

2009/2010

中、小學生資助

Financial Assistance for
Primary and Secondary Students



學生資助辦事處
Student Financial Assistance Agency

學生資助辦事處(本處)為經濟有需要的中、小學生提供各項資助計劃。

申請資格

- 1) 申請人必須通過家庭入息審查;
- 2) 申領資助的子女必須是未婚的香港居民、與申請人家庭同住、擁有香港居留權、入境權或不附帶任何逗留條件(逗留期限除外)的有效香港居留許可。持旅遊簽證、雙程通行證、學生簽證、父或母持學生簽證或旅遊簽證來港的均不符合資格申領資助;及
- 3) 申領資助的子女所就讀的學校/院校必須符合下述個別資助計劃所列的類別:

資助計劃

- **學校書簿津貼計劃**是為就讀於官立學校、資助學校、按位津貼學校及直接資助計劃下的本地私立學校而經濟有需要的學生提供津貼,以支付必須的書簿費用及雜項就學開支。
- **學生車船津貼計劃**是為就讀於各中、小學校或在認可的院校修讀全日制至學士學位課程、其居住地點與學校距離超逾十分鐘步行時間及需要乘搭公共交通工具上學的經濟有需要的學生提供車船津貼。

申請程序

2009/10學年學生資助申請分兩個階段進行:第一階段是「資格評估申請」;第二階段是「資助計劃申請」。「資格評估申請」是以家庭為單位。申請人必須是申領資助學生的父或母,若非學生的父母,申請人必須在申請表內詳細解釋,如申請人的解釋獲本處接受,本處會繼續處理其申請。申請人必須逐年申請及將其所有同住未婚子女的資料,填報在「資格評估申請」內。同時,每個家庭只需填寫一份表格。所有重複申請將會被本處作廢,並會延誤處理有關申請的時間。

第一階段:資格評估申請

在2009年4月3日或以前遞交2008/09學年「資格證明書」並送抵本處的家庭會於2009年4月收到本處發出的2009/10學年資格評估申請表格B;其餘的申請家庭可於2009年5月向民政事務處或學校索取資格評估申請表格A。申請人須在**5月內**將填妥的申請表及有關證明文件副本以夾附的回郵信封寄回本處。如申請人已提供完整的申請資料,本處會在8月向申請人發出結果通知書。凡通過入息審查的家庭,每名在學並於申請表內表示需要申領學生資助的子女將會收到一份「資格證明書」。

第二階段:資助計劃申請

申請人須在「資格證明書」上為子女選擇合資格申請的資助計劃,及將填妥的「資格證明書」按指定時間交回其子女就讀的學校。在一般情況下,本處不會處理逾期遞交的「資格證明書」。學校在證明學生的身份及出席情況後會將「資格證明書」呈交本處。

注意

- i) 正領取綜合社會保障援助（綜援）的家庭應直接向社會福利署申領其子女2009/10學年的與就學有關的津貼，包括考試費、書簿費、交通費等津貼，而毋須向本處遞交「資格評估申請」。但若申請學生並沒接受綜援或希望申領毅進計劃全額學費發還及指定夜間成人教育課程資助計劃的學費發還，申請人則可向本處遞交申請。如有需要，本處可能會要求申請人提供由社會福利署發出的「綜合社會保障援助受助人醫療費用豁免證明書」副本，以茲證明。只獲高齡津貼及傷殘津貼的家庭仍可向本處提出「資格評估申請」。
- ii) 所有在2009年6月1日或以後遞交的申請，將會在本處完成處理在5月內收到的申請後才獲處理，該類申請人將較遲收到本處的結果通知書。
- iii) 申請人如欲申請學校書簿津貼，必須於2009年10月31日或以前把「資格評估申請」送抵本處，否則，申請人即使能成功通過入息審查，亦不會獲發學校書簿津貼。在2009年11月1日或以後遞交「資格評估申請」及能成功通過入息審查的申請人，其子女的學生車船津貼（如適用）會由批核日期起生效。
- iv) 在一般情況下，本處不會接受在2010年3月1日或以後遞交的「資格評估申請」。對於特殊的個案，本處會按個別情況作出考慮。

