

4. 怎樣填寫補充資料表格

4.1 第一部 — 個人資料

4.1.1 請依照「課程編號一覽表」，在有關位置填寫學生資助辦事處課程編號。有關的課程編號一覽表，你可向所屬院校、本處及本處網址 (<http://www.sfaa.gov.hk/tc/schemes/fasp3.htm>) 查閱。

4.2 第二部 — 修讀的科目

4.2.1 在情況甲下，請在有關位置填寫你在 2011 年 4 月及 2011 年 10 月學期所修讀的科目，並在相應的「11 年 4 月」及 / 或「11 年 10 月」學期加「✓」號。在情況乙及丙下，請在有關位置填寫你在 2011 年 10 月學期所修讀的科目，並在相應的「11 年 10 月」學期加「✓」號。如有關科目的修課學期包括 2011 年 10 月及 2012 年 4 月學期，請你也在「12 年 4 月」學期加「✓」號。在情況丁下，請在有關位置填寫你在 2011 年 10 月及 2012 年 4 月學期所修讀的科目，並在相應的「11 年 10 月」及 / 或「12 年 4 月」學期加「✓」號。

4.2.2 你只須填寫你已註冊修讀的科目。你無須填寫你計劃在以後學期才修讀的科目。在情況丙下，你應在 2012 年 3 月 9 日或之前，把由 2012 年 4 月學期開始註冊修讀的新科目，填寫在確認修讀科目通知書上，然後經院校交回本處。

4.2.3 在遞交補充資料表格時，請附上文件以證明你所修讀的科目及已繳付的學費。

5. 應注意的重要事項

5.1 假如你在 2010-11 財政年度（即 2010 年 4 月 1 日至 2011 年 3 月 31 日）有全職工作及在 2011/12 學年仍然賺取該收入，你須於專上學生資助計劃的申請表格 G[FASP/GA(2011)] 或申請表格 D[FASP/DA(2011)] 的第一表甲組或專上學生資助計劃申請表格 S[FASP/SA(2011)] 的第玖部(a)項或申請表格 SD[FASP/SDA(2011)] 的第拾壹部(a)項內填報你 2010-11 財政年度的全年收入。本處在計算你本學年應得的資助額時，會考慮你 2010-11 財政年度的全年收入。

有關其他申請詳情，請參閱 2011/12 學年專上學生資助計劃申請指引[FASP/1A(2011)] 及 / 或 2011/12 學年專上學生免入息審查貸款計劃申請指引[NLSPS/1A(2011)]。

2011/12 學年

專上學生資助計劃及專上學生免入息審查貸款計劃補充申請指引 (只適用於修讀香港公開大學於 2011 年 10 月學期開辦的遙距課程的學生)

These Supplementary Guidance Notes are available in English. If required, please obtain the English version [FASP/DL1B_October (2011/12)] from the Student Financial Assistance Agency or The Open University of Hong Kong.

修讀香港公開大學於 2011 年 10 月學期開辦的遙距課程科目，並符合以下第 2 節所列的申請資格的學生，現可向學生資助辦事處（以下簡稱「本處」）申請「專上學生資助計劃」（以下簡稱「資助計劃」）及 / 或「專上學生免入息審查貸款計劃」（以下簡稱「貸款計劃」）資助（適用於此申請的學期組合請參閱下文第 3 節）。請你在遞交資助計劃及 / 或貸款計劃申請書及香港公開大學遙距課程補充資料表格前，詳閱此份補充申請指引、2011/12 學年專上學生資助計劃申請指引[FASP/1A(2011)]（以下簡稱「資助計劃申請指引」）及 / 或 2011/12 學年專上學生免入息審查貸款計劃申請指引[NLSPS/1A(2011)]（以下簡稱「貸款計劃申請指引」）。

2. 申請資格

2.1 你的年齡須為 25 歲或以下（即於 1985 年 9 月 1 日或以後出生）。假如你同時符合資助計劃申請指引第一部份第 2 段或貸款計劃申請指引第一部份第 2 段所載的申請資格，你便可就資助計劃 / 貸款計劃申請資助。

2.2 以每個遙距課程學分相等於 30 學習小時計算，若要符合「全日制學生」的申請資格，你必須修讀如下文第 2.3 節所規定的遙距課程，而有關科目的註冊值*必須符合下列條件：

(a) 你必須在同一學年修讀不少於 45 註冊值（≥1,350 學習小時）的遙距課程。一個學年可由同一曆年的 4 月及 10 月學期組成，或由每曆年的 10 月學期及下一曆年的 4 月學期組成；或

(b) 如在同一學年修讀少於 45 註冊值的遙距課程，你必須在其中一個學期修讀不少於 25 註冊值（≥675 學習小時）的遙距課程。

*註冊值=學分值÷修畢該科目所需的學期數目

2.3 你所修讀的科目必須屬教育局局長批准的課程，有關的註冊值才會在考慮申請人是否全日制學生時，獲本處考慮。在 2011/12 學年，資助計劃 / 貸款計劃只包括那些於 2011 年 12 月 31 日或之前經本地評審的課程。有關經本地評審課程的資料，可向香港公開大學或本處查詢及 / 或瀏覽本處網址（<http://www.sfaa.gov.hk/tc/schemes/fasp2.htm>）。

2.4 資助計劃 / 貸款計劃不涵蓋已獲香港公開大學學費資助計劃資助（貸款 / 助學金）的學費，但有關科目的註冊值，在評定你是否符合全日制學生資格時，仍會被計算為你的學習時數。

