

Tertiary Student Finance Scheme - Publicly-funded Programmes

Guidance Notes - Application for Financial Assistance for 2009/10 (April 2009)

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本申請指引備有中文版本 [TSFS/1A(2009)] 及英文版本 [TSFS/1B(2009)]。

Tertiary Student Finance Scheme - Publicly-funded Programmes

Guidance Notes - Application for Financial Assistance for 2009/10 (April 2009)

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本申請指引備有中文版本 [TSFS/1A(2009)] 及英文版本 [TSFS/1B(2009)]。

Part I - General Information

1. THE TERTIARY STUDENT FINANCE SCHEME – PUBLICLY-FUNDED PROGRAMMES (TSFS)

- 1.1 The Tertiary Student Finance Scheme – Publicly-Funded Programmes (TSFS) provides means-tested financial assistance to full-time students who are in need. It aims to ensure that no eligible student who has been offered a place in one of the institutions covered by this scheme would be unable to accept it because of lack of means. Financial assistance is provided in the form of a grant and/or loan. The grant is to cover tuition fees, academic expenses and compulsory union fees. The loan is for living expenses and is interest-bearing at 2.5% per annum chargeable from the commencement of the repayment period.

2. ELIGIBILITY

- 2.1 You (the applicant) may be eligible for assistance if:
- (a) You are registered as a full-time student and take up an exclusively University Grants Committee-funded or exclusively publicly-funded student place of a recognized course at one of the following institutions in the 2009/10 academic year:
- CITY UNIVERSITY OF HONG KONG (CityU)
HONG KONG BAPTIST UNIVERSITY (HKBU)
HONG KONG INSTITUTE OF VOCATIONAL EDUCATION of the Vocational Training Council (IVE)
HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY (HKUST)
LINGNAN UNIVERSITY (LU)
THE CHINESE UNIVERSITY OF HONG KONG (CUHK)
THE HONG KONG ACADEMY FOR PERFORMING ARTS (HKAPA)
THE HONG KONG INSTITUTE OF EDUCATION (HKIED)
THE HONG KONG POLYTECHNIC UNIVERSITY (PolyU)
THE PRINCE PHILIP DENTAL HOSPITAL (PPDH)
THE UNIVERSITY OF HONG KONG (HKU); **and**
- (b) You 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 prior to the commencement of the course. This does not cover students staying in Hong Kong holding student visas.
- 2.2 Your eligibility is restricted to only one eligible full-time course at any **one** time.
- 2.3 If you are eligible to apply for assistance under the TSFS in the 2009/10 academic year, you may also apply for subsidy under the Student Travel Subsidy Scheme (STS). Please refer to paragraph 11 for more details.

3. HOW TO APPLY

- 3.1 There are two types of application forms for the TSFS which are downloadable from the website of the Student Financial Assistance Agency (the Agency). Please check which application form that you should submit:

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| | | |
|-----|----------|--|
| (a) | "Form G" | Form No.: TSFS/GB(2009) Available at : the Agency's Homepage at http://www.sfaa.gov.hk/eng/public/index.htm#tsfs |
| (b) | "Form S" | Form No.: TSFS/SB(2009) Available at : the Agency's Homepage at http://www.sfaa.gov.hk/eng/public/index.htm#tsfs |

3.2 Which Form you should use, Form G or Form S?

- (a) "Form G" is a general application form applicable to all students applying for TSFS.
- (b) "Form S" is a simplified application form. The applicant may choose to submit Form S instead of Form G if and only if:
 - (i) the applicant has an unmarried sibling residing with him/her and the latter has submitted or is submitting an application for the TSFS under Form G or the Financial Assistance Scheme for Post-secondary Students (FASP) under Form G/Form D for the 2009/10 academic year; and
 - (ii) the applicant is not married.

Please 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 the sibling's application as a result thereof may similarly apply to your application submitted under Form S. In this regard, you may choose to submit the application in Form G instead of Form S. Both you and your sibling submitting Form G/Form D must sign the declaration of Form S. However, if you are eligible to use Form S but would like to provide a full set of information on yourself and your family members, you may still choose to submit Form G instead of Form S.

3.3 How to use the application form available at the Agency's Homepage (E-Form)?

When using the E-Form:

- you should download the application form from the Agency's homepage as stipulated in paragraph 3.1 above;
- you should use a computer installed with Adobe Reader (7.0.5 or above) (Adobe Reader can be downloaded from website http://www.adobe.com/tw/products/acrobat/readstep2_allversions.html);
- you should complete Part A to F of Form G / Section I of Form S / Section II Part A to F of Form S with computer, amendment by handwriting is not allowed, please be noted that the information required in these Parts are the information you must provide to the Agency.
- Page 1 and Page 3 of Form G/S can only be printed when you have completed all the mandatory fields (fields being circled by red boxes) in Form G/S;
- if you have amended the information in Page 3 and / or Page 4, please re-print Page 1 (with 2D Barcode), Page 3 and/or Page 4, and re-submit the re-printed Page1, Page 3 and/or Page 4.
- you should ensure that all pages of the application form have been printed out, and the declaration has been duly signed; after that, you should return the application form to your institution, together with other supporting documents;
- please be advised that there are 18 pages (including Page 1 to 17 and Checklist of Supporting Documents) and 10 Additional Page(s) at the maximum (the page numbers are 2A/7A/8A/9A/10A/11A/12A/13A/14A/15A) in Form G / there are 12 pages in Form S (including Page 1 to 11 and Checklist of Supporting Documents) and 3 Additional Page(s) at the maximum (the page numbers are 7A/8A/9A).

3.4 If you have genuine difficulty in using computer (e.g. your physical condition does not allow you to operate computer normally), you may seek the Agency's assistance by calling our scheme hotline 2150 6000.

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- 3.5 The completed application form together with photocopies of supporting documents should be returned to your institution, which will forward your application and supporting documents to the Agency for processing.
- 3.6 Please be aware that Form S will only be processed after the Agency has received the relevant Form G/Form D from your sibling.
- 3.7 You will be informed of the financial assistance and/or loan(s) you are entitled under the TSFS and the Non-means-tested Loan Scheme (NLS), if any, simultaneously in your TSFS notification of result. If you wish to accept the NLS loan offered, you may obtain the required loan documents from your institution or this Agency and submit the loan documents and the bank pay-in slip for the administrative fee paid in person or authorize a person to do so on your behalf to this Agency on or before the deadline stated in your TSFS notification of result. Please refer to Part II of these Guidance Notes or the NLS Application Guidance Notes [NLS 111B(2009)] for more details on the NLS.
- 3.8 As the notification of result under the TSFS will normally be available within 2 months from the date of the Agency's acknowledging receipt of your application provided that all required supporting documents are in order, you may consider applying for the NLS first before receiving the TSFS result. In the circumstances, you have to submit the duly completed NLS Application Form [NLS 112A(2009) or NLS 112B(2009)], which is obtainable from the Agency or your institution, together with the supporting documents to the Agency via your institution. The NLS application form is also downloadable from the Agency's Homepage at <http://www.sfaa.gov.hk/eng/public/index.htm#nls>. Please note that the NLS result will normally be available within 3 weeks from the Agency's receipt of your application if the information provided is complete. The NLS loan will be paid direct to your institution by instalments for settlement of your tuition fees upon the Agency's receipt of your duly completed Undertaking and Deed of Indemnity. If you obtain the NLS loan and subsequently receive financial assistance under the TSFS, please note the offsetting arrangement, if applicable, as stated in paragraph 9 in Part II of these Guidance Notes.
- 3.9 If you are bankrupt; and/or have applied for Individual Voluntary Arrangement (IVA); and/or aware that legal proceeding(s) has/have been started (or are pending or being threatened) against your bankruptcy or for the appointment of a receiver, administrator, administrative receiver, trustee or similar officer over any or all of your assets, you are obliged to notify the Agency in writing **immediately**.

4. DEADLINES FOR APPLICATION

- 4.1 (a) For Continuing Students:

| <u>Institutions</u> | <u>Deadlines</u> ¹ |
|--|-------------------------------|
| CityU, PolyU, LU, CUHK, HKUST, HKU and HKIED | 17 April 2009 |
| HKBU, PPDH and HKAPA | 24 April 2009 |
| IVE | 05 June 2009 |

- (b) For New Students:

| <u>Institutions</u> | <u>Deadlines</u> ¹ |
|---|-------------------------------|
| CityU, HKBU, PolyU, LU, CUHK, HKUST, HKU HKAPA and HKIED | 18 September 2009 |
| PPDH | 28 September 2009 |
| IVE | 30 October 2009 |

¹ For operational reasons, individual institution may need to set a deadline earlier (or later) for the receipt of applications from their students. Applicants are required to take note of the announcement at individual institution. Following the receipt of applications from institutions, the Agency will process the applications generally in accordance with the due dates of tuition fee payment, i.e. applications of students who are required to pay their tuition fees earlier will first be processed.

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- 4.2 If you attend a postgraduate course that commences between March 2009 and February 2010, you should apply for financial assistance for the 2009/10 academic year. The deadline for application is one month following the commencement of the course and in any case **not** later than 31.3.2010.
- 4.3 If you will be undergoing graduation-tied training/placement/internship in the 2009/10 academic year (including the summer months of year 2009) which counts towards the graduation of your course (thereafter known as “graduation-tied placement”), you should submit the application when there is confirmation of the details of the graduation-tied placement(s), including the period and the income receivable (if any) during the training period which will facilitate completion of the relevant part of the application form. In the event that these details could not be confirmed by the deadline of application, you can submit the application form first and inform the Agency immediately once the details are available. **You are reminded that not all training / placement(s) / internship offered / arranged by your institution are graduation-tied which count(s) towards the graduation of your course. If you have doubts, you should seek confirmation from your institution first.**
- 4.4 Applications received after the deadline will not be accepted save in exceptional circumstances and are accompanied by a letter from your institution in support of the late applications.

5. MAXIMUM LEVEL OF FINANCIAL ASSISTANCE

- 5.1 The maximum grant is equal to the tuition fee (not including continuation fee) payable to the concerned local institution and academic expenses for your course of study plus your compulsory union fees. For students attending full-year graduation-tied placement, academic expenses is not normally offered unless the institutions advise that expense related to academic study is still required. Such cases will be considered on individual merits.
- 5.2 The maximum loan for living expenses is the same for all students.
- 5.3 The maximum amounts for the grant and the loan for the 2009/10 academic year will be provided to the institutions listed in paragraph 2.1 above in about July 2009. You may check with your institution the maximum level of assistance applicable to your course of study if you so wish.

