



**Financial Assistance Scheme for
Post-secondary Students (FASP)**

Application for Financial Assistance for 2009/10

Form S

This is a **simplified version** of Form G for FASP. This form is for use by applicants who have not acquired any sub-degree qualifications, and are engaged in sub-degree or degree programmes. You may choose to complete this application form **if you fulfil ALL** the following criteria:

- (a) you have an unmarried sibling residing with you **and** he/she has submitted or is submitting an application for FASP under Form G [FASP/GB(2009)] or Form D [FASP/DB(2009)] or the Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) under Form G / [TSFS/GB(2009)] for the **2009/10** academic year; **and**
- (b) you are not married.

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

Important points to note:

- (1) If you are a locally-accredited sub-degree graduate pursuing degree/ top-up degree studies, you must use Form D.
- (2) If you choose to use this Form S, 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 there have been substantial changes of your family's financial position after your sibling's submission of Form G/ Form D, you should list out the changes in Part K of Form S with supporting documents.
- (3) You should note that any errors or omissions in terms of the financial data in your sibling's application will also apply to you **and** any adjustments to, warning or invalidation of his/her application as a result thereof may similarly apply to your application submitted under Form S. In this regard, both you and your sibling submitting Form G/ Form D must sign the declaration on pages 8 and 9 of Form S.
- (4) Notwithstanding your sibling's application under Form G/ Form D, you may also submit your application in Form G instead of Form S, in which case all the required financial information and supporting documents in respect of your family members must be provided.
- (5) You are eligible to apply for FASP for 2009/10 if you:
 - (a) are a registered **full-time student**, aged 25 or below (i.e. **born on or after 1 September 1983**);
 - (b) are engaged in full-time locally-accredited self-financing post-secondary education programmes leading to a qualification at sub-degree (i.e. associate degree, higher diploma and/ or professional diploma) level or above;
 - (c)
 - (i) for students engaged in a sub-degree programme, have not obtained any qualifications at sub-degree or above; or
 - (ii) for students engaged in a top-up degree programme, have not obtained any qualifications at degree level or above, and have obtained a locally-accredited sub-degree qualification (including all the sub-degree programmes covered by FASP and TSFS); or
 - (iii) for students engaged in a degree programme, have not obtained any qualifications at degree level or above, and if you are in possession of a sub-degree qualification, such qualification must be a locally-accredited sub-degree qualification (including all the sub-degree programmes covered by FASP and TSFS)
 - (d) have not accepted financial assistance under any other publicly-funded student finance assistance scheme [e.g. the Continuing Education Fund (CEF)] for the programme/ course covered by the application in the same academic year; and
 - (e) have the right of abode in the Hong Kong Special Administrative Region (Hong Kong) or have resided or have had your home in Hong Kong continuously for three complete years immediately prior to the commencement of the course. This does not cover students staying in Hong Kong holding student visas.

[*Please refer to paragraph 2.1 in Part I of the Guidance Notes for the definitions.]

- (6) Please complete all parts in **block letters** using black or dark blue ball pen. Please be aware that this application will only be processed after we have received the FASP/GB(2009), FASP/DB(2009) or TSFS/GB(2009) from your sibling.
- (7) You **must** read the Guidance Notes [FASP/1B(2009)] carefully in completing Form S. The Guidance Notes are available at the Agency's Homepage at <http://www.sfaa.gov.hk/eng/public/index.htm#fasp>.

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。

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.

ENQUIRIES:

The email address, fax numbers and enquiry numbers of this Agency are as follows:

24-hour automated enquiry hotline: 2802 2345

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

E-mail address: wg@sfaa.gov.hk

Manned enquiry numbers: 2152 9000 (Financial Assistance Scheme for Post-secondary Students)
(Office hours)* 2150 6222 (Non-means-tested Loan Scheme for Post-secondary Students)
3622 3313 (Student Travel Subsidy Scheme – Hong Kong Institute of Vocational Education)
3622 3315 / 3622 3309 (Student Travel Subsidy Scheme – Other Institutions)

Fax numbers: 2157 9520 (Financial Assistance Scheme for Post-secondary Students – Application Processing Unit)
2157 9532 (Financial Assistance Scheme for Post-secondary Students – Payment Unit)
3101 1908 (Non-means-tested Loan Scheme for Post-secondary Students – Application Processing Unit)
2157 9532 (Non-means-tested Loan Scheme for Post-secondary Students – Payment Unit)
2511 7416 / 2583 9132 (Student Travel Subsidy Scheme)

Copy of HKID card and Student card

Attention: Please stick below a copy of the applicant's HKID card and student card.

<p style="text-align: center;">Copy of Applicant's HKID card</p>	<p style="text-align: center;">Copy of Applicant's student card</p>
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* 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.