3. 申請方法、最高資助額、結果通知

安排	情況	甲	乙	丙	丁	附註	
1. 相關學期所需的註冊值		2011年4月及2011年10月學期的註冊值超過或相等於45；及2011年4月學期的註冊值少於25 ^{附註1,2及12}	2011年10月學期的註冊值超過或相等於25 ^{附註1,3及12}	2011年10月及2012年4月學期的註冊值超過或相等於45；及2011年10月學期的註冊值超過或相等於25 ^{附註1,4,5及12}	2011年10月及2012年4月學期的註冊值超過或相等於45；及2011年10月學期的註冊值少於25 ^{附註1,4及12}	1. 在2011/12學年，本處將會邀請修讀香港公開大學開辦的遙距課程的學生提出兩次資助申請：一次是在2011年4月學期開始後；而另一次是在2011年10月學期開始後（即本申請）。但是，每位學生 只可就2011/12學年作出一次申請 *。所以，如果你已於2011年4月學期作出申請， 你就不應就2011/12學年再次遞交申請 。此外，車船津貼計劃並不適用於修讀遙距課程的學生。 *備註：假如你已於2011年4月學期作出申請，但之後發覺你在2011年4月及2011年10月學期共修讀不少於45註冊值的科目，你可以就2011年10月學期作出申請，而你必須經你的院校遞交已填妥的確認修讀科目通知書[FASP/DL3_April (2011/12)]。	
2. 出生日期		1985年9月1日或以後出生	1985年9月1日或以後出生	1985年9月1日或以後出生	1985年9月1日或以後出生	2. 假如你在2010/11學年已就2011年4月學期的註冊值作出申請並已獲發申請結果通知書，有關註冊值便 不可 重覆計算在本申請內。	
3. 2011/12學年資助申請資格		2011年4月學期及2011年10月學期	2011年10月學期	2011年10月學期及2012年4月學期 ^{附註4}	2011年10月學期及2012年4月學期 ^{附註4}	3. 假如你選擇在情況乙下作出申請，但之後發覺你在2011年10月及2012年4月學期共修讀不少於45註冊值的科目，你可轉在情況丙下作出申請。若然如此，你必須填妥夾附在2011年10月學期的申請結果通知書內的確認修讀科目通知書[FASP/DL3_October (2011/12)]。有關情況丙的申請及資助發放安排，詳情請參照下文的附註4、5、6及7。	
4. 資助計劃及/或貸款計劃的最高資助額	(a) 只申請專上學生資助計劃 ^{附註6}	(i) 學費助學金 - 應繳的學費或港幣62,250元，兩者以較少者為準； (ii) 學習支出助學金 - 上限為4,300元；及 (iii) 生活費貸款 - 上限為37,960元。	(i) 學費助學金 - 應繳的學費或港幣31,125元，兩者以較少者為準； (ii) 學習支出助學金 - 上限為2,150元；及 (iii) 生活費貸款 - 上限為18,980元。	(i) 學費助學金 - 應繳的學費或港幣62,250元，兩者以較少者為準； (ii) 學習支出助學金 - 上限為4,300元；及 (iii) 生活費貸款 - 上限為37,960元。	(i) 學費助學金 - 應繳的學費或港幣62,250元，兩者以較少者為準； (ii) 學習支出助學金 - 上限為4,300元；及 (iii) 生活費貸款 - 上限為37,960元。	4. 如你已/將會在2012年4月學期註冊修讀其他科目，並且在2011年10月及2012年4月學期共修讀不少於45註冊值的科目： (a) 你可選擇以2011年10月及2012年4月作為你的2011/12學年而並不是2011年4月及2011年10月作為你的2011/12學年。在此情況下，情況丙或丁的安排適用於你。但若你在 2011/12學年已就2012年4月學期的註冊值作出申請，則有關註冊值不可重覆計算在2012/13學年的申請內 。 (b) 另一方面，你也可選擇保留2012年4月學期的註冊值以申請2012/13學年的資助。本處暫定於2012年5月邀請修讀香港公開大學遙距課程的學生提出2012/13學年的申請。屆時，本處將根據你在2012/13學年內，是否符合上文第2.2節及2012/13年度專上學生資助計劃申請指引內所列的申請資格（包括年齡方面的資格），審核你在2012年4月學期是否符合全日制學生的申請資格和在2012/13學年應得的資助額。	
	(b) 同時申請專上學生資助計劃及專上學生免入息審查貸款計劃 ^{附註7及8}	(i) 學費助學金 - 應繳的學費或港幣62,250元，兩者以較少者為準； (ii) 學習支出助學金 - 上限為4,300元；及 (iii) 生活費貸款 - 上限為37,960元；及 (iv) 比較申請人於專上學生資助計劃下獲得的總資助額及他於專上學生免入息審查貸款計劃下的貸款上限（即全年貸款額）。	(i) 學費助學金 - 應繳的學費或港幣31,125元，兩者以較少者為準； (ii) 學習支出助學金 - 上限為2,150元；及 (iii) 生活費貸款 - 上限為18,980元；及 (iv) 比較申請人於專上學生資助計劃下獲得的總資助額及他於專上學生免入息審查貸款計劃下的貸款上限（即半年貸款額）。	(i) 學費助學金 - 應繳的學費或港幣62,250元，兩者以較少者為準； (ii) 學習支出助學金 - 上限為4,300元；及 (iii) 生活費貸款 - 上限為37,960元；及 (iv) 比較申請人於專上學生資助計劃下獲得的總資助額及他於專上學生免入息審查貸款計劃下的貸款上限（即全年貸款額）。	(i) 學費助學金 - 應繳的學費或港幣62,250元，兩者以較少者為準； (ii) 學習支出助學金 - 上限為4,300元；及 (iii) 生活費貸款 - 上限為37,960元；及 (iv) 比較申請人於專上學生資助計劃下獲得的總資助額及他於專上學生免入息審查貸款計劃下的貸款上限（即全年貸款額）。	(i) 學費助學金 - 應繳的學費或港幣62,250元，兩者以較少者為準； (ii) 學習支出助學金 - 上限為4,300元；及 (iii) 生活費貸款 - 上限為37,960元；及 (iv) 比較申請人於專上學生資助計劃下獲得的總資助額及他於專上學生免入息審查貸款計劃下的貸款上限（即全年貸款額）。	5. 倘若你在情況丙下作出申請，你 無須 在2012年3月再次填寫申請表格，但屆時你必須填妥夾附在2011年10月學期的申請結果通知書內的確認修讀科目通知書[FASP/DL3_October (2011/12)]，及在 2012年3月9日 或之前把填妥的確認修讀科目通知書[FASP/DL3_October (2011/12)]交回院校。若你由情況乙轉去情況丙下作出申請，你必須在 2012年3月9日 或之前把填妥的確認修讀科目通知書[FASP/DL3_October (2011/12)]交回院校。否則本處將假設你在2012年4月學期並不符合全日制學生的資格，而本處亦不會就你2011/12學年的2012年4月學期發放任何資助。
	(c) 只申請專上學生免入息審查貸款計劃 ^{附註9}	(i) 學費貸款 - 申請人應繳學費； (ii) 學習支出貸款 - 4,300元；及 (iii) 生活費貸款 - 37,960元。	(i) 學費貸款 - 申請人應繳學費； (ii) 學習支出貸款 - 2,150元；及 (iii) 生活費貸款 - 18,980元。	(i) 學費貸款 - 申請人應繳學費； (ii) 學習支出貸款 - 4,300元；及 (iii) 生活費貸款 - 37,960元。	(i) 學費貸款 - 申請人應繳學費； (ii) 學習支出貸款 - 4,300元；及 (iii) 生活費貸款 - 37,960元。	(i) 學費貸款 - 申請人應繳學費； (ii) 學習支出貸款 - 4,300元；及 (iii) 生活費貸款 - 37,960元。	6. 2011年10月學期的最高資助額包括：上限31,125元的學費助學金、上限2,150元的學習支出助學金及上限18,980元的生活費貸款。在2012年3月收到你的確認修讀科目通知書[FASP/DL3_October (2011/12)]後，若你在2011年10月及2012年4月學期共修讀不少於45註冊值的科目，你的最高資助額將修訂為：(i) 2011年10月及2012年4月學期合共應繳的學費，上限為62,250元的助學金；(ii) 上限為4,300元的學習支出助學金；及(iii) 上限為37,960元的生活費貸款。