6. CALCULATION OF FINANCIAL ASSISTANCE

- 6.1 Depending on your financial circumstances, you may be eligible for a grant and/or loan. The assessment is made according to the Ready Reckoner under the “**Adjusted Family Income**” (AFI) Formula. The Ready Reckoner shows the percentage of the maximum financial assistance for your AFI group. The resulting amount will then be further reduced by the percentage set out against the Net Asset Value per family member as shown in the **Sliding Scale of Asset Value for Discounting Financial Assistance**. The Ready Reckoner and Sliding Scale of Asset Value for Discounting Financial Assistance for 2009/10 are at Appendix I and Appendix II of Part IV. You may calculate the rough estimation of your financial entitlement by accessing the Calculator in the Agency’s Homepage (<http://www.sfaa.gov.hk/eng/schemes/tsfs.htm#10>). As the levels of academic expenses of various courses/programmes for 2009/10 are still being prepared, the Calculator for 2009/10 therefore cannot be uploaded at this stage. Please continue to make reference from the Calculator for 2008/09. The Calculator for 2009/10 will be uploaded once the academic expenses levels of the courses/programmes are available in July 2009.
- 6.2 Example (1) : If you are not married and is residing with your parents/siblings, your AFI is made up of :
- (a) (i) The annual incomes of your parents ending 31.3.2009;
 - (ii) 30% of the annual incomes ending 31.3.2009 of the unmarried siblings who are residing with you and/or your parent(s);

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- (iii) The amount of studentship² and income derived from appointments by institution or their associate scheme with other organizations received/to be received by you during the study period covered by the tuition fees paid/payable for the 2009/10 academic year, including the summer months of year 2009; or
 - (iv) The income received/to be received by you from attending graduation-tied placement(s)- in the 2009/10 academic year, including the summer months of year 2009; and
 - (v) Any other remittance / contributions (e.g. family/living expense, alimony, contribution to rental expenses or mortgage repayment etc.) / support to your family for the year ending 31.3.2009.
- (b) **LESS** medical expenses of family members who are chronically ill or permanently incapacitated, subject to the production of receipts for the period between 1.4.2008 and 31.3.2009 (expenses other than medical expense cannot be deducted). The amount that may be deducted per family member with chronic illness and permanent incapacity is subject to a maximum limit. The maximum limit for 2009/10 application is available at the Agency's Homepage (<http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>). The maximum limit for the 2009/10 academic year is \$15,120.
- (c) **DIVIDED** by the number of members in the family plus a factor of one³. The composition of family members for this purpose comprises:
- (i) Yourself; (ii) Your parents;
 - (iii) All unmarried siblings residing with the family; and
 - (iv) Any dependent paternal or maternal grandparents residing with the family.

Example (2): If you are married and is residing with your spouse and dependent children, your AFI is made up of:

- (a) (i) The annual income of the spouse ending 31.3.2009; and
 - (ii) The amount of studentship² and income derived from appointments by institution or their associate scheme with other organizations received/to be received by you during the study period covered by the tuition fees paid/payable for the 2009/10 academic year, including the summer months of year 2009; or
 - (iii) The income received/to be received by you from attending graduation-tied placement(s) in the 2009/10 academic year, including the summer months of year 2009; and
 - (iv) Any other remittance / contributions (e.g. family/living expense, alimony, contribution to rental expenses or mortgage repayment etc.) / support to your family for the year ending 31.3.2009.
- (b) **LESS** medical expenses of family members who are chronically ill or permanently incapacitated, subject to the production of receipts for the period between 1.4.2008 and 31.3.2009 (expense other than medical expense cannot be deducted). The amount that may be deducted per family member with chronic illness and permanent incapacity is subject to a maximum limit. The maximum limit for 2009/10 application is available at the Agency's Homepage (<http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>). The maximum limit for the 2009/10 academic year is \$15,120.
- (c) **DIVIDED** by the number of members in your family plus a factor of one³. The composition of family members for this purpose comprises:
- (i) Yourself; (ii) Your spouse; and (iii) Your dependent children.

Example (3): If you are separated/divorced/widowed and are residing with your dependent children, your AFI is made up of:

² Studentship includes Postgraduate/Research Studentship, Graduate/Research/Student Research/Teaching/Instructional Assistantship, Demonstratorship; any award/income derived from appointments as Teaching Assistant, Student Assistant, Research Assistant, Research Fellow, Graduate Assistant, Demonstrator, Instructor, Student Research Assistant; income derived from teaching company associate scheme; and income received from any form of scheme run by the institution exclusively or in collaboration with other parties.

³ 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.

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- (a) (i) The amount of studentship² and income derived from appointments by institution or their associate scheme with other organizations received/to be received by you during the study period covered by the tuition fees paid/payable for the 2009/10 academic year, including the summer months of year 2009; or
- (ii) The income received/to be received by you from attending graduation-tied placement(s) in the 2009/10 academic year, including the summer months of year 2009; and
- (iii) Any other remittance / contributions (e.g. family/living expense, alimony, contribution to rental expenses or mortgage repayment etc.) / support to your family for the year ending 31.3.2009.
- (b) **LESS** medical expenses of family members who are chronically ill or permanently incapacitated, subject to the production of receipts for the period between 1.4.2008 and 31.3.2009 (expense other than medical expense cannot be deducted). The amount that may be deducted per family member with chronic illness and permanent incapacity is subject to a maximum limit. The maximum limit for 2009/10 application is available at the Agency's Homepage (<http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>). The maximum limit for the 2009/10 academic year is \$15,120.
- (c) **DIVIDED** by the number of members in your family plus a factor of one³. The composition of family members for the purpose comprises:
- (i) Yourself; and (ii) Your dependent children.
- 6.3 The "Net Asset Value per Family Member" is the net value of your family's fixed assets and value of liquid assets (excluding the value of your family's first home and the assets of your grandparents and siblings), divided by the actual number of family members. You would need to declare the family's assets and their value as at 31.3.2009 in the application form.

7. VETTING PROCEDURES

- 7.1 The Agency will make an assessment of your family income and assets and the number of family members based on the reported information in your TSFS application form and other information reported by your sibling(s), if any, under the TSFS and/or the FASP, before determining your eligibility for and the level of financial assistance. The Agency will normally accept the information reported based on the documentary proofs provided. **If documentary proof is unavailable (e.g. unexplained prolonged unemployment); or the documents provided cannot substantiate the reported income/asset information of the family member concerned (e.g. self-written statement of income), the Agency may need to make adjustments and apply benchmark figures** on the basis of statistical information provided by the relevant government departments, such as the Census and Statistics Department, the Rating and Valuation Department, and the Transport Department etc. to assess the income of and/or net value of the assets held by the family member concerned. The Agency may apply projected figures in the family income in the assessment if necessary.
- 7.2 If necessary, arrangements will be made for you and your father or mother to be interviewed by our staff. You will be required to bring to the interview for our examination all the **originals** of the supporting documents, such as all bank passbooks and receipts for medical expenses. Before the interview, your father or mother will be required to make a declaration at this Agency, according to the Oaths and Declarations Ordinance (Chapter 11 of the Laws of Hong Kong), that the information given in the application is true and complete. During the interview, our staff might ask you to further clarify the information provided in your application and to provide additional information.

² Studentship includes Postgraduate/Research Studentship, Graduate/Research/Student Research/Teaching/Instructional Assistantship, Demonstratorship; any award/income derived from appointments as Teaching Assistant, Student Assistant, Research Assistant, Research Fellow, Graduate Assistant, Demonstrator, Instructor, Student Research Assistant; income derived from teaching company associate scheme; and income received from any form of scheme run by the institution exclusively or in collaboration with other parties.

³ 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.

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8. NOTIFICATION OF RESULT AND PAYMENT ARRANGEMENTS

- 8.1 In general, if the information you provided is complete, you will be notified of the result in about 2 months' time from the date of the Agency's acknowledging receipt of your application. **However, the processing time will vary, depending on the circumstances of each application. For example, if the information provided is incomplete or inconsistent, the Agency will require you to give an explanation or provide supplementary information, in which case the processing time will be longer.** Another example is that if the Agency has to seek additional information from your institution (e.g. for postgraduate students who will receive studentship, the amount of the studentship receivable or for repeaters, the actual amount of tuition fees payable or for students attending graduation-tied placement(s), the amount of income received/receivable), the processing time will also be longer.
- 8.2 You should check the information of your institution and/or course of study, your tuition fee paid / payable in the 2009/10 academic year, your correspondence address or your bank account number detailed in the notification of result and see if they are correct. Should there be any discrepancies, you should **immediately** notify the Agency in writing by using Forms TSF/C/18A (applicable for change of Personal Data) or TSF/C/18B (applicable for change of Institution/Course Data). These forms are available at the Agency or at your institution. You can also download the forms from the Agency's Homepage at <http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>.
- 8.3 If you are granted an offer in our notification of result, such offer is subject to your being/or becoming a registered full-time student and taking up an exclusively University Grants Committee-funded or exclusively publicly-funded student place of an eligible course at one of the institutions covered by the TSFS for the 2009/10 academic year. The grant offered, if any, is calculated in accordance with the result of vetting in same effect to all parts contributing to the maximum grant (i.e. tuition fees payable, academic expenses for your course of study plus your compulsory union fees) as described in paragraph 5.1 above. The grant, counting altogether without breakdown into parts mentioned above, is first shown as tuition fee payable, and the remaining balance of the grant, if any, is shown as academic expenses grant. Not all successful applicant will be offered a grant in addition to a loan. The Agency however assumes that you will accept a grant, if offered. Unless you indicate that you do NOT wish to accept it in writing, the grant, if any, will be released to all successful applicants. The approved loan is conditional upon your acceptance of the loan by submitting to the Agency on or before the specified deadline, the Undertaking duly completed and signed by you and attested, and the Deed of Indemnity duly executed by your indemnifier and attested. When you complete the Undertaking and related documents, **you will need to state the amount of loan that you wish to accept for the whole academic year (i.e. the sum of the first and second instalments).**
- 8.4 Payment of financial assistance is subject to your being or becoming a registered full-time student and taking up an exclusively University Grants Committee-funded or exclusively publicly-funded student place of an eligible course at one of the institutions covered by the TSFS for the 2009/10 academic year. The grant offered and/or the loan accepted will normally be paid in two equal instalments. The first instalment of the grant will be credited to your designated bank account within 4 weeks from the date of issuance of the notification. If you return the Undertaking and Deed of Indemnity by the specified deadline, the Agency will deposit the first instalment of the loan payment into your designated bank account within 6 weeks from the deadline. If you miss the deadline, the payment will be deferred to next batch probably 4 weeks later. The second instalment of the grant and the accepted loan will be paid in about January or February 2010. In completing the Undertaking and the Deed, you are required to fill in the full amount of loan you intend to accept for the whole academic year.
- 8.5 To be acceptable as an indemnifier, a person must be:
- (a) a Hong Kong resident holding a Hong Kong Permanent Identity Card;

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- (b) at or over 21 years of age;
- (c) gainfully employed, financially sound and able to provide a local business address (persons without regular income e.g. housewives, students, and casual workers are **not** acceptable. If the indemnifier is self-employed, documentary evidence showing that he/she has a regular income such as a copy of his/her latest Tax Demand Note/valid Company's Business Registration Certificate is required);
- (d) able to produce documentary proof of employment status (e.g. the latest Tax Demand Note or letter from the employer certifying the indemnifier's recent 3 months employment status and wages, etc);
- (e) able to produce documentary evidence showing his/her residential address and/or office address; and
- (f) able to produce documentary evidence showing his/her financial position upon request by the C, SFAA.

8.5.1 A person who (a) is an undischarged bankrupt; or (b) is aware that a bankruptcy petition will be presented against him/her; or (c) has applied/is applying for Individual Voluntary Arrangement (IVA); or (d) is aware that a receiver, administrator, administrative receiver, trustee or similar officer has been appointed over any or all of his/her assets; or (e) is involved in any litigation, arbitration or administrative proceedings (whether inside or outside Hong Kong) or there is any claim (whether inside or outside Hong Kong) in progress or pending or being threatened against him/her or any of his/her assets at the time when he/she signs the Deed of Indemnity is **not** acceptable to act as an indemnifier.

