

2012/13 Financial Assistance Scheme for Post-secondary Students (FASP)



Are you in need of Government grant and loan?



Are you going to apply for grant and loan in 2012/13 under the Financial Assistance Scheme for Post-secondary Students?

Please prepare well in advance the essential documentary proofs you need to submit with your application. Early submission of application with complete information will facilitate the early processing of your application and early payment of financial assistance, if any, to you.

Checklist on Copies of Documents Required

A

Personal Information

If you are single, the HKID cards of you, your parent(s), unmarried sibling(s) residing with you and/or your parent(s) and dependent grandparent(s) and the student cards of you and your sibling(s). If you are married, the HKID cards of you, your spouse and child(ren), the marriage certificate of you and your spouse, and the birth certificate of your child.

B

Family Income

If you are single, income proof for the period 1/4/2011-31/3/2012 of you, your parents and unmarried sibling(s) residing with you and/or your parent(s). If you are married, income proofs for the same period of you and your spouse, e.g. salary statement / 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] / Return of Payroll Emoluments for Civil Servant [IR56C] / Notification of Remuneration paid to person other than employee [IR56M] / Return of Employee's Remuneration [FASP/4(2012)] / Profit & Loss Account or other income proofs.

C

Family Assets

(If you are single, assets owned by you and your parent(s). If you are married, assets owned by you and your spouse.)

- Supporting documents for property / land / carpark, e.g. Sale and Purchase Agreement, Demand for Rates and mortgage repayment schedule
- Vehicle/Vessel registration documents and mortgage repayment schedule
- All passbooks and monthly statements of all types of bank accounts (savings/ current/ integrated/ joint accounts/ club deposits in local and foreign currencies) of you and your parents/spouse including the pages indicating the account holder, account number and all transactions from 1/4/2011 to 31/3/2012
- Transaction records re-produced by bank(s) if the remarks "Net Back Items" / "CBC" etc appear on the bank passbook(s) of you and your parent(s) / spouse
- Certificates / receipts / notices on time deposits showing the balance as at 31/3/2012
- Certificates or monthly statements showing the types / quantities / values of investment items as at 31/3/2012, e.g. shares / warrants / bonds / funds / savings or investment-linked insurance policies with cash value and dividends
- Business Registration Certificate, Balance Sheet and Profit & Loss Account if you or your parent(s) / spouse is/are self-employed or operating your/his/her own business

Important Points to Note

- * Please submit all the supporting documents. According to FASP Guidance Notes, 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. If misrepresentation(s) or omission(s) is/ are found, your application may be rejected. Hence, you should list out in full in the Application Form the information which is not yet available and provide the information to the Agency once it is available.
- * All bank records should show the position as at 31/3/2012. Please be reminded to update your bank balance on 31/3/2012, e.g. by using the passbook updating machine at the banks.
- * Please ensure all photocopies are clear and legible.
- * The above checklist is for reference only and is not exhaustive. Students should refer to the Guidance Notes, Sample for Reference in Completing the Application Form and the Application Form for more details. For enquiries, please call the Student Financial Assistance Agency's hotline on 2152 9000 or visit the Agency's homepage at <http://www.sfaa.gov.hk/>.
- * Please keep your bank statement in a safe place. The bank may charge handling fees for issue of replacement copies.