5. 所需遞交的申請表格	(a) 只申請專上學生資助計劃 ^{附註10}	(i) 表格 G [FASP/GA(2011)]，表格 S [FASP/SA(2011)] (供沒有副學位學歷的申請人填寫)	(i) 表格 G [FASP/GA(2011)]，表格 S [FASP/SA(2011)] (供沒有副學位學歷的申請人填寫)	(i) 表格 G [FASP/GA(2011)]，表格 S [FASP/SA(2011)] (供沒有副學位學歷的申請人填寫)	(i) 表格 G [FASP/GA(2011)]，表格 S [FASP/SA(2011)] (供沒有副學位學歷的申請人填寫)	7. 2011年10月學期的最高資助額包括：上限31,125元的學費助學金、上限2,150元的學習支出助學金及上限18,980元的生活費貸款和相等於申請人專上學生免入息審查貸款上限（即半年貸款額）與申請人於專上學生資助計劃下獲得的總資助額的差額的專上學生免入息審查貸款。在2012年3月收到你的確認修讀科目通知書[FASP/DL3_October (2011/12)]後，若你在2011年10月及2012年4月學期共修讀不少於45註冊值的科目，你的最高資助額將修訂為：(i) 2011年10月及2012年4月學期合共應繳的學費，上限為62,250元的助學金；(ii) 上限為4,300元的學習支出助學金；及(iii) 上限為37,960元的生活費貸款；及(iv) 相等於申請人專上學生免入息審查貸款上限（即全年貸款額）與申請人於專上學生資助計劃下獲得的總資助額的差額的專上學生免入息審查貸款。	
	(b) 同時申請專上學生資助計劃及專上學生免入息審查貸款計劃 ^{附註10}	(ii) 表格 D [FASP/DA(2011)]，表格 SD [FASP/SDA(2011)] (只供擁有經本地評審的副學位學歷的申請人填寫)	(ii) 表格 D [FASP/DA(2011)]，表格 SD [FASP/SDA(2011)] (只供擁有經本地評審的副學位學歷的申請人填寫)	(ii) 表格 D [FASP/DA(2011)]，表格 SD [FASP/SDA(2011)] (只供擁有經本地評審的副學位學歷的申請人填寫)	(ii) 表格 D [FASP/DA(2011)]，表格 SD [FASP/SDA(2011)] (只供擁有經本地評審的副學位學歷的申請人填寫)	8. 假如你已接受專上學生免入息審查貸款，並於其後接獲資助計劃的申請結果，而兩個計劃下合計的資助總額，超過了你按這兩個計劃可得的最高資助額，本處則需要調整你的專上學生免入息審查貸款額，詳情請參閱資助計劃申請指引[FASP/1A(2011)]第三部份附錄(二)第8節。	
	(c) 只申請專上學生免入息審查貸款計劃 ^{附註11}	(i) 表格 2 [NLSPS/2A (2011)] (供沒有副學位學歷的申請人填寫) (ii) 表格 3 [NLSPS/3A (2011)] (只供擁有經本地評審的副學位學歷的申請人填寫)	(i) 表格 2 [NLSPS/2A (2011)] (供沒有副學位學歷的申請人填寫) (ii) 表格 3 [NLSPS/3A (2011)] (只供擁有經本地評審的副學位學歷的申請人填寫)	(i) 表格 2 [NLSPS/2A (2011)] (供沒有副學位學歷的申請人填寫) (ii) 表格 3 [NLSPS/3A (2011)] (只供擁有經本地評審的副學位學歷的申請人填寫)	(i) 表格 2 [NLSPS/2A (2011)] (供沒有副學位學歷的申請人填寫) (ii) 表格 3 [NLSPS/3A (2011)] (只供擁有經本地評審的副學位學歷的申請人填寫)	(i) 表格 2 [NLSPS/2A (2011)] (供沒有副學位學歷的申請人填寫) (ii) 表格 3 [NLSPS/3A (2011)] (只供擁有經本地評審的副學位學歷的申請人填寫)	9. 2011年10月學期的最高貸款額是該學期應繳的學費、2,150元的學習支出貸款及18,980元的生活費貸款。在2012年3月收到你的確認修讀科目通知書[FASP/DL3_October (2011/12)]後，若你在2011年10月及2012年4月學期共修讀不少於45註冊值的科目，你的最高貸款額將修訂為2011年10月及2012年4月學期合共應繳的學費、4,300元的學習支出貸款及37,960元的生活費貸款。
6. 所需遞交的補充資料表格		FASP/DL2_October (2011/12)	FASP/DL2_October (2011/12)	FASP/DL2_October (2011/12)	FASP/DL2_October (2011/12)	10. 所有尚未取得任何副學位或以上程度學歷的學生應使用表格 G [FASP/GA(2011)] 或表格 S [FASP/SA(2011)] (請參閱專上學生資助計劃申請指引第一部份第3節)。所有已取得經本地評審的副學位程度學歷，並打算繼續修讀經本地評審的自資學位課程或銜接學位課程的學生，必須使用表格 D [FASP/DA(2011)] 或表格 SD [FASP/SDA(2011)]。	
7. 申請方法	(a) 遞交申請表格及補充資料表格的截止日期 ^{附註13}	2012年2月10日或之前	2012年2月10日或之前	2012年2月10日或之前	2012年3月9日或之前	11. 所有尚未取得任何副學位或以上程度學歷的學生應使用表格 2 [NLSPS/2A(2011)]。而所有已取得經本地評審的副學位程度學歷，並打算繼續修讀經本地評審的自資學位課程或銜接學位課程的學生，應使用表格 3 [NLSPS/3A(2011)]。	
	(b) 家庭入息及資產審查的年度	1.4.2010 - 31.3.2011	1.4.2010 - 31.3.2011	1.4.2010 - 31.3.2011	1.4.2010 - 31.3.2011	12. 在計算某一學期的資助額時，本處一般會計算在修讀該學期的科目的註冊值。可是，倘若你在接受資助計劃及/或貸款計劃的資助後，並不按香港公開大學指定的時間表完成你修讀的科目，本處將重新計算你在資助計劃/貸款計劃下的註冊值，以確定你是否需要向政府退還多付給你的資助。詳情如下： (a) 在你遞交申請書時或之前 ： 假如你修讀的科目屬於以下類別，有關的註冊值將 不會 被計算：退修科目/已取消科目註冊；獲退回學費/獲准延遲繳交學費/重考/延期考試及延期修讀的科目。	
	(c) 遞交確認修讀科目通知書的截止日期	不適用	不適用	FASP/DL3_October (2011/12) ^{附註5} 由2012年3月1日至2012年3月9日	不適用	(b) 在你遞交申請書之後 ： 假如你修讀的科目屬於以下類別，有關的註冊值將 不會 被計算，而你亦須退還任何多付給你的資助：已取消科目註冊；延期修業；及獲退回學費或獲准延遲繳交學費的科目。 例如：你在2011年10月學期修讀相等於25註冊值的科目(即是在情況乙下提出申請)，但之後你獲得香港公開大學批准你延期修業，本處將 不會 計算你獲批准延期修業的科目的註冊值。此外，由於你再不符合全日制學生的資格，你亦須 全數償還 所有已發放給你的資助。	
8. 結果通知		會就2011年4月學期及2011年10月學期發出一次結果通知	會就2011年10月學期發出一次結果通知	會發出兩次結果通知： -- 就2011年10月學期發出一次結果通知 -- 於接獲確認修讀科目通知書後，就2012年4月學期發出一次結果通知	會就2011年10月學期及2012年4月學期發出一次結果通知	請注意：上述提及的科目修讀情況或許未能包括所有情況。如你或本處對科目修讀情況的定義和解釋有任何爭議，本處的決定將會是最終決定，並對你有約束力。此外，上述註冊值的計算方法只適用於確定你是否合資格申請資助計劃及/或貸款計劃。這與香港公開大學決定你是否符合註冊條件或/及其他行政安排並不相同。 13. 填妥的申請表格及補充資料表格，需連同有關證明文件的影印本，於指定的截止申請日期前 親身 交到香港公開大學教務處(地址：九龍何文田牧愛街三十號 A0511 室。辦公時間：星期一至五上午九時至下午一時；下午二時至五時四十分)。 在截止日期後收到的申請書概不受理 。	