8.5.2 The indemnifier is obliged to notify the Agency in writing **immediately** if (a) he/she is aware that a bankruptcy petition is presented against him/her or a bankruptcy order is made against him/her; or (b) he/she applies for IVA; or (c) he/she is aware that a receiver, administrator, administrative receiver, trustee or similar officer has been appointed over any or all of his/her assets; or (d) he/she is involved in any litigation, arbitration or administrative proceedings (whether inside or outside Hong Kong) or if there is any claim (whether inside or outside Hong Kong) against him/her or any of his/her assets after he/she signs the Deed of Indemnity. Under the circumstances, the applicant is required to provide another qualified indemnifier to replace the original one.

8.5.3 The applicant himself/herself is **not** acceptable to act as the indemnifier for his/her own application.

8.5.4 If the applicant and/or the indemnifier has/have any arrears of grant and/or loan under any financial assistance/loan scheme(s) administered by the Agency, C, SFAA reserves the right to withhold the payment of financial assistance to the applicant.

8.6 To be acceptable as a witness, a person must be:

- (a) a Hong Kong resident holding a Hong Kong Permanent Identity Card; and
- (b) at or over 18 years of age.

8.6.1 The applicant himself/herself is **not** acceptable to act as the witness of his/her Undertaking and the corresponding Deed of Indemnity. The indemnifier is **not** acceptable to act as the witness of his/her Deed of Indemnity and the corresponding Undertaking.

8.6.2 The C, SFAA may request a witness to produce documentary evidence showing his/her residential address.

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- 8.7 The grant and the accepted loan will be credited to your designated bank account. You must also be the **sole holder** of the account. Time deposit account, credit card account and foreign currency account are **not** acceptable for payment purposes.
- 8.7.1 You are required to provide a valid bank account of your own in the application form together with photocopy of the first page of the bank passbook showing the name of the account holder and the account number as documentary proof. If you do not have a valid bank account of your own, you should open one before submitting the application.
- 8.7.2 If you are under the age of 18 and do not have a valid bank account of your own should note that **not** all banks currently provide bank account service to persons under the age of 18. You should make your own decision in choosing which bank/which kind of bank service to open your own valid bank account. You should make your own enquiries with individual banks on their service provided and the related terms and conditions, service charge required (if any) and/or processing time required. Not being able to open a bank account on time before submitting the application will not be accepted as the reason for you to request late submission of application.
- 8.7.3 You must **fill in your bank account number** in the application with **care and ensure** that the account number is accurate.
- 8.7.4 If you have changed the bank account, you are required to notify the Agency **immediately** in writing or by change request form [TSF/C/18A] which is available for download from the Agency's Homepage at <http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>. The applicant must provide photocopy of the first page of the bank passbook showing the name of the account holder and the account number as documentary proof.
- 8.8 If you do not submit the duly completed and signed loan documents to this Agency for the acceptance of loan offered under the TSFS within **2 calendar months** from the date of issuance of the notification, this Agency shall assume that you do not wish to accept the loan and the loan offered to you will be **automatically cancelled**.
- 8.9 Additional financial assistance in the form of grant may be awarded to you if you are required to participate in **overseas compulsory** field trip(s) which constitute(s) the essential part of the course/programme.
- 8.9.1 To avoid withholding processing your application for financial assistance pending provision of information of field trip expenses from your institution, the Agency will process your application without considering the compulsory field trip factors and issue the results of applications first.
- 8.9.2 **You are reminded that not all overseas field trip(s) arranged by your institution is/are those which constitute(s) the essential part of the course/programme,** The Agency will confirm with the institutions on details of those compulsory one(s) which constitute(s) the essential part of the course/programme for the whole academic year when the concerned academic year begins. **If you have doubts, you may contact your institution for confirmation.**

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- 8.9.3 Provision of additional grant under the TSFS for the participation of overseas compulsory field trip(s) which constitute(s) the essential part of the course/programme is calculated based on the result of vetting of application and it is subject to the confirmed attendance of the concerned field trip(s) in terms of **reimbursement** to your prior expenses incurred on such. Upon receiving further information on expenses of compulsory field trip of your TSFS application for the whole academic year from institution, the Agency will re-assess your financial entitlements and inform you of the revised financial entitlements, if any, accordingly. There is **no discretion** for early payment before actual participation. Under such circumstances, you **need not** inform the Agency the details of the compulsory field trip individually, or request review of the your application on the grounds of expenses incurred on overseas compulsory field trip.
- 8.10 If you (a) cease to be a registered full-time student; or (b) decide to withdraw from, suspend or defer studies or apply for leave of absence for whatever reasons; or (c) change course/institution; or (d) are not required to pay full amount of tuition fee in the 2009/10 academic year, you must **immediately** notify the Agency in writing for the Agency to take follow up action(s), including but not limited to withhold the payment of financial assistance. The Agency will review the application and adjust your entitlements of financial assistance, if necessary. In the event that there is overpayment of financial assistance, you are required to refund the amount overpaid upon demand. **If you fail to inform the Agency immediately, interest will be charged with retrospective effect from the date of your withdrawal/suspension of studies.**
- 8.11 You will be informed of the financial assistance you are entitled under the TSFS and NLS, if any, simultaneously in the TSFS notification of result. If you wish to accept the NLS loan offered, please refer to details stated in paragraph 5 in Part II of these Guidance Notes.

9. LOAN REPAYMENT AND DEFERMENT

- 9.1 A 2.5% interest rate per annum on the loan borrowed by you, if any, shall be charged and calculated from the commencement date of the loan repayment period, which shall normally be on 1 October of the year of your graduation. The first quarterly repayment instalment of the loan and interest will fall due on 1 January of the following year of your graduation. A reference table on repayment of TSFS loan is at Part IV Appendix V. If you do not receive commencement of repayment letter and repayment schedule within 6 months after your graduation, you should notify this Agency in writing **immediately**.
- 9.2 *For students studying Sub-degree courses*
You are required to repay the loan, if any, and interest in full within 5 years (one ninth of the loan and interest in 4 quarterly instalments in the first year and the balance and interest in 16 quarterly instalments in the 4 subsequent years) after you have completed the relevant course or ceased to be a registered full-time student at the institution on or before the completion of a Certificate / Advanced Certificate / Professional Certificate / Diploma / Higher Diploma / Advanced Diploma / Professional Diploma / Certificate in Education / Associate Degree / other approved sub-degree level courses.
- For students studying Degree courses*
You are required to repay the loan, if any, and interest in full in 20 equal quarterly instalments within a period of 5 years after you have completed the relevant course or ceased to be a registered full-time student at the institution on or before the completion of a first degree course.
- For students studying Higher Degree courses*
You are required to repay the loan, if any, and interest in full in 20 equal quarterly instalments within a period of 5 years after you have completed the relevant course or ceased to be a registered full-time student at the institution on or before the completion of the relevant higher degree course.

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The interest start date and the payment due date for the first quarterly repayment instalment of the loan and interest shall be decided by the C, SFAA.

- 9.3 Please refer to Part IV Appendix VI for other terms and conditions on repayment of loan under the TSFS.
- 9.4 In the case of your cessation of being a registered full-time student or withdrawal from or suspension/deferment of studies before graduation from the institution, the total loan(s) paid to you will be due for repayment upon your leaving the institution and you will either settle the whole loan(s) in one lump sum before the commencement of loan repayment period, without interest, or repay by instalments with interest rate at 2.5% per annum for the loan(s) which shall be charged and calculated from the commencement date of the loan repayment period. The length of the loan repayment period and its commencement date shall be decided by the C, SFAA.
- 9.5 If you have difficulties in repaying the loans due to further studies on full-time courses, financial hardship or serious illness, you may apply for deferment of loan repayment. Applications for deferment of loan repayment will be considered on its merits and should be submitted in writing to the Agency before the due date(s) of the instalment(s) under application. Relevant application forms are available at the Agency or your institution. You may also download the application form concerned from the Agency's Homepage at <http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>. Application for deferment of loan repayment is only applicable to the **total** amount due for settlement, which may comprise surcharge(s), if any, interest(s) and outstanding principal(s). Application for deferment of only a part of the repayment amount will not be acceded to. Interest will not accrue over the period of deferment, which is from 3 months immediately preceding the start date of the approved deferment to 3 months immediately preceding the date of resumption of repayment. The deferred loan may be repaid on a revised schedule with the same number of quarterly instalments or on any other terms as approved by the C, SFAA. In all cases the interest rate at 2.5% per annum for the loan will remain unchanged.

10. REVIEW MECHANISM

- 10.1 If you have sufficient grounds/justification for adjusting the amount of financial assistance offered, you may apply to this Agency for a review of the level of financial assistance within three weeks from the date of notification of result. **Each applicant may only request for a review once for each academic year.** You should give sufficient reasons in the "Application Form for Review under the TSFS" and return it to the **Appeal Section of the TSFS** of this Agency together with any documentary evidence in support of your application for review. The form is available at the Agency, the Agency's Homepage (<http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>) and your institution.
- 10.2 If there is a substantial change to the family and financial circumstances after the submission of the TSFS application form, which you consider may significantly affect the support that you may obtain from the family, you may seek for a review on the amount of assistance that you have already obtained. However, the application for review **must** be submitted within the following deadline:
- (a) **Within 3 weeks from the date of issue of the notification of result; or**
 - (b) **On or before 31.3.2010, whichever is later**
- 10.3 In general, you will be notified of the review result within 10 weeks from the date of the Agency's acknowledging receipt of the application for review. However, the processing time of the application for review will be longer if (a) the information provided is incomplete and the Agency requires you to give an explanation or provide supplementary information; or (b) referral to the Review Sub-committee (RSC) of the Joint Committee on Student Finance is required to consider whether flexible treatment is justified due to special family financial circumstances. Members of the RSC include representatives from student unions and the institutions covered by the TSFS.

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10.4 You may choose to accept the grant or the loan first without waiting for the result of the application for review. However, should you do so and if following the application for review, there are grounds to demonstrate that the amount of assistance provided in the original assessment **was higher** than the actual entitlement, you will be required to refund the overpaid amount upon demand.

11. STUDENT TRAVEL SUBSIDY SCHEME (STS)

11.1 If you are eligible to apply for assistance under the TSFS and wish to apply for student travel subsidy at the same time, you should do so through the TSFS application. You may simply indicate your wish to apply for student travel subsidy by choosing “apply” in Box 276 under Part F of the TSFS Application Form and fill in your residential address during term time in Boxes 277 – 390. Please note that you must complete the application form with the aid of the computer and you should not provide supplementary information on the hard copy of the E-form.

11.2 If you are a student of an exclusively University Grants Committee-funded or exclusively publicly-funded programme up to first degree level, are successful in your application for assistance under the TSFS, reside beyond 10 minutes' walking distance from your normal place of study and require the use of public transport, you may be eligible for travel subsidy. However, students who pursue distance-learning programmes, on-line programmes or programmes outside Hong Kong will not be eligible for the STS.

11.3 There are 2 levels of subsidy, namely full-level and half-level. If you are entitled to maximum financial assistance under the TSFS, you will be eligible for full level travel subsidy. If you are entitled to assistance below the maximum level, you will be eligible for travel subsidy at half level.