PART D		INFORMATION ON COURSE OF STUDY IN 2009/10	
Student Identity Card No. (Left-justified)	196	<input type="text"/>	
Institution Code (You should check the institution code and the course code with your institution or visit SFAA's Homepage (http://www.sfaa.gov.hk/eng/schemes/fasp3.htm) before completing boxes 207-216.)	207	<input type="text"/>	208 <input type="text"/>
Year of Intake	_____		
Institution Course/Programme Name	_____		
SFAA Course Code	209	<input type="text"/>	216 <input type="text"/>
SFAA Course Description	_____		
Annual Total Tuition Fee for the 2009/10 Academic Year	217	<input type="text"/>	. <input type="text"/> 224
Were you a full-time student of the institution reported in boxes 207-208 in the 2008/09 academic year?	225	<input type="checkbox"/> ('Y' Yes, 'N' No)	
Year of study in the 2009/10 academic year	226	<input type="text"/> "1" for Year 1, "2" for Year 2 and so on	
Expected graduation date	227	<input type="text"/>	230 <input type="text"/> 231 <input type="text"/> 232
		Year	Month
No. of credit units to be taken in the 2009/10 academic year (Applicable to applicants whose tuition fee is based on the no. of credit units taken.)	235	<input type="text"/>	. <input type="text"/> 236
PART E		APPLICATION FOR STUDENT TRAVEL SUBSIDY (2009/10)	
If you wish to apply for Student Travel Subsidy, please tick box 237 and complete boxes 238 – 351. 237 <input type="checkbox"/>			
Your 2009/10 term-time residential address is:			
Flat/Room 238	<input type="text"/>	Floor 239	<input type="text"/>
Block 246	<input type="text"/>		
Name of Building 251	<input type="text"/>		
Estate/Village 276	<input type="text"/>		
No. and Name of Street 301	<input type="text"/>		
District 326	<input type="text"/>		
Area 351	<input type="checkbox"/> (1 – Hong Kong 2 – Kowloon 3 – New Territories)		
PART F		INFORMATION ON APPLICANT'S FAMILY	
Did any member(s) of your family receive Comprehensive Social Security Assistance between 1.4.2008 and 31.3.2009 or is anyone of them receiving it now?	352	<input type="checkbox"/> ('Y' Yes, 'N' No)	
	353	<input type="text"/>	362
	363	<input type="text"/>	372
	} For Official Use		
HKID No. of Applicant's father	373	<input type="text"/>	()
HKID No. of Applicant's mother	382	<input type="text"/>	()

Sample
For Reference Only

BEFORE COMPLETING PARTS I – K, PLEASE READ PART III OF THE GUIDANCE NOTES. (Please do not use correction fluid. Cross out any incorrect entries and rewrite. Please leave inapplicable boxes blank.)

PART I APPLICANT'S INCOME AND ASSET

(a) Applicant's Actual Income during the Financial Year 1.4.2008 – 31.3.2009

Present Situation			Actual Income during the Financial Year: 1.4.2008 – 31.3.2009			
Present Occupation/ Employment (state name of post and grade/ rank)	Present Monthly Income	Employer/ Firm/ School (a) Name (b) Contact Telephone No. (c) Full/ Part time	Salary/ Wage/ Bonus/ Allowance / Part-time Income	Remittance/ Alimony/ Contribution Received# (incl. that from the Mainland and overseas)	Other Income (please specify, such as Disability Allowance)	Whether receiving CSSA [@] from SWD (Y / N)

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 the family, relatives / friends, etc.)

(b) Applicant's Bank Deposit during the Financial Year 1.4.2008 – 31.3.2009

[Note: 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 1.4.2008 and 31.3.2009. Please highlight all income-related transactions on the photocopies. If the mature date of time deposit does not fall on 31.3.2009, you should provide copies of the relevant receipt / notice / statement and write down the principal amount on it. If there is any missing statement / receipt / document, please ask the bank to reproduce one. 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 from relatives or income from part-time job), and provide documentary proof together with your application form.]

Name of Bank/ Financial Company	Account Number	Type of Account (e.g. time deposit)	Currency	Balance as at 31.3.2009 (including time deposit with mature date beyond 31.3.2009)

Deposits held in Joint Accounts

Name of Bank/ Financial Company	Account Number	Type of Account (e.g. time deposit)	Currency	Balance as at 31.3.2009 (including time deposit with mature date beyond 31.3.2009)

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(c) Applicant's Other Assets during the Financial Year 1.4.2008 – 31.3.2009

If you are in possession of other assets as at 31.3.2009, such as shares / warrants / funds / bonds / business undertakings / properties / land / carparks / vehicles / vessels / vehicle licences / loans to others not yet repaid by borrower / asset held in trust by others / insurance policy (savings/ investment-linked), you are required to declare and report the assets (irrespective of whether the assets are in Hong Kong, the Mainland or overseas) at market value as at 31.3.2009, with photocopies of documentary proofs.