4. HOW TO COMPLETE THE SUPPLEMENTARY INFORMATION SHEET

4.1 Part I – Personal Particulars

4.1.1 Please fill in the SFAA Course Code shown in the “Course Coding Sheet” in the space provided. The Course Coding Sheet is available for reference at your institution, the Agency and its Homepage (<http://www.sfaa.gov.hk/eng/schemes/fasp3.htm>).

4.2 Part II – Courses taken

4.2.1 For Scenario A, please fill in the name of the courses that you have taken in the April 2011 and October 2011 semesters in the space provided and tick against the “Apr 11” and/or “Oct 11” boxes as appropriate. For Scenarios B and C, please fill in the name of the courses that you have taken in the October 2011 semester in the space provided and tick against the “Oct 11” box. If the course covers both the October 2011 and April 2012 semesters, please also put a tick in the “Apr 12” box. For Scenario D, please fill in the name of the courses that you have taken in October 2011 and April 2012 semesters in the space provided and put a tick in the corresponding “Oct 11” and/or “Apr 12” boxes as appropriate.

4.2.2 You should only fill in those courses that you have already **registered**. Please do not fill in the courses you intend to take in the coming semesters. **For Scenario C, information on new courses commencing in the April 2012 semester should be provided in the “Confirmation of Courses Taken” and submit through your institution on or before 9 March 2012.**

4.2.3 Please attach supporting documents for the courses taken and the amount of tuition fees paid when you submit the Supplementary Information Sheet.

5. OTHER IMPORTANT POINT TO NOTE

5.1 If you have a full-time job in the 2010-11 financial year (i.e. 1 April 2010 – 31 March 2011) and you still receive income from this same job in the 2011/12 academic year, you have to report the annual income earned in the 2010-11 financial year at Table 1A of the FASP Application Form G [FASP/GB(2011)] or Form D [FASP/DB(2011)] or Part I(a) of the Simplified Version of FASP Application Form S [FASP/SB(2011)] or Part K(a) of the Simplified Version of FASP Application Form SD [FASP/SDB(2011)]. The Agency **will** take this into account in calculating your financial assistance.

For other details of application, please refer to the Guidance Notes for Financial Assistance Scheme for Post-secondary Students for 2011/12 [FASP/1B(2011)] and/or the Guidance Notes for Non-means-tested Loan Scheme for Post-secondary Students for 2011/12 [NLSPS/1B(2011)].

**Supplementary Guidance Notes for
Financial Assistance Scheme for Post-secondary Students and
Non-means-tested Loan Scheme for Post-secondary Students for 2011/12
(Only Applicable to Students Taking Distance-learning Programmes
Organised by The Open University of Hong Kong in October 2011 Semester)**

本補充申請指引備有中文版本 [FASP/DL1A_October (2011/12)]。

如有需要，可向學生資助辦事處或香港公開大學索取。

Applications for Financial Assistance Scheme for Post-secondary Students (FASP) and/or Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) are now invited from students of The Open University of Hong Kong (OUHK) taking distance-learning programmes in the October 2011 semester who fulfill the eligibility criteria stated in paragraph 2 below (Please refer to paragraph 3 below for semesters covered under this application). You should study the Guidance Notes for Financial Assistance Scheme for Post-secondary Students for 2011/12 [FASP/1B(2011)] (“Guidance Notes for FASP”), and/or the Guidance Notes for Non-means-tested Loan Scheme for Post-secondary Students for 2011/12 [NLSPS/1B(2011)] (“Guidance Notes for NLSPS”) in conjunction with these Supplementary Guidance Notes before you submit your application for financial assistance under the FASP and/or NLSPS and the Supplementary Information Sheet for OUHK Distance-learning Programmes.

2. ELIGIBILITY

2.1 You may be eligible for assistance under the FASP/NLSPS if you fulfill the criteria stated in paragraph 2 of Part I of the Guidance Notes for FASP or paragraph 2 of Part I of the Guidance Notes for NLSPS. You must be aged 25 or below (i.e. born on or after **1.9.1985**).

2.2 On the basis of one distance-learning credit equals 30 study hours, you may be regarded as a full-time student if you are taking distance-learning programmes as specified in paragraph 2.3 having Registration Value* (RV) of -

(a) not less than 45 ($\geq 1,350$ study hours) in one academic year. An academic year may be taken to comprise the April and October semesters within the same calendar year or the October semester plus the April semester of the following calendar year; or

(b) not less than 25 (≥ 675 study hours for half an academic year) for any one semester if the aggregate RV for a whole academic year is less than 45.

* Registration Value (RV) = credit value taken \div number of semesters required to complete the course

2.3 Only RVs counting towards courses leading to a locally-accredited programme approved by the Secretary for Education will be taken into consideration when this Agency considers if an applicant qualifies as a full-time student. For the 2011/12 academic year, only those programmes accredited on or before 31.12.2011 will be covered by the FASP/NLSPS. Information on locally-accredited programmes is available for reference at the OUHK, the Student Financial Assistance Agency (SFAA) and its Homepage (<http://www.sfaa.gov.hk/eng/schemes/fasp2.htm>).

2.4 Tuition fees already covered by OUHK’s Student Financial Assistance Scheme (loan/bursary) are not eligible for financial assistance under the FASP/NLSPS. However, the RVs of the corresponding courses can be counted towards your total study hours for the purpose of determining your full-time student status.