11.4 The amount of travel subsidy is calculated on the basis of the average unit fare between the district in which you reside during term-time and the district in which you study. If you change your residential addresses during term-time, you should inform the Agency by filling in the form on notification of change of personal data (TSF/C/18A).

11.5 If you have not filled in the information in Part F to apply for travel subsidy at the time of application for assistance under the TSFS, you should inform the Agency in writing to add the STS application within one month from the deadline of the TSFS application. Any late submission without an acceptable explanation will not be considered.

11.6 Payment procedures and Application result:

- (a) Payment of the travel subsidy for the school year will be made by autopay in one lump sum and credited into the bank account specified in the application form. The Agency bears no responsibility for any erroneous entry made by the applicants. Any such errors may cause delay in receipt of payment.
- (b) Student travel subsidy will normally be released two months after the TSFS assistance is released. For institutions with hostel accommodation, travel subsidy will be released to their students after the list of hostel students is received from the institutions. List of institutions with payment made to their students will be posted onto the Agency's Homepage from time to time. List of successful applicants will be distributed to the relevant institutions.
- (c) If your payment has been rejected by the Autopay System due to incorrect information on the application form, you will be notified to approach the Student Travel Subsidy Section for rectification of incorrect data.
- (d) In case your application is unsuccessful, you will be notified separately.

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12. HANDLING OF INFORMATION

12.1 You are obliged to supply the information including your personal data and those of your family members as required in the application. Moreover, in accordance with Section 3.2.1.2 of the Code of Practice on the Identity Card Number and the Personal Identifiers issued by the Privacy Commissioner for Personal Data, you are requested to furnish the Agency **copies of your indemnifier(s)', your witness(es)' and your Hong Kong Identity Card and that of your parents (or spouse) and other family members.** If you fail to comply with these requirements, the Agency may not be able to process your application. The personal data provided by means of the Application Form, the Undertaking and the Deed of Indemnity and any supplementary information as required will be used by the Agency, or other Government bureaux and departments and your institution relating to the following activities:

- (a) Processing and counter-checking of the application for financial assistance under the TSFS, and your sibling's/siblings' application(s) for financial assistance under the TSFS/FASP, if any.
- (b) Processing and counter-checking of the application for student travel subsidy under the Student Travel Subsidy Scheme, if any.
- (c) Recovery of overdue repayment(s), overpayment(s) of assistance/loan and any cost(s) arising therefrom.
- (d) Administration of your loan account(s).
- (e) Processing and counter-checking of the application for loan under the Non-means-tested Loan Scheme, if any (please see Part II).
- (f) Matching of the personal data provided against other databases as may be required.
- (g) Statistics and researches.

12.2 The personal data and other supplementary information provided in the application, Undertaking and Deed of Indemnity may be disclosed to other Government bureaux and departments or relevant non-Government organizations or bodies and your institution for the purposes mentioned in paragraph 12.1 above and where all the parties have given their consent to such disclosure; if such disclosure is authorized or required by law.

12.3 If necessary, the Agency will contact your institution, other government departments and organizations (including the employers of your family members) to obtain any information for the purposes mentioned in paragraph 12.1 above. For reference and record purpose, the Agency may also notify your institution the application result.

12.4 If necessary, the Agency will contact you and your family members, indemnifier(s) and or witness(es) direct to verify the personal data concerned provided in your application for the purposes mentioned in paragraph 12.1 above.

12.5 In accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), you have the right to request access to and correction of the personal data supplied in your application.

12.6 Enquiries concerning the personal data provided in the applications and requests for the correction of such data may be made in writing to: Assistant Controller (Administration), Student Financial Assistance Agency, 12/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon (Fax No : 2519 3857).

13. OTHER MATTERS

13.1 It is your responsibility to complete the application form fully and truthfully and attach all the supporting documents. The Agency will rely on the information and documentary proofs

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provided in your TSFS application and the application(s) from your sibling(s) under TSFS / FASP, if any, to determine the eligibility and the level of financial assistance to be offered under the Scheme(s). During the course of vetting your current year application, the Agency will, if necessary, make reference to your submitted application form(s)/information of the previous academic year and ask you to clarify or provide additional information/explanation on the application form(s) /information submitted in the/these academic year(s). Any misrepresentation or omission or improperly filling in information in the application form in any one of the said application(s) would possibly lead to rejection and/or full recovery of financial assistance already offered to you and/or your sibling(s) and court proceedings. You 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). You are also reminded that if any person being required or authorised by law to make any statement on oath for any purpose and being lawfully sworn (otherwise than in a judicial proceeding) wilfully makes a statement which is material for that purpose and which he knows to be false or does not believe to be true, he shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 7 years and to a fine under the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong).

- 13.2 If the applicant fails to report/attach the required information/supporting document in/to the Application Form at the time of submitting his/her application, and the information/supporting document is only reported/provided upon the Agency's enquiry, this would be treated as a misrepresentation and/or omission in the application. Therefore, the applicant has the responsibility to complete the Application Form in full details and submit all supporting documents. If there is misrepresentation or omission in the application, the Agency has the authority to reject the applicant's application.
- 13.3 Please note that in the event that there is overpayment due to error of calculation or assessment, you are required to refund the amount overpaid (including amounts that may have been overpaid in previous academic years) and, if necessary, forfeit the amount that may be payable.
- 13.4 Please check the personal data and course data contained in the acknowledgement letter and the notification which will be issued to you upon receipt of application and completion of assessment respectively. Should there be any discrepancies in your institution, course of study, tuition fee paid/payable in the 2009/10 academic year, correspondence address or the bank account number to which the grant/loan will be credited, you should **immediately** notify the Agency (office address : 11/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon) by using Form [TSF/C/18A] or [TSF/C/18B]. These forms are available at the Agency, your institution and the Agency's Homepage (<http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>). Late notification will result in unnecessary delay in the processing of your application and the payment of financial assistance.
- 13.5 You are also required to notify the Agency in writing **immediately** once you are offered or there is any change to the studentship / income from graduation-tied placement(s) /appointment by institution for the 2009/10 academic year (including the summer months of year 2009) /during the study period covered by the tuition fees paid/payable.
- 13.6 As a measure to verify the truthfulness and completeness of the information supplied, the Agency will conduct counter-checking on some of the successful applications, through home visit or other means. During such visits, the Agency staff may need to seek clarifications/additional information on the information already provided. They may also examine the originals of all the supporting documents, including those for applications submitted in previous academic years. Applicants and their family members are requested to keep all (including this and previous academic years) application documents and to co-operate with our staff. Intentional obstruction to our staff in the course of their verification, concealment of information or failure to provide the

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information/clarification as required may lead to the full recovery of the financial assistance already awarded and even court proceedings.

- 13.7 Please note that during the course of vetting/counter-checking/reviewing your application(s) (including this and previous academic years), the Agency will, if necessary, immediately withhold the payment of assistance to you if any irregularity is suspected. When the vetting/counter-checking/reviewing processes have been completed and the suspected irregularity has been rectified/clarified, the Agency will resume payment of assistance, if any, to you.
- 13.8 If you have any arrears of grant and/or loan and/or student travel subsidy under any financial assistance/loan schemes administered by the Agency, your application for financial assistance/loan will be considered by C, SFAA on individual merits.

Part II – Application for the Non-means-tested Loan Scheme (NLS)

1. THE NON-MEANS-TESTED LOAN

- 1.1 Eligible full-time students who have applied for assistance under the TSFS may consider applying for loan(s) under the NLS to settle their tuition fees upon receipt of the TSFS results. The total financial assistance and/or loans(s) for students who apply for both schemes is capped at their maximum level of financial assistance under the TSFS.
- 1.2 The NLS loan(s) are solely used to settle tuition fees and will be paid direct to academic institutions concerned. Students who receive financial assistance under the TSFS may obtain loan(s) under the NLS up to the difference between the maximum financial assistance under the TSFS and the amount of financial assistance they may receive under the TSFS, subject to the NLS loan maximum (equivalent to the tuition fees payable) not being exceeded. Students who fail to obtain assistance under the TSFS or have not applied for assistance under the TSFS may apply for the NLS loan(s) up to the maximum amount of their tuition fees payable.
- 1.3 Continuation fees for postgraduate courses are not covered by the NLS.

2. INTEREST AND ADMINISTRATIVE FEE

- 2.1 The NLS operates on a full-cost recovery basis. Interest is charged at the Government of the Hong Kong Special Administrative Region (the Government)'s no-gain-no-loss rate which is currently set at 2.451% below the average best lending rate (BLR) of the note-issuing banks, plus a risk-adjusted factor which seeks to cover the Government's risk in disbursing unsecured loan once the loan is drawn down and throughout the repayment period until the NLS loan is fully repaid. The Director of Accounting Services will review the no-gain-no-loss interest rate by the end of each month according to any changes in the average BLR in the month and will adjust the rate with effect from the first day of the following month. You may refer to the Agency's Homepage at <http://www.sfaa.gov.hk/eng/whats/index.htm> for the prevailing NLS interest rate.
- 2.2 An administrative fee, to cover the full costs of processing and administering the NLS loan(s), is chargeable for each application:
 - 2.2.1 The administrative fee is chargeable as from the submission of the first application and annually thereafter until the NLS loan(s) and the interest accrued thereon are fully repaid. The administrative fee will be charged on each loan account on an academic year basis. The administrative fee for the coming academic year is payable on 1 October each year. If there is any unsettled balance under the loan account on or after 1 October, the administrative fee for the coming academic year will be chargeable and will be demanded for payment in the demand note with due date falling on 1 January next year.
 - 2.2.2 The administrative fee is a fixed fee and will not be charged on a pro-rata basis nor divided by instalments. **Administrative fee paid is not refundable nor transferable.**
 - 2.2.3 Under normal circumstances, loan recipients will not receive any demand note before commencement of loan repayment. Thus, the administrative fee(s) charged during the study period will be demanded for settlement in the first demand note with due date falling on 1 January of the year following the graduation of the loan recipient. In such circumstances, loan recipients may be required to settle administrative fees for more than one year in the first demand note.
 - 2.2.4 The fee payable on application will include the said administrative fee and a handling charge levied by and payable to your institution.
 - 2.2.5 The administrative fee is subject to review regularly. You may refer to the Agency's Homepage at <http://www.sfaa.gov.hk/eng/schemes/nls.htm#2> for the current administrative fee.
- 2.3 Separate loan accounts will be created on a course basis for applicants who obtain loans for two or more courses. The interest and administrative fee will be calculated separately for each account.

Part II – Application for the Non-means-tested Loan Scheme (NLS)

Request for merging loan accounts of different courses will not be acceded to. If an applicant obtains loans under the NLS as well as other loan scheme(s) administered by the Agency in respect of the same course, separate loan accounts will be created under the respective loan scheme(s). Interest

and administrative fee will be calculated separately for each account. Request for merging loan accounts of different schemes will not be acceded to.

3. MAXIMUM LEVEL OF FINANCIAL ASSISTANCE AND/OR LOAN AMOUNT UNDER THE TSFS AND THE NLS

- 3.1 If you apply for financial assistance under the TSFS and loan(s) under the NLS, the total financial assistance and/or loan(s) you may receive under these two schemes is capped at your maximum level of financial assistance under the TSFS.