Type of asset	Quantity	Total value as at 31.3.2009

For Official Use

PART J LENGTH OF RESIDENCE IN HONG KONG

I, _____, have / do not have* the right of abode in Hong Kong. I have resided or have had my home
(name)
continuously in Hong Kong since the Year _____.

* Delete where inapplicable.

*Sample
For Reference Only*

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):

I **undertake** to submit it/them to SFAA once available. I
understand that if I do not take the initiative to submit the said
document(s), SFAA may treat it/them as omission and reject
my application.

Signature of Applicant
(Please use separate sheets if necessary.)

DECLARATION

(a) By Applicant:

The Declarant **must** read the Guidance Notes [FASP/1B(2009)] 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, _____, have read and fully understood the Guidance Notes on the
(Name)

Financial Assistance Scheme for Post-secondary Students (FASP) 2009/10 (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 ALL 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/GA(2009) / FASP/GB(2009) (i.e. Form G for FASP), FASP/DA(2009) / FASP/DB(2009) (i.e. Form D for FASP), TSFS/GA(2009) / TSFS/GB(2009) (i.e. Form G for TSFS) submitted by my sibling, _____, is complete and true to the
(Name) (HKID No.)

best of my knowledge.

I am aware that the Government will rely and consent to the Government relying on the information provided in this application form and the application form of my sibling as mentioned in Section I to determine the eligibility and the level of financial assistance to be offered to me under the FASP and my sibling. 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). It may lead to refund of the financial assistance received to the HKSAR Government.

I further give my consent to any government 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 sub-degree [i.e. associate degree, higher diploma and/or professional diploma including any diploma offered by Hong Kong Shue Yan University upon completion of its 4-year Diploma programme] or above qualification AND I ACKNOWLEDGE THAT if I have obtained any sub-degree [i.e. associate degree, higher diploma and/or professional diploma including any diploma offered by Hong Kong Shue Yan University upon completion of its 4-year Diploma programme] or above qualification, I am ineligible to apply for the FASP.

I **have not** completed any sub-degree [i.e. associate degree, higher diploma and/or professional diploma including any diploma offered by Hong Kong Shue Yan University upon completion of its 4-year Diploma programme] 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 sub-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 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 Part K – 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 12 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 any pre-associate degree or sub-degree (i.e. associate degree, higher diploma and/or professional diploma) programme or above qualification, including Hong Kong Shue Yan University which offers a diploma to its students upon their completion of a 4-year Diploma programme*] 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 12 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 12.3 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 as mentioned in Section I and adjust our financial assistance or withdraw the Government's offer of assistance if necessary, as set out in paragraph 3.1 and paragraph 8.6 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 13.6 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 sub-degree (i.e. associate degree, higher diploma and/or professional diploma including any diploma offered by Hong Kong Shue Yan University upon completion of its 4-year Diploma programme) or above qualification and not having completed any sub-degree programme or above qualification in respect of which I will be awarded the qualification after the date of this application 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/HKID No.: _____ / _____ Date _____

Declared in Hong Kong.

DECLARATION

(b) By Applicant's parents[#]:

The Declarant must read the Guidance Notes [FASP/1B(2009)] 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, _____, father of the applicant,
(Name)

I, _____, mother of the applicant,
(Name)

fully understand the Guidance Notes of the Financial Assistance Scheme for Post-secondary Students 2009/10 (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 and the application form of the applicant's sibling as mentioned in Section I about our / my* family 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 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 my consent to any government departments or private bodies to release my personal data to the SFAA for the purpose of processing this application.

Signature of applicant's father/HKID No.# : _____ / _____ Date: _____

Signature of applicant's mother/HKID No.# : _____ / _____ Date: _____

(c) By Applicant's sibling who has submitted/ is submitting an application for the FASP or the TSFS under Form G [FASP/GA(2009) / FASP/GB(2009) (i.e. Form G for FASP)] / FASP/DA(2009) / FASP/DB(2009) (i.e. Form D for FASP) / [TSFS/GA(2009) / TSFS/GB(2009) (i.e. Form G for TSFS)] for the 2009/10 academic year#:

The Declarant must read the Guidance Notes [FASP/1B(2009)] 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 am _____, brother / sister* (please state your
(Name of Form D / Form S applicant) (HKID No.)
relationship with this Form S applicant) of the applicant, _____.
(Name of this Form S applicant) (HKID No.)