3. HOW TO APPLY, FINANCIAL ASSISTANCE CEILING, NOTIFICATION OF RESULT

Arrangement	Scenario	A	B	C	D	Notes
1. Required Registration Value (RV) of related semesters		The aggregate RV for <u>April 2011 and October 2011</u> semesters equals or exceeds 45; and RV for <u>April 2011</u> semester is less than 25 ^{notes 1, 2 & 12}	The aggregate RV for <u>October 2011</u> semester equals or exceeds 25 ^{notes 1, 3 & 12}	The aggregate RV for <u>October 2011 and April 2012</u> semesters equals or exceeds 45; and RV for <u>October 2011</u> semester equals or exceeds 25 ^{notes 1, 4, 5 & 12}	The aggregate RV for <u>October 2011 and April 2012</u> semesters equals or exceeds 45; and RV for <u>October 2011</u> semester is less than 25 ^{notes 1, 4 & 12}	1. The Agency will invite applications from students taking distance-learning programmes organised by the OUHK twice for the 2011/12 academic year -- one after the commencement of the April 2011 semester and the other after the commencement of the October semester (i.e. this application). However, students can only submit one application for the 2011/12 academic year. In other words, if you have applied for this scheme in April 2011 semester*, you should not apply again this time for the 2011/12 academic year. Students pursuing distance-learning programme are not eligible to apply for the Student Travel Subsidy Scheme.
2. Date of Birth		Born on or after 1.9.1985	Born on or after 1.9.1985	Born on or after 1.9.1985	Born on or after 1.9.1985	* Remarks: If you have already applied for financial assistance in respect of the April 2011 semester in your last application and subsequently found that your total RV acquired in the April 2011 and October 2011 semesters is 45 or more, you should complete and submit the Confirmation of Courses Taken [FASP/DL3_April (2011/12)] through your institution to apply for financial assistance in respect of the October 2011 semester.
3. Eligibility for financial assistance in the 2011/12 academic year		April 2011 semester and October 2011 semester	October 2011 semester	October 2011 semester and April 2012 semester ^{note 4}	October 2011 semester and April 2012 semester ^{note 4}	2. If your RV of the April 2011 semester has been used for application under the FASP and/ or the NLSPS in the 2010/11 academic year and you have been notified of the result of that application, the April 2011 RV cannot be further counted for the purpose of this application.
4. Ceiling of Financial Assistance under FASP and/or NLSPS	(a) FASP only ^{note 6}	(i) Tuition fees (TF) grant at TF payable, capped at \$62,250; (ii) academic expenses (AE) grant of \$4,300; and (iii) living expenses (LE) loan of \$37,960.	(i) TF grant at TF payable, capped at \$31,125; (ii) AE grant of \$2,150; and (iii) LE loan of \$18,980.	(i) TF grant at TF payable, capped at \$62,250; (ii) AE grant of \$4,300; and (iii) LE loan of \$37,960.	(i) TF grant at TF payable, capped at \$62,250; (ii) AE grant of \$4,300; and (iii) LE loan of \$37,960.	3. If you choose to apply under Scenario B and subsequently find that the total RV you acquired in the October 2011 and April 2012 semesters is 45 or more, you can shift to apply under Scenario C. If so, you should complete the Confirmation of Courses Taken [FASP/DL3_October (2011/12)] which will be issued to you with the notification of result for the October 2011 semester. For details of the application and payment arrangements under Scenario C, please refer to notes 4, 5, 6 and 7 below.
	(b) FASP and NLSPS ^{note 7&8}	(i) TF grant at TF payable, capped at \$62,250; (ii) AE grant of \$4,300; (iii) LE loan of \$37,960; and (iv) NLSPS loan which equals the difference between an applicant's entitlement under FASP and full NLSPS loan.	(i) TF grant at TF payable, capped at \$31,125; (ii) AE grant of \$2,150; (iii) LE loan of \$18,980; and (iv) NLSPS loan which equals the difference between an applicant's entitlement under FASP and half maximum NLSPS loan.	(i) TF grant at TF payable, capped at \$62,250; (ii) AE grant of \$4,300; (iii) LE loan of \$37,960; and (iv) NLSPS loan which equals the difference between an applicant's entitlement under FASP and full NLSPS loan.	(i) TF grant at TF payable, capped at \$62,250; (ii) AE grant of \$4,300; (iii) LE loan of \$37,960; and (iv) NLSPS loan which equals the difference between an applicant's entitlement under FASP and full NLSPS loan.	4. If you have registered or intend to take courses for April 2012 semester, and the aggregate RV of the October 2011 and April 2012 semesters also equals or exceeds 45 RV: (a) you have a choice of taking the October 2011 and April 2012 semesters as your 2011/12 academic year, in which case Scenario C or D will apply. However, once the RVs for the April 2011 semester are used for your 2011/12 application, they will not be double counted for the purpose of applying in the 2012/13 application cycle. (b) Alternatively, you may also choose to retain your April 2012 RV for the 2012/13 academic year. Applications for the 2012/13 academic year will be invited in May 2012. Eligibility of April 2012 RV for full-time study status and financial assistance for 2012/13 will be assessed on the basis of the criteria stipulated in paragraph 2.2 above and the Guidance Notes for FASP (2012/13) (including age criterion).
	(c) NLSPS only ^{note 9}	(i) TF loan at TF payable; (ii) AE loan of \$4,300; and (iii) LE loan of \$37,960.	(i) TF loan at TF payable; (ii) AE loan of \$2,150; and (iii) LE loan of \$18,980.	(i) TF loan at TF payable; (ii) AE loan of \$4,300; and (iii) LE loan of \$37,960.	(i) TF loan at TF payable; (ii) AE loan of \$4,300; and (iii) LE loan of \$37,960.	5. If you apply for financial assistance under Scenario C, you need not fill in the application form again in March 2012 but have to submit on or before 9 March 2012 a Confirmation of Courses Taken [FASP/DL3_October (2011/12)] which will be issued to you with the notification of result for the October 2011 semester. If you change from Scenario B to C, you should submit the Confirmation of Courses Taken [FASP/DL3_October (2011/12)] through your institution on or before 9 March 2012 ; otherwise, it will be assumed that you do not fulfill the criteria of a full-time student in the April 2012 semester and no financial assistance will be disbursed to you for that semester in the 2011/12 academic year.
5. Application Form to be submitted	(a) FASP only ^{note 10}	(i) Form G [FASP/GB(2011)] / Form S [FASP/SB(2011)] (For applicants without sub-degree qualification)	(i) Form G [FASP/GB(2011)] / Form S [FASP/SB(2011)] (For applicants without sub-degree qualification)	(i) Form G [FASP/GB(2011)] / Form S [FASP/SB(2011)] (For applicants without sub-degree qualification)	(i) Form G [FASP/GB(2011)] / Form S [FASP/SB(2011)] (For applicants without sub-degree qualification)	6. For the October 2011 semester, financial assistance include tuition fees (TF) grant to cover TF payable for the October 2011 semester, capped at \$31,125, academic expenses (AE) grant up to \$2,150 plus living expenses (LE) loan up to \$18,980. Upon receipt of your Confirmation of Courses Taken [FASP/DL3_October (2011/12)] in March 2012, if the total RV you acquire in the October 2011 and April 2012 semesters is 45 or more, your entitlement of financial assistance will be adjusted to (i) TF payable for the October 2011 and April 2012 semesters, capped at \$62,250; (ii) AE grant up to \$4,300; and (iii) LE loan up to \$37,960.
	(b) FASP and NLSPS ^{note 10}	(ii) Form D [FASP/DB(2011)] / Form SD [FASP/SDB(2011)] (For applicants with locally-accredited sub-degree qualification)	(ii) Form D [FASP/DB(2011)] / Form SD [FASP/SDB(2011)] (For applicants with locally-accredited sub-degree qualification)	(ii) Form D [FASP/DB(2011)] / Form SD [FASP/SDB(2011)] (For applicants with locally-accredited sub-degree qualification)	(ii) Form D [FASP/DB(2011)] / Form SD [FASP/SDB(2011)] (For applicants with locally-accredited sub-degree qualification)	7. For the October 2011 semester, financial assistance include TF grant to cover TF payable for the October 2011 semester, capped at \$31,125, AE grant up to \$2,150, LE loan up to \$18,980 plus NLSPS loan which equals the difference between your entitlement under FASP and half maximum NLSPS loan. Upon receipt of your Confirmation of Courses Taken [FASP/DL3_October (2011/12)] in March 2012, if the total RV you acquire in the October 2011 and April 2012 semesters is 45 or more, your entitlement of financial assistance will be adjusted to (i) TF payable for the October 2011 and April 2012 semesters, capped at \$62,250; (ii) AE grant up to \$4,300; (iii) LE loan up to \$37,960; and (iv) NLSPS loan which equals the difference between your entitlement under FASP and full NLSPS loan.
	(c) NLSPS only ^{note 11}	(i) Form 2 [NLSPS/2B (2011)] (For applicants without sub-degree qualification) (ii) Form 3 [NLSPS/3B (2011)] (For applicants with locally-accredited sub-degree qualification)	(i) Form 2 [NLSPS/2B (2011)] (For applicants without sub-degree qualification) (ii) Form 3 [NLSPS/3B (2011)] (For applicants with locally-accredited sub-degree qualification)	(i) Form 2 [NLSPS/2B (2011)] (For applicants without sub-degree qualification) (ii) Form 3 [NLSPS/3B (2011)] (For applicants with locally-accredited sub-degree qualification)	(i) Form 2 [NLSPS/2B (2011)] (For applicants without sub-degree qualification) (ii) Form 3 [NLSPS/3B (2011)] (For applicants with locally-accredited sub-degree qualification)	8. If you obtained the NLSPS loan and subsequently receive financial assistance under the FASP and the total amount of financial assistance you obtained under these two schemes exceeds the maximum level of financial assistance, your NLSPS loan amount will have to be adjusted. Please refer to paragraph 8 of Appendix II of Part III of the Guidance Notes for FASP [FASP/1B(2011)] for details of the offsetting arrangement.
6. Supplementary Information Sheet to be submitted		FASP/DL2_October (2011/12)	FASP/DL2_October (2011/12)	FASP/DL2_October (2011/12)	FASP/DL2_October (2011/12)	9. For the October semester, the loan ceiling is TF loan at TF payable for the October 2011 semester, AE loan of \$2,150 plus the LE loan of \$18,980. Upon receipt of your Confirmation of Courses Taken [FASP/DL3_October (2011/12)] in March 2012, if the total RV you acquire in the October 2011 and April 2012 semesters is 45 or more, your loan entitlement will be adjusted to TF loan at TF payable for the October 2011 and April 2012 semesters, AE loan of \$4,300 and LE loan of \$37,960.
7. How to Apply	(a) Deadline for submission of Application Form and Supplementary Information Sheet ^{note 13}	On or before 10 February 2012	On or before 10 February 2012	On or before 10 February 2012	On or before 9 March 2012	10. Applicants who do not possess any sub-degree qualification should use Form G [FASP/GB(2011)]/ Form S [FASP/SB(2011)] (Please refer to paragraph 3 of Part I of the Guidance Notes for FASP) while applicants holding locally-accredited sub-degree qualification must use Form D [FASP/DB(2011)]/ Form SD [FASP/SDB(2011)].
	(b) Assessment Period of Family Income and Asset	1.4.2010 - 31.3.2011	1.4.2010 - 31.3.2011	1.4.2010 - 31.3.2011	1.4.2010 - 31.3.2011	11. Applicants who do not possess any sub-degree qualification should use Form 2 [NLSPS/2B(2011)] while applicants holding locally-accredited sub-degree qualification should use Form 3 [NLSPS/3B (2011)].
	(c) Deadline for submission of Confirmation of Courses Taken	N.A.	N.A.	FASP/DL3_October (2011/12) ^{note 5} [From 1 March 2012 to 9 March 2012]	N.A.	12. The RVs of the courses you are taking in a semester will normally be counted towards the semester and taken into account in the calculation of your financial assistance. However, if you have successfully obtained financial assistance under FASP and/or NLSPS but subsequently not continue your studies according to the schedule specified by the OUHK, the SFAA will re-calculate the RVs to see if you are still eligible for the assistance offered. Refund of overpaid financial assistance to the Government may be required. Details are as follows: (a) At the time of your application: The RVs of courses with the following course status will not be counted – course from which you have withdrawn/ de-registered; courses involving refund of TF/ deferment of payment of TF/ examination resit/ examination deferred; and courses the study of which you have deferred. (b) After your application: The RVs of courses with the following course status will not be counted and refund of overpaid financial assistance may be required – courses from which you have de-registered; courses the study of which you have deferred; courses involving refund of TF/ deferment of payment of TF.
8. Notification of Result		Will be issued once for both April and October 2011 semesters	Will be issued once for October 2011 semester	Will be issued twice : - once for October 2011 semester - once for April 2012 semester upon receipt of Confirmation of Courses Taken	Will be issued once for both October 2011 and April 2012 semesters	For example, if your aggregate RV for the October 2011 semester equals 25 (i.e. application under Scenario B) at the time of your application, and subsequently you defer your studies with OUHK's approval, your RVs for the deferred course will not be counted and refund of the total financial assistance will be required as you no longer qualify as a full-time student. Please note that the course status mentioned above may not be exhaustive and in case of disputes over the interpretation of the course status, the decision of the Agency shall be final and binding on you. Besides, the calculation of RVs illustrated here is purely for determining your study load and hence your eligibility to apply our FASP and/or NLSPS, and may differ from that required for OUHK's registration and other administrative purposes.
						13. Application Forms and Supplementary Information Sheets should be returned with photocopies of supporting documents in person by the respective deadline to The Registry, The Open University of Hong Kong (Address: Room A0511, 30 Good Shepherd Street, Homantin, Kowloon. Office hours: Monday to Friday, 9:00a.m. – 1:00p.m.; 2:00p.m. – 5:40p.m.). Late applications will not be accepted.