4. PROVISION OF NLS LOAN(S)

- 4.1 (a) The NLS loan(s) borrowed by you and the interest accrued thereon are repayable in 40 equal quarterly instalments within 10 years after you have completed the relevant course or you cease to be a registered full-time student at the institution on or before completion of the relevant course. The interest on the NLS loan borrowed by you shall be charged at the prevailing NLS interest rate once the NLS loan is drawn down and throughout the repayment period until the NLS loan is fully repaid. The NLS interest rate is reviewed periodically and any adjustment to the rate of interest shall apply immediately to the outstanding principal. You may refer to the Agency's Homepage at <http://www.sfaa.gov.hk/eng/whats/index.htm> for the prevailing NLS interest rate.
- (b) The NLS loan(s) will be paid directly to your institution by instalment(s) to settle your tuition fees payable in accordance with the schedule of payment(s) as specified in your Indemnifier Details Input Form. The actual amount of the NLS loan(s) to be paid to your institution, however, will be adjusted according to offsetting arrangements which depend upon the financial assistance you may be provided under the TSFS (please refer to paragraphs 1 and 3 above and 9 below). The NLS loan(s) paid to the institution on your behalf will be deemed to have been borrowed and received by you.
- (c) You are required to pay an administrative fee annually until the NLS loan(s) and the interest accrued thereon are fully repaid. Please refer to paragraphs 2.2.1 to 2.2.5 for details of the administrative fee.
- (d) If you (i) cease to be a registered full-time student; or (ii) decide to withdraw from, suspend or defer studies or apply for leave of absence for whatever reasons; or (iii) change course/institution; or (iv) are not required to pay full amount of tuition fees in the 2009/10 academic year, you must **immediately** notify the Controller, Student Financial Assistance Agency (C, SFAA) in writing for the Agency to take follow up action(s), including but not limited to **withhold the payment of the NLS loan to your institution**. In the event that the payment of the NLS loan has been made to your institution, you will be liable to the NLS loan paid and the interest accrued thereon and to settle/repay to the Agency the full amount of the NLS loan so disbursed and the interest accrued thereon plus any recovery costs incurred by the Government in one lump sum/by instalment(s).
- (e) You are required to authorize the C, SFAA to instruct your institution to refund to the Government the NLS loan(s) already paid to it before the Government receives your written notification of your cessation of being a registered full-time student or withdrawal from/suspension/deferment of your studies at the institution as referred to in paragraph 4.1(d) above.
- (f) If you cease to be a registered full-time student or withdraw from/suspend/defer your studies before graduation from the institution, you must **immediately** notify the C, SFAA in writing. The total NLS loan(s) advanced to you will be due for repayment upon your leaving the institution and you will have to either settle the whole NLS loan(s) together with the interest accrued thereon in one lump sum, or repay by instalments with interest accrued thereon at the prevailing NLS interest rate, which shall be accrued once the NLS loan is drawn down. The length of the NLS loan repayment period and its commencement date shall be decided by the C, SFAA.

Part II – Application for the Non-means-tested Loan Scheme (NLS)

- (g) If you withdraw from your studies or transfer from the institution at which you have borrowed the NLS loan(s) to another institution, you are required to report the change **immediately** to the C, SFAA in writing. If you continue your studies for a course covered by the NLS, you are not required to commence repayment of the NLS loan(s) borrowed for your studies at the last institution. If you continue your studies with a course not covered by the NLS, you will be required to commence repayment of the NLS loan(s) borrowed for your studies at the last institution and the interest accrued thereon by instalment(s) in accordance with the terms and conditions set out in paragraph 4.1(f) above.
- (h) The C, SFAA reserves the right to recover all or part of the NLS loan(s) paid to you in case you cannot complete your studies for whatever reason(s).
- 4.2 If you are bankrupt; and/or have applied for Individual Voluntary Arrangement (IVA); and/or aware that legal proceeding(s) has/have been started (or are pending or being threatened) against you for your bankruptcy or for the appointment of a receiver, administrator, administrative receiver, trustee or similar officer over any or all of your assets, you are obliged to notify the Agency in writing **immediately**.
- 4.3 If you and/or your Indemnifier has/have any arrears of grant(s) and/or loan(s) under any financial assistance/loan scheme(s) administered by the Agency, your application for financial assistance/loan will be considered by the C, SFAA on individual merits.
- 4.4 The terms and conditions applicable to the NLS loan(s) may be altered from time to time. The altered version will be uploaded to the Agency's Homepage and/or sent to your last address notified to the Agency.

5. HOW TO APPLY

- 5.1 You will be informed of the financial assistance and/or loan(s) you are entitled under the TSFS and the NLS, if any, simultaneously in your TSFS notification of result. If you wish to accept the NLS loan offered, you may obtain the required loan documents from your institution or this Agency and submit the loan documents and the bank pay-in slip for the administrative fee paid in person or authorize a person to do so on your behalf to this Agency on or before the deadline stated in your TSFS notification of result.

Loan documents and the bank pay-in slip can be collected at the following places in your institution:

| <u>Name of Institution</u> | <u>Collection Place</u> |
|--|--|
| City University of Hong Kong | Student Development Services Counter, 6/F, Amenities Building, City University of Hong Kong |
| Hong Kong Baptist University | Academic Registry, 6/F, Fong Shu Chuen Library, Ho Sin Hang Campus, Hong Kong Baptist University |
| The Hong Kong Polytechnic University | Room S203, Communal Building, The Hong Kong Polytechnic University |
| Lingnan University | Student Services Centre, G/F, Dorothy Y. L. Wong Building, Lingnan University |
| The Chinese University of Hong Kong | Scholarships and Financial Aid Section, Office of Admissions and Financial Aid, Rm. 332, Pi Ch'iu Bldg., The Chinese University of Hong Kong |
| Hong Kong University of Science and Technology | Student Affairs Office Room 5003 (5/F via lift #3), Hong Kong University of Science and Technology |
| The University of Hong Kong | Centre of Development and Resources for Students, Room 303, Meng Wah Complex, The University of Hong Kong |
| The Hong Kong Institute of Education | A-1/F-01, Student Affairs Office, The Hong Kong Institute of Education |
| The Hong Kong Academy for Performing Arts | Academic Services and Student Affairs Office, Administrative Block, The Hong Kong Academy for Performing Arts |
| The Prince Philip Dental Hospital | Dental Ancillary Student Affairs Office, Room 4B07, The Prince Philip Dental Hospital |

Part II – Application for the Non-means-tested Loan Scheme (NLS)

Hong Kong Institute of Vocational Education of the Vocational Training Council:

- Sha Tin Campus Student Affairs Office, Room 039, G/F, Sha Tin Campus
- Lee Wai Lee Campus Student Affairs Office, Room 482, Lee Wai Lee Campus
- Kwun Tong Campus Room 231, Student Affairs Office, Kwun Tong Campus
- Chai Wan Campus Student Affairs Office, Room 015 Academic Block, Chai Wan Campus
- Tsing Yi Campus Room C217, Level 2, Campus Secretariat, Tsing Yi Campus
- Morrison Hill Campus Student Affairs Office, 5/F Learning Resource Centre, Morrison Hill Campus
- Haking Wong Campus Student Affairs Office, Room S13, 1/F, Student Centre, Haking Wong Campus
- Kwai Chung Campus Room 024, Student Affairs Office, Kwai Chung Campus
- Tuen Mun Campus UG02 Campus Secretariat, Tuen Mun Campus

- 5.2 If you wish to apply for the NLS only, you should complete the NLS Application Form [NLS 112A(2009) or NLS 112B(2009)], in which case the administrative fee is payable upon application. You should also observe the application deadlines set out in the Application Guidance Notes for the NLS [NLS 111A(2009) or NLS 111B (2009)] and submit the completed form [NLS 112A(2009) or NLS 112B(2009)] to the Agency via your institution. The NLS application forms are obtainable from the Agency or your institution.

6. PROCESSING PROCEDURES

- 6.1 If you apply for loan(s) under the NLS via the NLS Application Form [NLS 112A(2009) or NLS 112B(2009)] before your TSFS results are known, the Agency will not be able to determine the loan amount you may be entitled under the NLS until your TSFS results are known. In this instance, you will be issued a letter asking whether you would wish to obtain the NLS loan up to the maximum amount of your tuition fees payable. If you obtain the NLS loan in this manner, it may be necessary to make adjustments to the NLS amount loaned after your TSFS results are known. Details of the offsetting arrangements are set out in paragraph 9 below.
- 6.2 When the NLS result is notified to you in the manner as stated in paragraph 6.1 above, you are not obliged to confirm your acceptance of the NLS loan at once if you wish to wait for your TSFS results before you decide on the exact amount of the NLS loan to be borrowed. Under the circumstances, you may need to liaise with your institution for deferred payment of your tuition fee(s) or you may settle your tuition fees in accordance with the schedule set by your institution first.
- 6.3 If you are on a postgraduate course, the processing time of your application may be longer as the Agency may need to confirm with your institution the exact amount of tuition fees payable by you in the 2009/10 academic year for the purpose of determining the maximum amount of the NLS loan that you may borrow.
- 6.4 If you apply for loan(s) under the NLS via the NLS Application Form [NLS 112A(2009) or NLS 112B(2009)] before your TSFS results are known, you should check the information of your institution and/or course of studies, your tuition fees paid/payable in the 2009/10 academic year, your correspondence address or your bank account number detailed in the notification of result and see if they are correct. Should there be any discrepancies, or change(s) in bank account, or if you (a) cease to be a registered full-time student; or (b) decide to withdraw from, suspend or defer studies or apply for leave of absence for whatever reasons; or (c) change course/institution; or (d) are not required to pay full amount of tuition fees in the 2009/10 academic year, you should **immediately** notify the Agency in writing by using FormTSF/C/18A (applicable for change of Personal Data) or TSF/C/18B (applicable for change of Institution/Course Data). These forms are available at the Agency or at your institution. You can also download the forms from the Agency's Homepage at <http://www.sfaa.gov.hk/eng/public/index.htm#nls>. For reporting the change in bank account, you

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must provide photocopy of the first page of the bank passbook showing the name of the account holder and the account number as documentary proof.

- 6.5 If you decide not to accept the NLS loan offered before your TSFS results are known, you must notify the Agency by completing the Non-acceptance of NLS Loan Reply Form [NLS/C/120] and return the form by mail, by fax or in person. However, if you request to re-accept the NLS loan after you have submitted the Non-acceptance of NLS Loan Reply Form, you will be considered applying for a second NLS loan (please refer to paragraph 10.1 below). Your request will be considered by the C, SFAA on individual merits.

7. ACCEPTANCE OF NLS LOAN(S)

- 7.1 As one of the conditions of acceptance of the NLS loan(s) after you have received the result of your application, you are required to:

- (a) complete and sign the “Undertaking to be Signed by a Student Receiving Loans” (Undertaking) and the “Indemnifier Details Input Form”;
- (b) ask your Indemnifier to complete and sign the “Deed of Indemnity”;
- (c) ask your Witness(es) to complete and sign the relevant parts of the Undertaking and Deed of Indemnity;
- (d) submit photocopies of the Hong Kong Identity (HKID) Cards of yourself, your Indemnifier(s) and your Witness(es). The photocopies should be signed on the face and certified as true copies by the respective cardholders. The signatures should be the same as those shown on the Undertaking and the Deed of Indemnity, as appropriate. Please make photocopies of the HKID Cards on separate A4 size white paper which is blank on both sides. Computer scanned copies, photocopies made by facsimile machine, enlarged or reduced photocopies or duplicates of the photocopies of the respective HKID Cards are not acceptable; and
- (e) submit documentary evidence showing the Indemnifier’s employment status (e.g. the latest Tax Demand Note or letter form the employer certifying the Indemnifier’s recent 3 months employment status and wages, etc.)
- (f) submit documentary evidence showing the Indemnifier’s residential address and/or office address; and
- (g) submit the customer copy of the bank pay-in slips or the original automatic teller machine (ATM) transaction advice for the administrative fee paid. (Applicable to TSFS applicants who also wish to accept NLS loan offered in the TSFS notification of result.)