I give my consent to the Student Financial Assistance Agency (SFAA) to base on the information and documentary proof provided in my FASP/GA(2009) / FASP/GB(2009) / FASP/DA(2009) / FASP/DB(2009) / TSFS/GA(2009) / TSFS/GB(2009)* to determine the eligibility and the level of financial assistance to be offered to my sibling _____ under the FASP.
(Name of this Form S applicant) (HKID No.)

I also understand that any omission/ misrepresentation of information in my FASP/GA(2009) / FASP/GB(2009) / FASP/DA(2009) / FASP/DB(2009) / TSFS/GA(2009) / TSFS/GB(2009)* with a view to obtaining pecuniary advantage by deception or wilful making of a false statement is an offence and may lead to the refund to HKSAR Government by the applicant any overpayment of grant(s) and/or loan(s) made to the applicant upon demand.

Signature of applicant's sibling/ HKID No.# : _____ / _____ Date: _____

* Delete where inapplicable.

Please make sure that the declaration is signed by your parents and sibling. The applicant should **not** sign the declaration on behalf of his / her parents or sibling. 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). The offender shall be liable on conviction on indictment to imprisonment for 14 years.

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 _____ (state relationship, e.g. father, mother or self) of the applicant, _____ (state the name of the applicant).
2. The information provided in this application form and the Form G of the applicant's sibling as mentioned in Section I is true and complete to the best of my knowledge.
3. I am aware that the Student Financial Assistance Agency will determine the applicant's financial assistance based on the information provided in this application form and the Form G/ Form D of the applicant's sibling as mentioned in Section I.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (Chapter 11 of the Laws of Hong Kong).

Declared at the Student Financial Assistance Agency in the HKSAR this _____ day of _____, through the interpretation of _____ of _____, the said interpreter having 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 that the information shown on the copies is legible):

Identity Information

- () Applicant's HKID card and student card or other supporting document which can identify the applicant's registered full-time student status;
- () Applicant's offer letter of admission or bank pay-in slip of tuition fee or any other documents which can identify the course taken;

Income Information

- () Proof of the income received / to be received from graduation-tied placement in the 2009/10 academic year (including the summer months of the Year 2009), e.g. employment letter / contract of employment, certification letter from the employer or other income proofs (Part G);

Asset Information

- () All passbooks and monthly statements of all types of bank deposits (including those closed between 1.4.2008 and 31.3.2009) of the applicant (Part I (b)) including the page showing the account's name, account number and all pages showing the transactions from 1.4.2008 to 31.3.2009. For the account mentioned in Part B of the application for payment of financial assistance, only the page showing the account holder's name and account number and the page showing the opening balance are required if it was opened **after** 31.3.2009 (Part I (b));
- () Certificate(s)/receipt(s)/notice(s) on time deposit(s) showing the balance as at 31.3.2009 (Part I (b));
- () Documentary proof of shares / warrants / funds / bonds / business undertakings / property / land / carpark / vehicle / vessel / vehicle license / loan to others not yet repaid by borrower (Part I (c));

Other Information

- () Documentary proofs (from 1.4.2008 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;
- () Any other documents relevant to the application.
- Provided supplementary information in Part K – "Additional Information by Applicant" and prepared the relevant documents (Page 6).
- Signed on the page of declaration with your father, mother and sibling (Pages 7 to 9).
- Completed the mailing label and register label (FASP/3).

Notes:

- / () -- Please 「✓」 as appropriate

IMPORTANT POINTS TO NOTE

1. This application must be completed **FULLY** and **TRUTHFULLY**. The information supplied by the applicant in this application form and the sibling's application form mentioned in Section I will be used to determine the appropriate level of financial assistance to be offered to the applicant and his/her sibling. Any misrepresentation or omission in any of the above two application forms may lead to disqualification from application and/or full recovery of financial assistance already paid to the applicant and the applicant's sibling mentioned in Section I, 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 fine and imprisonment for 7 years under the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong).
2. The applicant should inform the Student Financial Assistance Agency (SFAA) at Rm 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 your institution, the SFAA or the SFAA homepage (<http://www.sfaa.gov.hk/eng/public/index.htm#fasp>). Outdated information will cause unnecessary delay in the Agency's processing of applications. If you change to study in another institution after submission of the application, you need **not** submit a fresh application. You 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. Please ensure that the declaration on page 9 is signed by the applicant's parents and sibling mentioned in Section I. The applicant should **not** sign the declaration on behalf of his/her parents / siblings. If he / she does 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 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 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.
6. All parts of the application form should be fully completed. Otherwise, the SFAA will return the form to you for completion and this will delay the processing of your application. Completed application and supporting documents, once submitted, are not returnable. If necessary, please retain one copy for your own reference. If you fail to submit the necessary supporting documents but cannot provide a satisfactory explanation for so doing, your application will not be considered.