Part IV: Declaration 第四部份：聲明

I, _____, have read and fully understood the Supplementary Guidance Notes
(name)

for the Financial Assistance Scheme for Post-secondary Students and Non-means-tested Loan Scheme for Post-secondary Students for 2011/12 (only applicable to students taking distance-learning programmes organised by The Open University of Hong Kong in the October 2011 semester), Guidance Notes for the Financial Assistance Scheme for Post-secondary Students for 2011/12 and/or Guidance Notes for Non-means-tested Loan Scheme for Post-secondary Students for 2011/12. I agree that in case of disputes over the interpretation of the Guidance Notes and the Supplementary Guidance Notes, the decision of the Student Financial Assistance Agency (SFAA) shall be final and binding on me. I declare that the information provided in this application form is complete and true to the best of my knowledge. I am aware that the SFAA will rely, and consent to the SFAA relying on the information provided by me to determine the eligibility and the level of financial assistance to be offered to me under the Financial Assistance Scheme for Post-secondary Students (FASP) and the Non-means-tested Loan Scheme for Post-secondary Students (NLSPS). 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 hereby consent and authorise the Government [including the SFAA and any Government Policy Bureaux and departments] (the Government) using the personal data or other information (Information) provided in this supplementary information sheet in accordance with paragraph 9 of Part I of the Guidance Notes for the Financial Assistance Scheme for Post-secondary Students for 2011/12 or paragraph 14 of Part I of Guidance Notes for Non-means-tested Loan Scheme for Post-secondary Students for 2011/12. I also consent and authorise my institution to handle the data provided in this application and release my personal data to the SFAA for the purpose of processing my application or verifying the information provided in this supplementary information sheet.

I understand that the Government has the right to review my application for student financial assistance and adjust my financial assistance or withdraw the Government's offer of assistance if necessary. I undertake to refund to the Government any overpayment of grant(s) and/or loan(s) made to me upon demand.