資格評估方法及資助幅度

- 1) 本處是採用「調整後家庭收入」機制進行入息審查，以評定申請人的資助資格及幅度。算式如下：

$$\text{「調整後家庭收入」} = \frac{\text{家庭全年總收入}}{\text{家庭成員人數} + (1)}$$

- 2) 家庭全年總收入包括申請人及其配偶的全年收入，與申請人家庭同住的未婚子女的全年收入的30%（如適用），以及親友給予的津助（如適用）。
- 3) 家庭成員通常是指申請人、申請人的配偶、與申請人家庭同住的未婚子女，以及由申請人及/或其配偶供養的父母。
- 4) 二至三人的單親家庭，公式中除數的(+1)將會增加至(+2)。
- 5) 下表詳列2009/10學年的「調整後家庭收入」組別的資助幅度。**請注意「調整後家庭收入」並不是家庭每月的平均收入。**

「調整後家庭收入」機制下數值介乎	資助幅度
0 至 20,882	全額
20,883 至 55,767	半額
超過 55,767	不合資格(申請不成功)

付款辦法

「資格證明書」內會列明成功申請學生的資助幅度。本處會在核實學生是否符合申請個別資助計劃的資格後以自動轉賬形式發放津貼，但因申請人數眾多，本處不會再作個別通知，但本處會透過學校通知學生家長有關過賬日期，讓申請人留意過賬情況。

The Student Financial Assistance Agency (SFAA) administers financial assistance schemes for needy primary and secondary students.

ELIGIBILITY CRITERIA

- 1) Applicants must pass the means test;
- 2) The student-applicants must be unmarried Hong Kong Residents, residing with the family of applicants, with right of abode, right to land or valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong. Students holding visitor visas, two-way exit permits, student visas or who are dependents of non-local students / student-visa / visitor-visa holders are not eligible to apply for student financial assistance; and
- 3) The schools the student-applicants are attending must belong to the category as stipulated in the following schemes:

FINANCIAL ASSISTANCE SCHEMES

The School Textbook Assistance (TA) Scheme is to provide assistance to needy students in government, aided, per caput grant schools and local private schools under the Direct Subsidy Scheme for covering the costs of essential textbooks and miscellaneous school-related expenses.

The Student Travel Subsidy (STS) Scheme is to provide travel subsidy to needy students receiving formal primary, secondary education or attending a full-time day course up to first degree level in an acceptable institution, residing beyond 10 minutes walking distance from school and traveling to school by public transport.

APPLICATION PROCEDURES

Application for 2009/10 is processed in two stages, namely the "Application for Assessment of Eligibility" and the "Application by Scheme". "Application for Assessment of Eligibility" is family-based. Applicants must be parents of the student-applicants. Otherwise, applicants must explain in detail why this cannot be complied with in the Application Form. Provided that the reason given is acceptable, the SFAA will continue to process the application. Applicants should submit fresh application for every academic year and fill in the form the particulars of all unmarried children residing with them. Besides, each family should submit one application only. Multiple applications from the same applicant will be voided and lead to delay in processing the application.

Stage 1 : Application for Assessment of Eligibility

Families will be provided with an Application Form B for 2009/10 in April 2009 if their 2008/09 Eligibility Certificates (ECs) have been submitted and received by the SFAA on or before 3 April 2009. Other families who wish to apply for student financial assistance may obtain Application Form A from District Offices or schools starting from May 2009. Applicants are required to submit the completed application forms and copies of

the relevant supporting documents to the SFAA by post **within May 2009**, using the addressed envelope provided. If applicants have provided all necessary information, the SFAA will issue notification of result to the applicants in August 2009. For families who can pass the means test, ECs will be issued to each child under education whom the applicants have indicated the need for an EC in the Application Form.

Stage 2 : Application by Scheme

Applicants must select the appropriate Scheme(s) in the EC for their children and submit the completed EC to the school in which the child is attending within the designated period. In general, the SFAA will not accept any EC submitted after the deadline. Schools will certify the student-applicants' status and attendance and then forward the ECs to the SFAA.