Please pay the administrative fee **IN CASH** at the Hong Kong Shanghai Banking Corporation (the Bank) by using the pre-printed bank pay-in slips which are obtainable from the Agency or your institution. Payment by cheque is not acceptable. You may also transfer the administrative fee to the Agency’s account no. **044-171080-001** through ATM of the the Bank. During the ATM transaction, please choose “**Transfer**” service and press “**Yes**” for “Do you need to take a transaction advice?”. If you fail to produce the original transaction advice for your NLS application, you have to apply for a bank statement from the bank showing the transaction concerned.

- 7.1.1 Please be reminded that if you/your Indemnifier(s)/Witness(es) mark(s) “COPY” in the photocopies of the HKID Cards submitted, the “COPY” mark should be made across the whole image of the HKID Cards and the names in Chinese and English (if applicable), Identity Card Numbers, Dates of Birth and resident status symbols printed on the HKID Cards should be legible and not obliterated from sight.

- 7.1.2 The C, SFAA may request an applicant to produce documentary evidence showing his/her residential address.

- 7.2 To be acceptable as an Indemnifier, a person must be:

- (a) a Hong Kong resident holding a Hong Kong Permanent Identity Card;
- (b) at or over 21 years of age;

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- (c) gainfully employed, financially sound and able to provide a local business address (persons without regular income e.g. housewives, students and casual workers are **not** acceptable. If the Indemnifier is self-employed, documentary evidence showing that he/she has a regular income such as a copy of his/her latest Tax Demand Note/valid Company's Business Registration Certificate is required);
- (d) able to produce documentary proof of employment status (e.g. the latest Tax Demand Note or letter from the employer certifying the Indemnifier's recent 3 months employment status and wages, etc);
- (e) able to produce documentary evidence showing his/her residential address and/or office address; and
- (f) able to produce documentary evidence showing his/her financial position upon request by the C, SFAA.

7.2.1 A person who (a) is an undischarged bankrupt; or (b) is aware that a bankruptcy petition will be presented against him/her; or (c) has applied/is applying for IVA; or (d) is aware that a receiver, administrator, administrative receiver, trustee or similar officer has been appointed over any or all of his/her assets; or (e) is involved in any litigation, arbitration or administrative proceedings (whether inside or outside Hong Kong) or there is any claim (whether inside or outside Hong Kong) in progress or pending or being threatened against him/her or any of his/her assets at the time when he/she signs the Deed of Indemnity is **not** acceptable to act as an Indemnifier.

7.2.2 The Indemnifier is obliged to notify the Agency in writing **immediately** if (a) he/she is aware that a bankruptcy petition is presented against him/her or a bankruptcy order is made against him/her; or (b) he/she applies for IVA; or (c) he/she is aware that a receiver, administrator, administrative receiver, trustee or similar officer has been appointed over any or all of his/her assets; or (d) he/she is involved in any litigation, arbitration or administrative proceedings (whether inside or outside Hong Kong) or if there is any claim (whether inside or outside Hong Kong) against him/her or any of his/her assets after he/she signs the Deed of Indemnity. Under the circumstances, the applicant is required to provide another qualified Indemnifier to replace the original one.

7.2.3 The applicant himself/herself is **not** acceptable to act as the Indemnifier for his/her own application.

7.2.4 If you and/or your indemnifier has/have any arrears of grant(s) and/or loan(s) under any financial assistance/loan scheme(s) administered by the Agency, C, SFAA reserves the right to withhold the payment of financial, assistance/loan to you.

7.3 To be acceptable as a Witness, a person must be:

- (a) a Hong Kong resident holding a Hong Kong Permanent Identity Card; and
- (b) at or over 18 years of age.

7.3.1 The applicant himself/herself is **not** acceptable to act as the Witness for his/her Undertaking and the corresponding Deed of Indemnity. The Indemnifier is **not** acceptable to act as the Witness of his/her Deed of Indemnity and the corresponding Undertaking.

7.3.2 The C, SFAA may request a Witness to produce documentary evidence showing his/her residential address.

8. PAYMENT OF NLS LOAN

- 8.1 The loan you obtain under the NLS will be paid direct to your institution by instalment(s) to settle your tuition fees after the Agency's receipt of your duly completed Undertaking and Deed of Indemnity. The NLS loan will be made subject to the terms and conditions as stipulated in the Undertaking and Deed of Indemnity. The payment dates are the NLS loan draw down dates and will be set by the Agency. Under normal circumstances, payments would not be made earlier than the tuition fee instalments due dates.

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- 8.2 When you confirm that you wish to accept the NLS loan, you are required to specify in your Indemnifier Details Input Form how your NLS loan is to be applied for the settlement of your tuition fees. You may apply the full amount of the NLS loan, which is equal to your loan amount accepted, in either one of the following two ways:
- (a) to settle the 1st instalment in the first instance, any remaining balance to the 2nd instalment and, if applicable, any remaining balance to the 3rd instalment; or
 - (b) to settle the final instalment in the first instance, any remaining balance to the preceding instalment(s) and so on.
- 8.3 After the disbursement of the NLS loan to your institution has been arranged, the Agency will issue a Remittance Advice to you stipulating the amount of the NLS loan to be disbursed and the loan disbursement date for your reference. Please note that the disbursement date stipulated in the Remittance Advice is the NLS loan draw down date of the specified loan.
- 8.4 If your institution changes the tuition fee instalments due date(s) to other later date(s) for whatever reason and informs the Agency of such after payment(s) has/have already been made, the Agency will be unable to withhold/re-arrange the concerned payment(s). The Agency shall continue to disburse the payment(s) so arranged to the institution on the tuition fee instalments due date(s) originally confirmed and provided by the institution, which is/are the NLS loan draw down date(s). This Agency will not bear the responsibility for any loss or damage caused to you due to the institution's decision of changing the tuition fee instalments due date(s) under such circumstance(s).
- 8.5 Neither your application nor the approval for an NLS loan carries any implication that the payment due date(s) of your tuition fee(s) has/have been or will be deferred automatically by your institution. If the payment of the NLS loan to your institution for any instalment cannot be made on or before the tuition fee instalments due date(s)/any designated due date(s) of your tuition fee(s) payment for whatever reason(s), it is your own responsibility to liaise with your institution to see if any prior arrangements should be made in respect of your tuition fee(s) payment. This Agency will not bear the responsibility for any loss or damage caused to you due to your late settlement of tuition fee(s) for whatever reason(s).
- 8.6 Under normal circumstances, the tuition fee demand note issued to you by your institution should specify the balance of your tuition fee(s) which you should pay on or before the due date, namely the difference between your full tuition fee instalment (including student union fee and other miscellaneous charges, if any) and the amount of NLS loan you have specified for the instalment in question. If the demand note does not show any adjustment following your acceptance of the NLS loan, you should **immediately** seek clarification from your institution on the amount that you are required to pay notwithstanding any NLS loan you have borrowed or arrangement has been made by the Agency to credit your NLS loan to your institution.
- 8.7 In any circumstances, NLS loan will only be paid direct to your institution to settle your tuition fee(s). If you have already paid to your institution part/all of your tuition fee(s) on your own before the disbursement of your NLS loan, the Agency will neither adjust the amount of your NLS loan to be disbursed to your institution, nor to disburse any NLS loan to the bank account you have provided in your application form. It is also your own responsibility to liaise with your institution to make necessary refund arrangements on any extra tuition fee(s) paid. This Agency will not bear any responsibility arising therefrom.
- 8.8 The application, acceptance and disbursement of NLS loan should serve the purpose of settling your tuition fees. If you submit the loan documents to accept the NLS loan at the end of the academic year (i.e. 1 week before the year-end examination), you have to liaise with your institution first and obtain its agreement no matter you have paid your tuition fees or not, and notify the Agency in writing to certify that your institution guarantees to receive the NLS loan directly disbursed to it, or the Agency has the right to refuse the acceptance of your loan documents.
- 8.9 If you and/or your indemnifier has/have any arrears of grant(s) and/or loan(s) under any financial assistance/loan scheme(s) administered by the Agency, C, SFAA reserves the right to withhold the payment of financial assistance/loan to you.

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9. OFFSETTING ARRANGEMENTS

- 9.1 If you obtain the NLS loan and subsequently receive financial assistance under the TSFS, it will be necessary to adjust your NLS loan amount if it exceeds the difference between the maximum level of financial assistance you may receive under the TSFS and the financial assistance you should receive under the TSFS. Arrangements will then be made to:
- (a) offset the overpaid NLS loan by the TSFS grant to be payable to you. If the grant is insufficient to fully offset the overpaid NLS loan, the balance of the overpaid NLS loan will be offset by deducting from the amount of the TSFS loan provided to you. Any amount of the NLS loan so deducted from your TSFS loan will be deemed to have been loaned to you under the terms and conditions of the TSFS at an interest rate of 2.5% per annum chargeable from the commencement date of the loan repayment period under the TSFS; and
 - (b) reduce your NLS loan amount to reflect the deductions made from your TSFS grant and loan amounts in paragraph 9.1(a) above. The effective date of this adjustment to your NLS loan account record will be the date of notification of your TSFS results. Interest accrued for the NLS loan amount overpaid remains chargeable at the NLS interest rate from the date the NLS loan was first drawn down to the date the adjustment to your NLS loan account record is made.
- 9.2 No offsetting arrangements as set out in paragraph 9.1 above will be made if your NLS loan does not exceed the difference between your maximum level of financial assistance under the TSFS and the financial assistance you should receive under the TSFS. If you so wish, you may choose to make early repayment of the NLS loan already paid and/or apply for cancellation of the NLS loan that has not yet been disbursed to your institution (please refer to paragraphs 11 and 12.5 to 12.7 below).

10. APPLICATION FOR SECOND NLS LOAN

- 10.1 You may apply for a second NLS loan which is equivalent to the difference between the maximum amount of the NLS loan that you may borrow and the NLS loan that you have already indicated to borrow on your first application. **An administrative fee (excluding institutional handling charges) is also payable on application.** Applications must be made by completing the “Application for a Second NLS Loan form” [NLS 113 (2009)] and submitting the completed form in person or authorize a person to do so on your behalf to the Agency at least 10 weeks before the payment due date of the tuition fees in question. The form is obtainable from the Agency or your institution. You may also download the form from the Agency’s Homepage at <http://www.sfaa.gov.hk/eng/public/index.htm#nls>. No late applications for a second NLS loan will be accepted.