本人 _____ 已細閱「2011/12 學年專上學生資助計劃及專上學生免入
(姓名)

息審查貸款計劃補充申請指引(只適用於修讀香港公開大學於 2011 年 10 月學期開辦的遙距課程的學生)、「2011/12 學年專上學生資助計劃申請指引」及 / 或「2011/12 學年專上學生免入息審查貸款計劃申請指引」, 並完全明白其內容。本人同意, 如本人或學生資助辦事處對申請指引及補充申請指引有任何爭議, 學生資助辦事處的決定將會是最終決定, 並對我有約束力。現特此聲明, 本人在這份補充資料表格所填報的各項資料, 據本人所知, 均屬真確無訛。本人知道並同意學生資助辦事處將根據本人所提供的資料, 來評定本人是否符合資格申請專上學生資助計劃及專上學生免入息審查貸款計劃及可獲得的資助金額。本人亦知道, 根據香港法例第 210 章《盜竊罪條例》, 任何人以欺騙手段不誠實地為自己或另一人取得任何金錢利益, 即屬犯罪, 循公訴程序定罪後, 可處監禁 10 年。

本人同意及授權特區政府(包括學生資助辦事處、任何政府政策局及部門)將本人就此補充資料表格所提供的個人資料或其他資料(資料)用作 2011/12 學年專上學生資助計劃申請指引第一部份第 9 段或 2011/12 學年專上學生免入息審查貸款計劃申請指引第一部份第 14 段所載及其他與該段有關的用途。本人亦同意及授權我所屬院校可處理申請書內的資料和向學生資助辦事處透露由院校所儲存我的個人資料, 以便學生資助辦事處核對我在補充資料表格內提供的資料。

本人明白特區政府有權覆檢我的申請及在有需要時調整 / 撤消本人的資助額。本人承諾如在特區政府要求下, 願意將多發給我的助學金及 / 或貸款歸還予特區政府。

Applicant's Signature 申請人簽署: _____ Date 日期: _____

Supplementary Information Sheet for OUHK Distance-learning Programmes for 2011/12 <i>(only applicable to students taking distance-learning programmes in the October 2011 semester)</i> 2011/12 學年 香港公開大學遙距課程補充資料表格 <i>(只適用於修讀 2011 年 10 月學期開辦的遙距課程的學生)</i>	FOR INSTITUTION USE 由院校填寫 Application No. 申請編號 <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>						
<p>Please complete this Supplementary Information Sheet with reference to the Supplementary Guidance Notes for Financial Assistance Scheme for Post-secondary Students and Non-means-tested Loan Scheme for Post-secondary Students for 2011/12 [FASP/DL1B_October (2011/12)].</p> <p>在填寫本補充資料表格前請先參閱 2011/12 學年專上學生資助計劃及專上學生免入息審查貸款計劃補充申請指引 [FASP/DL1A_October (2011/12)]。</p>							
<p>Part I: Personal Particulars (To be completed by the Applicant)</p> <p>第一部份：個人資料（由申請人填寫）</p>							
<p>Name of Student 學生姓名： _____ (English 英文)</p> <p>_____ (Chinese 中文)</p>							
<p>HKIC No. 香港身份證號碼： _____</p>							
<p>Student No. 學生證號碼： _____</p>							
<p>Intended Programme of Study 擬修讀課程名稱： _____</p>							
<p>SFAA Course Code* 學生資助辦事處課程編號*： _____</p>							
<p>Contact Telephone Number 聯絡電話： _____</p>							

*Please refer to SFAA's Homepage for the relevant SFAA Course Code (<http://www.sfaa.gov.hk/eng/schemes/fasp3.htm>).

* 有關學生資助辦事處課程編號, 請參閱本處網址 (<http://www.sfaa.gov.hk/tc/schemes/fasp3.htm>).

Part II: Courses taken 第二部份：修讀科目							Part III: Certification By The Open University of Hong Kong 第三部份：香港公開大學證明							
To be completed by the Applicant 由申請人填寫							To be completed by the Institution 由院校填寫							
No. 編號	Course Code of OUHK 院校科目編號	Course Title 科目名稱	Actual Tuition Fees Paid (excluding any discount given and refundable deposit fees) (HK\$) 已繳交的學費(扣除任何學費優惠及可退還的按金)(港幣)	Please tick against the semester(s) in which the course is studied 請在修讀有關科目的學期加上「✓」號			Please tick against the course which is not a locally-accredited programme at sub-degree level or above 如有關課程不屬經本地評審的副學位或以上程度學歷課程，請在方格內加上「✓」號	Amount of tuition fees covered by OUHK's loan/bursary scheme (HK\$) 已獲香港公開大學資助的學費(港幣)	Registration Value (RV) in the corresponding semesters 在有關學期修讀的總註冊值			Tuition fees for corresponding RV after deducting the amount covered by OUHK's loan/bursary scheme (HK\$) 扣除獲香港公開大學資助後的相關註冊值的學費(港幣)		
				Apr 11 11年4月	Oct 11 11年10月	Apr 12 12年4月			Apr 11 11年4月	Oct 11 11年10月	Apr 12 12年4月	Apr 11 11年4月	Oct 11 11年10月	Apr 12 12年4月
1.			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$				\$	\$	\$
2.			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$				\$	\$	\$
3.			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$				\$	\$	\$
4.			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$				\$	\$	\$
5.			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$				\$	\$	\$
6.			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$				\$	\$	\$
7.			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$				\$	\$	\$
8.			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$				\$	\$	\$
9.			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$				\$	\$	\$
10.			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$				\$	\$	\$
Total 總數：			\$									\$	\$	\$
<p>I would like to apply for financial assistance for (Please choose one by ticking against the relevant box) – 本人計劃就下列學期申請資助（請選擇其中一項，並在相關的空格加上「✓」號）–</p> <p><input type="checkbox"/> Scenario A as specified in Paragraph 3 of Supplementary Guidance Notes 補充申請指引第三節所註明的情況甲</p> <p><input type="checkbox"/> Scenario B as specified in Paragraph 3 of Supplementary Guidance Notes 補充申請指引第三節所註明的情況乙</p> <p><input type="checkbox"/> Scenario C as specified in Paragraph 3 of Supplementary Guidance Notes 補充申請指引第三節所註明的情況丙</p> <p><input type="checkbox"/> Scenario D as specified in Paragraph 3 of Supplementary Guidance Notes 補充申請指引第三節所註明的情況丁</p> <p><input type="checkbox"/> If you have already applied for Non-means-tested Loan in the <u>2011/12 academic year</u> for the above course(s) (i.e.: No. _____), please put a tick in the box and fill in the relevant Course Code(s) of OUHK. 如果你在 2011/12 學年已經就上述課程（即是編號 _____）申請了免入息審查貸款，請在空格內加上「✓」號及填寫有關的科目編號。</p>							<p>This is to certify that the above information is correct. 茲證明上述資料正確無誤。</p> <p>Signature 簽署： _____</p> <p>Name 姓名： _____</p> <p>Post 職位： _____</p> <p>Contact Tel. No. 聯絡電話： _____</p> <p>Fax No. 傳真號碼： _____</p> <p>Date 日期： _____</p> <div style="border: 1px solid black; width: 100%; height: 100%; text-align: center; padding: 20px;"> <p>Institution Chop 院校印章</p> </div>							

Part IV: Declaration 第四部份：聲明

I, _____, have read and fully understood the Supplementary Guidance Notes
(name)

for the Financial Assistance Scheme for Post-secondary Students and Non-means-tested Loan Scheme for Post-secondary Students for 2011/12 (only applicable to students taking distance-learning programmes organised by The Open University of Hong Kong in the October 2011 semester), Guidance Notes for the Financial Assistance Scheme for Post-secondary Students for 2011/12 and/or Guidance Notes for Non-means-tested Loan Scheme for Post-secondary Students for 2011/12. I agree that in case of disputes over the interpretation of the Guidance Notes and the Supplementary Guidance Notes, the decision of the Student Financial Assistance Agency (SFAA) shall be final and binding on me. I declare that the information provided in this application form is complete and true to the best of my knowledge. I am aware that the SFAA will rely, and consent to the SFAA relying on the information provided by me to determine the eligibility and the level of financial assistance to be offered to me under the Financial Assistance Scheme for Post-secondary Students (FASP) and the Non-means-tested Loan Scheme for Post-secondary Students (NLSPS). 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 hereby consent and authorise the Government [including the SFAA and any Government Policy Bureaux and departments] (the Government) using the personal data or other information (Information) provided in this supplementary information sheet in accordance with paragraph 9 of Part I of the Guidance Notes for the Financial Assistance Scheme for Post-secondary Students for 2011/12 or paragraph 14 of Part I of Guidance Notes for Non-means-tested Loan Scheme for Post-secondary Students for 2011/12. I also consent and authorise my institution to handle the data provided in this application and release my personal data to the SFAA for the purpose of processing my application or verifying the information provided in this supplementary information sheet.

