submit all the supporting documents. If misrepresentation(s) or omission(s) is/ are found, your application may be rejected.**

### Identity Information

- Your HKID card and student card or other supporting documents
- Your offer letter of admission or bank pay-in slip of tuition fee
- The HKID card(s) of your father and mother (or spouse, if married)
- The HKID card(s) of your sibling(s) / grandparent(s) and the Table 1. If you cannot obtain the above-mentioned HKID card of family member;
- Your marriage certificate (if married);
- The HKID card / birth certificate of your child; and
- Proofs of your sub-degree qualification (e.g. testimonial, graduation certificate, letter issued by institutions, etc.).

### Income Information

- Proof of the income received / to be received from graduation-tied placement in the 2012/13 academic year (including the summer months of the Year 2012), e.g. employment letter / contract of employment, certification letter from the employer or other income proofs (Part G); and
- Income proof of your parents and unmarried sibling(s) residing with you and/or your parent(s) (or your spouse, if you are married) for the period 1.4.2011 to 31.3.2012 (Sections A and B of Table 1), e.g. salary statement / Employer's Return of Employee's Remuneration and Pensions [IR56B] / Profit & Loss Account or other income proofs (If unemployed, please provide documentary proof, e.g. termination letter, medical proof, proof of looking for jobs, proof of studying full-time courses, etc.).

### Asset / Residence Information

- Supporting documents for property / land / carpark (Section A of Table 4) such as Sale and Purchase Agreement, Demand for Rates, mortgage repayment schedule, assignments and deeds;
- Tenancy agreement of public housing unit;
- Vehicle Registration Certificate (Section B of Table 4);
- Mortgage repayment schedule for vehicle (Section B of Table 4);
- Business Registration Certificate (Section C of Table 4);
- Company's balance sheet (Section C of Table 4);
- Certificate(s) or monthly statement(s) of March 2012 showing the type(s) and quantity / quantities of investment items as at 31.3.2012, e.g. shares / warrants / bonds and funds (Section D of Table 4);
- All passbooks and monthly statements of all types of bank deposits (including those closed between 1.4.2011 and 31.3.2012) of you and your parents (or your spouse, if you are married) (Section E of Table 4) including the page showing the account holder's name, account number and all pages showing the transactions from 1.4.2011 to 31.3.2012. For the account mentioned in Part B of the application for payment of financial assistance (Section E of Table 4), if it was opened **after** 31.3.2012, only the page showing the account holder's name and account number and the page showing the opening balance are required;
- Certificate(s) / receipt(s) / notice(s) on time deposit(s) showing the balance as at 31.3.2012 (Section E of Table 4); and
- Annual statement showing the value of savings / investment-linked insurance policy with cash value and dividends as at 31.3.2012 (Section G of Table 4).

### Expenses Information

- Medical proofs and receipts from 1.4.2011 to 31.3.2012 for family member(s) with chronic illness / permanent incapacity (Table 5).

### Other Information

- Documentary proofs (from 1.4.2011 to **the latest date**) from the Social Welfare Department for family member(s) who is/are receiving Comprehensive Social Security Assistance, including the Certificate of CSSA Recipients (for Medical Waivers) and notification letter;
  - Receipts for expenses on dependent grandparent(s) residing in elderly home from 1.4.2011 to 31.3.2012 (Section D of Table 1); and
  - Any other documents relevant to the application.
- Provided supplementary information in Table 7 – "Additional Information by Applicant" and prepared the relevant documents (Page 17).
  - Signed on the page of declaration with your father and mother or spouse (Pages 18 to 20).
  - Completed the mailing label and register label [FASP/3].
  - Completed the Application Receipt [FASP/7(2012)].

Notes:  / ( ) -- Please 「✓」 as appropriate.

### Notes:

1. Please use a piece of file string to tie the application form and all supporting documents in sequential order as listed above before submission to your institution.
2. All parts of the application form must be fully completed. Otherwise, the SFAA will return the form to you for completion and this will delay the processing of your application.
3. If you fail to submit the necessary supporting documents but cannot provide a satisfactory explanation for so doing, your application will not be considered.
4. Completed application and supporting documents, once submitted, are not returnable. If necessary, please retain one copy of the documents for your own reference.

### ENQUIRIES:

For enquiries, please contact the Agency as follows:

<b>Scheme</b>	<b>Manned enquiry numbers (Office hours)</b>	<b>Fax Numbers</b>	<b>Address</b>
<b>Financial Assistance Scheme for Post-secondary Students</b>	2152 9000	2157 9520	Room 1201, 12/F, Trade and Industry Department Tower, 700 Nathan Road, Kowloon.
<b>Non-means-tested Loan Scheme for Post-secondary Students</b>	2150 6222	3101 1908	Room 1204, 12/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.
<b>Student Travel Subsidy Scheme</b>	3616 6539 (Hong Kong Institute of Vocational Education) 3616 6537 / 3616 6548 (Other Institutions)	3616 6531 / 3616 6461	Room 803-806, 8/F, One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon.

The office hours of the SFAA are: Mondays to Fridays  
8:45 a.m. – 1:00 p.m.  
2:00 p.m. – 5:45 p.m.

24-hour automated enquiry hotline: 2802 2345

Homepage: <http://www.sfaa.gov.hk/>

E-mail address: [wg@sfaa.gov.hk](mailto:wg@sfaa.gov.hk)