11. CANCELLATION OF NLS LOAN

- 11.1 If you wish to apply for cancellation of your NLS loan for any of the tuition fee instalments, you should complete the “Application for Cancellation of NLS Loan” form [NLS 114 (2009)] and return it to the Agency in person at least 5 weeks before the payment due date of the tuition fees in question. No late application for cancellation of NLS loan will be accepted. Alternatively, loan recipients may choose to make early repayment of the NLS loan(s). Please refer to paragraphs 12.5 to 12.7 for details on early repayment of the NLS loan(s).
- 11.2 As the time span between the date you confirm your acceptance of the NLS loan and the loan disbursement date for your first tuition fee instalment would normally be less than 5 weeks, it may not be possible for this Agency to arrange for cancellation of the NLS loan for the first tuition fee instalment after your acceptance. You are therefore reminded to critically assess your requirements for the NLS loan before you decide the exact amount of the NLS loan to be borrowed and how the full amount should be applied to settle your tuition fee payment.

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12. LOAN REPAYMENT AND DEFERMENT

- 12.1 The NLS loan(s) borrowed by you and the interest accrued thereon are repayable in 40 equal quarterly instalments within 10 years after you have completed the relevant course or you cease to be a registered full-time student at the institution on or before completion of the relevant course. You may choose to make early repayment of the NLS loan(s). If you do not receive commencement of repayment letter and repayment schedule within 6 months after your graduation, you should notify this Agency in writing **immediately**. The interest on the NLS loan borrowed by you shall be charged at the prevailing NLS interest rate once the NLS loan is drawn down and throughout the repayment period until the NLS loan is fully repaid. The NLS interest rate is reviewed periodically and any adjustment to the rate of interest shall apply immediately to the outstanding principal until the next interest rate adjustment. You may refer to the Agency's Homepage at <http://www.sfaa.gov.hk/eng/whats/index.htm> for the prevailing NLS interest rate.
- 12.2 Quarterly repayment instalments will normally fall due on 1 January, 1 April, 1 July and 1 October each year. The quarterly demand notes will be issued, as far as practicable, 14 days before each due date. If you do not receive the demand note(s) 7 days before each due date, you should contact this Agency by phone or in person to obtain a duplicate demand note **without delay**.
- 12.3 Each quarterly instalment of interest calculates the interest accrued for the 3 months immediately preceding the instalment due date.
- 12.4 Where an instalment is settled before its due date, it will be regarded as being settled on the due date and no adjustment will be made in respect of the interest payable for that instalment.
- 12.5 If you wish to make early settlement of the NLS loan(s) **in one lump sum**,
- (a) **before commencement of the repayment period**, the principal amount(s) of the NLS loan(s) plus interest accrued on this (these) amount(s) up to the date immediately preceding the due date and any outstanding annual administrative fee(s) shall be settled; or
 - (b) **during the repayment period**, any outstanding annual administrative fee(s), all overdue instalments, interest loss and recovery costs incurred by the Government due to the late settlement(s) relating to the previous instalment(s), the remaining interest already accrued before commencement of the repayment period, the remaining principal amount outstanding, plus interest accrued on this remaining principal amount for the current quarter up to the date immediately preceding the due date shall be settled.
- 12.5.1 You are advised to take note to the charging arrangement for administrative fee as set out in paragraphs 2.2.1 to 2.2.5. Settlement of the NLS loan in one lump sum on or before 30 September can save administrative fee for the ensuing academic year
- 12.6 If you wish to make early **partial** repayment of the NLS loan(s),
- (a) **before commencement of the repayment period**, the repayment amount, such amount being the sum remaining after settlement of any outstanding annual administrative fee(s), shall not be less than HK\$5,000, or interest accrued on the NLS loan(s) up to the date immediately preceding the due date, whichever is greater. The repayment amount shall be applied firstly to settle (ii) all the interest accrued up to the date immediately preceding the due date and any balance thereof shall be applied to (iii) repay the principal amount(s) of the NLS loan(s); or
 - (b) **during the repayment period**, the repayment amount, such amount being the sum remaining after settlement of any outstanding annual administrative fee(s), overdue instalment(s), interest loss and recovery costs incurred by the Government due to the late

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settlement(s) relating to the previous instalment(s), shall not be less than HK\$5,000 or the total of one instalment plus the remaining interest already accrued before commencement of repayment period, whichever is greater. The repayment amount shall be applied firstly to settle your coming instalment plus the remaining interest already accrued before commencement of repayment period, and any balance thereof shall be applied to repay the remaining principal amount(s) of the NLS loan(s) which shall be regarded as having been settled on its due date.

- 12.7 You are advised to submit application for early lump sum settlement/partial repayment of the NLS loan(s) in person to the Agency. You may also authorize a person to do so on your behalf. If you or your representative(s) is/are unable to come during office hours, you may send your application in writing by post or by fax. Please note that verbal application for early repayment will not be accepted. For application sent by post/fax, the due date of the lump sum settlement will normally be set at 14 days after the date of application whereas the due date of the partial repayment will be set at 14 days after the date of application or the due date of next instalment (if applicable), whichever is later. For application by post, the postmark date on the envelope will be regarded as the date of application. For application by fax, the date of the fax documents received by the Agency will be treated as the date of application. If your application for early lump sum settlement/partial repayment of the NLS loan(s) is approved, you are required to settle/repay the approved amount on or before the due date. Interest loss and recovery costs incurred by the Government due to late settlement(s)/repayment(s) relating to the application shall be calculated in the same way as in paragraph 12.10 below.
- 12.8 Non-receipt of the demand note for repayment does not exempt a loan recipient from the requirement to settle the instalment and any outstanding annual administrative fee(s) due on or before the due date; if the settlement is delayed by 7 days or more, you will be required to settle with the Government the amount of the overdue instalment, any outstanding annual administrative fee(s) together with any interest loss and recovery costs incurred by the Government due to the late settlement(s) relating to the previous instalment(s). The payment of any monies after the settlement has been delayed shall be applied for the purpose of the settlement of firstly the outstanding annual administrative fee(s), secondly (any balance thereof) any interest loss and recovery costs incurred by the Government due to the late settlement(s) relating to the previous instalment(s), thirdly (any balance thereof) the interest accrued and finally (any balance thereof) the overdue NLS loan and any other costs incurred by the Government.
- 12.9 For settlement of outstanding instalments, payment of any monies shall be applied for the purpose of the settlement of firstly the outstanding annual administrative fee(s), secondly (any balance thereof) any interest loss and recovery costs incurred by the Government due to the late settlement(s) relating to the previous instalment(s), thirdly (any balance thereof) the interest accrued and finally (any balance thereof) the overdue NLS loan and any other costs incurred by the Government and so forth, and any balance thereof which is insufficient to cover one full instalment will be applied in the same way as in paragraph 12.8 above.
- 12.10 Interest loss and recovery costs incurred by the Government due to late settlement(s) relating to the previous instalment(s) shall be calculated by applying a rate equal to the average of the best lending rate of the note-issuing banks adjusted from time to time on the overdue instalment(s) for the period(s) from the due date(s) of the relevant instalment(s) up to the date(s) immediately preceding the date(s) of settlement of the overdue instalment(s).
- 12.11 If you plan to leave Hong Kong for a period longer than 3 months or to emigrate before you have fully settled the NLS loan(s) and the interest accrued thereon and any outstanding amount(s), you are required to notify the Agency in writing before you leave to agree on how any outstanding amount(s) will be settled and how the remaining quarterly repayment instalment(s) will be repaid.
- 12.12 If you move from your present address or from any other address into which you may subsequently move before you have fully settled the NLS loan(s) and interest accrued thereon and any outstanding amount(s), you are required to notify the Agency in writing **immediately**, giving full particulars of your new address, failing which you will be liable to repay any interest loss and recovery costs incurred by the Government because of non-delivery of the demand notes sent to your last known address. Similarly, you are required to notify the Agency in writing **immediately** of any change of address of your Indemnifier(s).
- 12.13 If you fail to report your change of address, the Agency will write to your Indemnifier(s) and ask him/her/them to honour his/her/their obligations indicated in the Deed of Indemnity signed by

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him/her/them. Failure of the Indemnifier(s) to respond within a specified period to letters sent to him/her/them by the Agency may give cause for legal proceedings against him/her/them by the Government for the recovery of the outstanding administrative fee(s), any interest loss and recovery costs incurred by the Government due to the late settlement(s) relating to the previous instalment(s), interest accrued thereon and the NLS loan(s).

- 12.14 If your Indemnifier (a) becomes incapable of fulfilling the obligations under the Deed of Indemnity; or (b) deceased; or (c) is aware that a bankruptcy petition is presented against him/her or a bankruptcy order is made against him/her; or (d) applies for IVA; or (e) is aware that a receiver, administrator, administrative receiver, trustee or similar officer has been appointed over any or all of his/her assets; or (f) is involved in any litigation, arbitration or administrative proceedings (whether inside or outside Hong Kong) or if there is any claim (whether inside or outside Hong Kong) against him/her or any of his/her assets after he/she signs the Deed of Indemnity; you and/or your Indemnifier is/are obliged to notify the Agency in writing **immediately**. You are also required to provide full particulars of an alternate Indemnifier upon occurrence of any of the above circumstances. The alternate Indemnifier (if accepted by the Government) shall act in substitution and shall execute similar Deed of Indemnity.
- 12.15 In case of any breach of any of the terms and conditions of the NLS loan(s) or late settlement(s) of any instalment due, immediate settlement of the full amount of outstanding annual administrative fee(s), any interest loss and recovery costs incurred by the Government due to the late settlement(s) relating to the previous instalment(s), the outstanding interest accrued thereon and the outstanding NLS loan(s) by you or your Indemnifier(s) will be required (notwithstanding any reference to repayments by instalments).
- 12.16 In the event of any quarterly instalment falling overdue, the C, SFAA may take whatever steps to recover the outstanding amount from you.
- 12.17 Any overpayment of the NLS loan(s) made to you shall be refunded immediately upon demand.
- 12.18 If you have difficulties in repaying the NLS loan(s) due to further studies on full-time courses, financial hardship or serious illness, you may apply for deferment of loan repayment. Application for deferment of loan repayment will be considered on its merits and should be submitted in writing to the Agency before the due date(s) of the instalment(s) under application. Relevant application forms are available at the Agency or your institution. You may also download the application form concerned from the Agency's Homepage at <http://www.sfaa.gov.hk/eng/public/index.htm#nls>. Application for deferment of loan repayment is only applicable to the **total** amount due for settlement, which may comprise administrative fee(s), if any, interest(s) and outstanding principal(s). Application for deferment of only a part of the amount to be settled will not be acceded to. Interest will accrue over the period of deferment. The deferred loan may be repaid on a revised schedule with fewer number of quarterly instalments and at a larger amount or on any other terms as decided by the C, SFAA. Interest accrued during the deferment period will be capitalized and form part of the outstanding principal for the calculation of the quarterly amount to be repaid in the remaining instalments. In addition, for deferment of more than 12 calendar months, the interest accrued during the deferment period will be capitalized once every 12 calendar months. Loan recipients who have been granted approval for deferment of the NLS loan repayment are still required to continue settling an administrative fee annually during the period of deferment.