I understand that the Government has the right to review my application for student financial assistance and adjust my financial assistance or withdraw the Government's offer of assistance if necessary. I undertake to refund to the Government any overpayment of grant(s) and/or loan(s) made to me upon demand.

本人 _____ 已細閱「2011/12 學年專上學生資助計劃及專上學生免入
(姓名)

息審查貸款計劃補充申請指引(只適用於修讀香港公開大學於 2011 年 10 月學期開辦的遙距課程的學生)」、「2011/12 學年專上學生資助計劃申請指引」及 / 或「2011/12 學年專上學生免入息審查貸款計劃申請指引」, 並完全明白其內容。本人同意, 如本人或學生資助辦事處對申請指引及補充申請指引有任何爭議, 學生資助辦事處的決定將會是最終決定, 並對我有約束力。現特此聲明, 本人在這份補充資料表格所填報的各項資料, 據本人所知, 均屬真確無訛。本人知道並同意學生資助辦事處將根據本人所提供的資料, 來評定本人是否符合資格申請專上學生資助計劃及專上學生免入息審查貸款計劃及可獲得的資助金額。本人亦知道, 根據香港法例第 210 章《盜竊罪條例》, 任何人以欺騙手段不誠實地為自己或另一人取得任何金錢利益, 即屬犯罪, 循公訴程序定罪後, 可處監禁 10 年。

本人同意及授權特區政府(包括學生資助辦事處、任何政府政策局及部門)將本人就此補充資料表格所提供的個人資料或其他資料(資料)用作 2011/12 學年專上學生資助計劃申請指引第一部份第 9 段或 2011/12 學年專上學生免入息審查貸款計劃申請指引第一部份第 14 段所載及其他與該段有關的用途。本人亦同意及授權我所屬院校可處理申請書內的資料和向學生資助辦事處透露由院校所儲存我的個人資料, 以便學生資助辦事處核對我在補充資料表格內提供的資料。

本人明白特區政府有權覆檢我的申請及在有需要時調整 / 撤消本人的資助額。本人承諾如在特區政府要求下, 願意將多發給我的助學金及 / 或貸款歸還予特區政府。

Applicant's Signature 申請人簽署: _____ Date 日期: _____

**Confirmation of Courses Taken for
OUHK Distance-learning Programmes for 2011/12
(only applicable to students who have applied for
financial assistance for the October 2011 semester)**

2011/12 學年

香港公開大學遙距課程確認修讀科目通知書
(只適用於曾就 2011 年 10 月學期遞交申請的學生)

FOR INSTITUTION
USE
由院校填寫
Application No.
申請編號

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Please complete this form with reference to the Supplementary Guidance Notes for Financial Assistance Scheme for Post-secondary Students and Non-means-tested Loan Scheme for Post-secondary Students for 2011/12 [FASP/DL1B_October (2011/12)].

在填寫本表格前請先參閱 2011/12 學年專上學生資助計劃及專上學生免入息審查貸款計劃補充申請指引 [FASP/DL1A_October (2011/12)]。

Part I: Personal Particulars (To be completed by the Applicant)

第一部份：個人資料(由申請人填寫)

Name of Student 學生姓名: _____
(English 英文)

(Chinese 中文)

HKIC No. 香港身份證號碼: _____

Student No. 學生證號碼: _____

Intended Programme of Study 擬修讀課程名稱: _____

SFAA Course Code* 學生資助辦事處課程編號*: _____

Contact Telephone Number 聯絡電話: _____

*Please refer to SFAA's Homepage for the relevant SFAA Course Code (<http://www.sfaa.gov.hk/eng/schemes/fasp3.htm>).

*有關學生資助辦事處課程編號, 請參閱本處網址 (<http://www.sfaa.gov.hk/tc/schemes/fasp3.htm>)。

Part II: Courses taken 第二部份：修讀科目					Part III: Certification By The Open University of Hong Kong 第三部份：香港公開大學證明						
To be completed by the Applicant 由申請人填寫					To be completed by the Institution 由院校填寫						
No. 編號	Course Code of OUHK 院校科目編號	Course Title 科目名稱	Actual Tuition Fees Paid (excluding any discount given and refundable deposit fee) (HK\$) 已繳交的學費(扣除任何學費優惠及可退還的按金)(港幣)	Please tick against the semester(s) in which the course is studied 請在修讀有關科目的學期加上「✓」號		Please tick against the course which is not a locally-accredited programme at sub-degree level or above 如有關課程不屬經本地評審的副學位或以上程度學歷課程，請在方格內加上「✓」號	Amount of tuition fees covered by OUHK's loan/bursary scheme (HK\$) 已獲香港公開大學資助的學費(港幣)	Registration Value (RV) in the corresponding semester(s) 在有關學期修讀的總註冊值		Tuition fees for corresponding RV after deducting the amount covered by OUHK's loan/bursary scheme (HK\$) 扣除獲香港公開大學資助後的相關註冊值的學費(港幣)	
				Oct 11 11年10月	Apr 12 12年4月			Oct 11 11年10月	Apr 12 12年4月	Oct 11 11年10月	Apr 12 12年4月
1.	<input type="text"/>	<input type="text"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
2.	<input type="text"/>	<input type="text"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
3.	<input type="text"/>	<input type="text"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
4.	<input type="text"/>	<input type="text"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
5.	<input type="text"/>	<input type="text"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
6.	<input type="text"/>	<input type="text"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
7.	<input type="text"/>	<input type="text"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
8.	<input type="text"/>	<input type="text"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
9.	<input type="text"/>	<input type="text"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
10.	<input type="text"/>	<input type="text"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
Total 總數：			\$							\$	\$

<p>Notes 附註：</p> <p>1. Please fill in the courses you take in the October 2011 and April 2012 semesters. 請填上你在 2011 年 10 月及 2012 年 4 月學期修讀的科目。</p> <p>2. Please provide supporting documents for the courses taken in the April 2012 semester and the amount of tuition fees paid. 請附上文件以證明你在 2012 年 4 月學期所修讀的科目及已繳付的學費。</p>	<p>This is to certify that the above information is correct. 茲證明上述資料正確無誤。</p> <p>Signature 簽署： _____</p> <p>Name 姓名： _____</p> <p>Post 職位： _____</p> <p>Contact Tel. No. 聯絡電話： _____</p> <p>Fax No. 傳真號碼： _____</p> <p>Date 日期： _____</p> <div style="border: 1px solid black; width: 150px; height: 100px; margin-left: auto; margin-right: auto; text-align: center; padding-top: 50px;"> Institution Chop 院校印章 </div>
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