Notes

- i) Families currently in receipt of the Comprehensive Social Security Assistance (CSSA) should apply directly to the Social Welfare Department (SWD) for the school-related assistance for their children's examination fees, expenses on textbook and stationery, transport fares, etc. for 2009/10 school year. They do not need to submit "Application for Assessment of Eligibility" to the SFAA. If the student-applicants are not covered by the CSSA or are applying for the Full Fee Reimbursement (Project Yi Jin) and Fee Reimbursement (Financial Assistance Scheme for Designated Evening Adult Education Courses), such applicants may submit the "Application for Assessment of Eligibility" to the SFAA. The SFAA may request the applicant to submit a copy of the "Certificate of Comprehensive Social Security Assistance Recipients (for Medical Waivers)" issued by SWD for verification, if necessary. Families with members in receipt of Old Age Allowance and/or Disability Allowance can still submit the "Application for Assessment of Eligibility" to the SFAA for financial assistance.
- ii) All "Applications for Assessment of Eligibility" submitted on or after 1 June 2009 will be handled by the SFAA after the applications received in May are processed. Notification of result to these applicants will therefore be deferred.
- iii) **If applicants need to apply for the School Textbook Assistance, their "Application for Assessment of Eligibility" should reach the SFAA on or before 31 October 2009. Otherwise, School Textbook Assistance will not be released even if they can pass the means test. If applicants submit their "Application for Assessment of Eligibility" on or after 1 November 2009, payment of student travel subsidy (if applicable) to the successful student-applicants may be effected from the date of approval for application.**
- iv) In general, the SFAA will not accept any "Application for Assessment of Eligibility" submitted on or after 1 March 2010. The SFAA may give special consideration to cases with exceptional circumstances.

THE MEANS TEST AND LEVELS OF ASSISTANCE

- 1) The SFAA will use the "Adjusted Family Income" (AFI) mechanism as the means test to assess the eligibility of a family for student financial assistance and its assistance level. The formula is as follows:

$$\text{AFI} = \frac{\text{Gross annual income of the family}}{\text{Number of family members} + (1)}$$

- 2) Gross annual income of the family includes the annual income of the applicant and his/her spouse; 30% of the annual income of unmarried child/children residing with the family if applicable; and the contribution from relatives/friends if applicable.
- 3) The members of a family normally refer to the applicant, his/her spouse, unmarried child/children residing with the family and the dependent parent(s) who are supported by the applicant and/or his/her spouse.
- 4) For single-parent families of 2 to 3 members, the "plus 1 factor" in the divisor of the AFI formula will be increased to 2.
- 5) The AFI eligibility benchmarks for various levels of assistance in the 2009/10 school year are listed in the table below. **Please note that the AFI is not the average monthly income of a family.**

AFI Groups between (HK\$)	Level of Assistance
0 - 20,882	Full
20,883 - 55,767	Half
> 55,767	Ineligible

PAYMENT METHOD

The assistance level of a successful student-applicant is stated on the EC. The SFAA will release financial assistance by autopay to those students who are confirmed to be eligible for the respective Schemes applied. However, due to the large number of applications received, notification will not be issued to individual applicant. The SFAA will notify applicant of the payment date via the school their child is attending so that the applicant can check their bank passbook as appropriate.

請以下列查詢熱線或通訊地址聯絡本處，
或瀏覽本處網頁 www.sfaa.gov.hk 以索取有關申請資料。

Please contact the SFAA at enquiry hotlines or in writing to the correspondence address given below. Applicants may also visit the SFAA homepage at www.sfaa.gov.hk for more information.

查詢熱線 Enquiry Hotline : 8226 7067 /
2802 2345 (中文請按1,2,1 press 2,2,1 for English)

通訊地址 Correspondence Address :
尖沙咀郵箱96824號 PO Box 96824, Tsim Sha Tsui Post Office

學生資助辦事處

九龍旺角道壹號商業中心8樓803至806室

Student Financial Assistance Agency
Rm 803-806, One Mong Kok Road Commerical Centre,
1 Mong Kok Road, Kowloon.

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