13. GENERAL NOTES

- 13.1 The C, SFAA reserves the right to cancel, reduce or recover, in full or in part, any NLS loan(s) that has/have been made or is/are to be made to an applicant as he/she considers justified or when he/she discovers that incomplete or inaccurate information has been given by the applicant in the application documents. **Legal action will also be taken against those suspected of obtaining or attempting to obtain money by deceit.**
- 13.2 Any successful applicant who withdraws from the course before its completion for whatever reasons other than those acceptable to the C, SFAA will be required, at the discretion of the C, SFAA to refund, in full or in part, any NLS loan(s) which has/have been made to him/her for the said course together with the interest accrued thereon.

14. REVIEW MECHANISM

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- 14.1 Unsuccessful applicants under the NLS may apply for a review of their applications by writing to the Agency providing detailed justifications and any documentary evidence in support of their applications. The Agency will review the cases based on the information provided. Under normal circumstances, the Agency will issue the result within 3 weeks from the date of receipt of applications that contain complete information.

15. ENQUIRIES

- 15.1 Please refer to paragraph 14 of Part I.

16. FORMS/DOCUMENTS/INFORMATION DOWNLOADABLE FROM THE SFAA HOMEPAGE

- 16.1 The relevant forms/documents/information under the NLS listed below can be downloaded from the Agency's Homepage direct through the following paths:

| | Forms/Documents/Information | Form Number | Paths |
|--------|--|-----------------|---|
| (i) | TSFS/NLS Course Coding Sheet | - | http://www.sfaa.gov.hk/eng/schemes/tsfscs.htm |
| (ii) | NLS Application Guidance Notes | NLS 111B (2009) |  http://www.sfaa.gov.hk/eng/public/index.htm#nls |
| (iii) | NLS Application Form | NLS 112B (2009) | |
| (iv) | Application for a Second NLS Loan | NLS 113 (2009) | |
| (v) | Application for Cancellation of NLS Loan | NLS 114 (2009) | |
| (vi) | Notification of Change of Personal Data | TSF/C/18A | |
| (vii) | Notification of Change of Institution/ Course Data | TSF/C/18B | |
| (viii) | Current NLS interest rate | - | http://www.sfaa.gov.hk/eng/whats/index.htm |

Part III – How to Complete the Application Form

Except for the parts specified below, this Part of Guidance Notes is applicable to applicants using either Form G or Form S.

1. IMPORTANT POINTS TO NOTE

1.1 If you choose to use Form S, you must:

- (a) have an unmarried sibling residing with you and the sibling has submitted or is submitting an application for the 2009/10 TSFS under Form G or the FASP under Form G/Form D; and
- (b) be unmarried; and
- (c) fill in the personal data of the sibling mentioned in paragraph 1.1 (a) above in Section I of Form S.

Enter the name, HKID No. and Scheme applied (TSFS / FASP) of the sibling who has submitted or is submitting the Form G of the TSFS or the FASP.

| SECTION I: The personal data of applicant's sibling who has submitted TSFS/GB(2009) or FASP/GB(2009) or FASP/DA(2009) for the 2009/10 academic year | | | | | | | | | | |
|---|--|----------------------------|---|---|---|---|-----|---|-----|------|
| YIU SUN CHING | <table border="1"> <tr> <td style="width: 20px;">A</td> <td style="width: 20px;">1</td> <td style="width: 20px;">2</td> <td style="width: 20px;">3</td> <td style="width: 20px;">4</td> <td style="width: 20px;">5</td> <td style="width: 20px;">6</td> <td style="width: 20px;">(7)</td> </tr> </table> | A | 1 | 2 | 3 | 4 | 5 | 6 | (7) | TSFS |
| A | 1 | 2 | 3 | 4 | 5 | 6 | (7) | | | |
| Name | HKID No. | Scheme Applied (TSFS/FASP) | | | | | | | | |

1.2 Generally speaking, your current year's financial assistance is determined having regard to your family income and assets in the financial year from 1.4.2008 to 31.3.2009. However, the Agency may request you to provide information on family income and assets that fall beyond the 2008-09 financial year if we see a need to do so.

2. PART A TO PART J

Please complete Parts A to J of the application according to the instructions given in the application form, 'Sample for reference in completing the Application Form' and in the following notes. For applicants using the e-forms, the fields circled by red box/border must be entered with computer.

2.1 **Part B - Information on Applicant's family**

2.1.1 For applicants using Form S, please complete Part B of Form S except that the applicant does not need to complete coding boxes 181 to 200.

2.2 **Part C - For Official Use**

2.3 **Part D - Bank account number for payment of financial assistance**

2.3.1 Some bank codes are listed below for reference. **They are not exhaustive.** Please check with the banker if necessary.

| Bank Code | Bank Names |
|-----------|---|
| 028 | Public Bank (Hong Kong) Limited |
| 012 | Bank of China (Hong Kong) Limited |
| 027 | Bank of Communications Company Limited |
| 015 | Bank of East Asia Limited |
| 006 / 250 | Citibank, N.A. / Citibank (Hong Kong) Limited |
| 018 | Citic Ka Wah Bank Limited |

Part III – How to Complete the Application Form

| Bank Code | Bank Names |
|-----------|--|
| 040 | Dah Sing Bank Limited |
| 185 | DBS Bank (Hong Kong) Limited |
| 016 | DBS Bank (Hong Kong) Limited (previously known as Dao Heng Bank Limited) |
| 128 | Fubon Bank (Hong Kong) Limited |
| 024 | Hang Seng Bank Limited |
| 004 | Hongkong and Shanghai Banking Corporation Limited |
| 043 | Nanyang Commercial Bank Limited |
| 025 | Shanghai Commercial Bank Limited |
| 003 | Standard Chartered Bank (Hong Kong) Limited |
| 035 | Wing Hang Bank Limited |
| 020 | Wing Lung Bank Limited |
| 041 | Chong Hing Bank |
| 009 | China Construction Bank (Asia) Corporation Limited |
| 021 | Mevas Bank Limited |
| 038 | Tai Yau Bank, Limited |
| 039 | Chiyu Banking Corporation Limited |
| 061 | Tai Sang Bank Limited |
| 072 | Industrial And Commercial Bank Of China (Asia) Limited |

2.3.2 You must also be the **sole holder** of the account. Time deposit account, credit card account and foreign currency account are **not** acceptable for payment purposes.

2.3.3 If you do not have a valid bank account of your own, please open one before handing in the application. If you have already applied for the Non-means-tested Loan Scheme (NLS) separately, please make sure that the bank account number inserted here is consistent with the one already provided. If you have reasons to use a new bank account number, please correct the original one by filling in the change request form TSF/C/18A (which is obtainable from the Agency, the Agency's Homepage and the institution) and attach it to this application with supporting documents (e.g. photocopy of the first page of the bank passbook showing the name of the account holder and the account number).

2.3.4 If you are under the age of 18 and do not have a valid bank account of your own should note that **not** all banks currently provide bank account service to persons under the age of 18. You should make your own decision in choosing which bank/which kind of bank service to open your valid bank account. You should make your own enquiries with individual banks on their service provided and the related terms and conditions, service charge required (if any) and/or processing time required. Not being able to open a bank account on time before submitting the application will not be accepted as the reason for you to request late submission of application.

2.3.5 You must **fill in your bank account number** in the application with **care and ensure** that the account number is accurate.

3. TABLE 1 TO TABLE 4 OF Form G

(For applicants using Form G only. For applicants using Form S, please skip this paragraph and go to paragraph 4 of this Part of Guidance Notes)

3.1 Please complete the sections in these tables carefully. Do not use correction fluid. Re-insert/re-print any incorrect entries.

3.1.1 For the purpose of determining your level of financial assistance, "Family Members" generally include the core-family members residing with the applicant.

(a) For example, if you are not married – you, your parents, your unmarried sibling(s) and

Part III – How to Complete the Application Form

grandparent(s) who are residing with you and/or your parents. Dependent unmarried siblings, who have left Hong Kong for studies (and his/her level of study is up to the first degree) or/are attending one of the institutions covered by the TSFS / Financial Assistance Scheme for Post-Secondary Students (FASP) or Hong Kong Shue Yan University and are residing at hostels/mini halls will also be considered as family members. In determining whether or not the unmarried siblings and grandparents are family members, the Agency, apart from considering their place of residence, will also take into account whether or not they are dependent on your parents financially.

(b) For example, if you are married/separated/divorced/widowed –you, your spouse (for married applicant) and your dependent child(ren) as appropriate.

3.1.2 Family members **do not include** non-Hong Kong residents or those who are in receipt of Comprehensive Social Security Assistance (i.e. CSSA) offered by the Social Welfare Department. However, for those who are in receipt of Comprehensive Social Security Assistance, the applicant is still required to provide their information in the application form.

3.1.3 “Other Family Members” include:

(a) Any person who is not a family member but who has resided with you and/or your parents for six months or more in the year ending 31.3.2009.

(b) Your siblings, regardless of their marital status, who are not residing with you and/or your parents.

3.1.4 “Family Members” or “Other Family Members” **do not include** those who have left Hong Kong permanently and no longer consider Hong Kong their home.

3.1.5 If any of the “Family Members” has passed away when you submit the application form, please state so in Table 6 and provide the relevant documentary proof.

3.2 TABLE 1 – Family Members

3.2.1 You should complete the information required on yourself and your parents, including that of your step-parents (if applicable), when filling in Table 1 Section A Part I and Part II of the application form. If your parents have retired, please complete Table 1 Section A Part III (with the retirement date entered). If your parents are not residing with the family members, please provide details in Table 6 "Additional Information by Applicant". If you are married, please provide information on the spouse in Table 1 (please provide a copy of the marriage certificate) whilst information on the parents should be provided in Table 2. If your parents have divorced and/or remarried, or you have divorced and/or remarried, please say so in Table 6 and provide documentary proof. **Please also report the alimony received by the parent residing with you during the period between 1.4.2008 and 31.3.2009 (or by yourself if you are divorced) at Column E of Table 1.** If you /the parent residing with you have remarried, please provide a copy of the relevant marriage certificate.

3.2.2 In Table 1 Section B, please provide information on your unmarried siblings who are residing with you and/or your parents, including those residing at hostels/mini halls mentioned in Paragraph 3.1.1 above. If the unmarried sibling who was residing with you and/or your parents originally had got married after 1.4.2008, please provide a copy of the relevant marriage certificate. If you are married/separated/divorced/widowed, enter information on the child(ren) in Table 1 Section B (please provide a HKID card copy of the child(ren); or a copy of the birth certificate if the child(ren) is not in possession of a HKID card). In Table 1 Section C, provide the information on the unmarried siblings who have left Hong Kong for full-time studies and are dependent on your parents for living. Such sibling(s) may be regarded as family member(s) if the level of study is up to the first-degree. If you are married, leave this Section blank.

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3.2.3 In Table 1 Section D, enter the information of your paternal/maternal grandparents/great-grandparents (thereafter known as 'grandparents'). If you are not married and the grandparents who are dependent on your parents are Hong Kong residents, they might be considered as family members if at the same time they:

- (i) have resided with your family members during the period between 1.4.2008 and 31.3.2009 for an aggregate period of six months or more; and/or
- (ii) have taken up permanent residence at another local premises owned or rented by your parents (please provide their residential address in Table 6); and/or
- (iii) have resided in elderly homes with the expenses fully covered by your parents for an aggregate period of **six months or more**,

they might be considered as family members. Please provide the information required in the appropriate columns and provide supporting documents. In case the grandparents have resided in a premise of their own, they may still be regarded as family members. Please provide details in Table 6 and attach documentary proof (e.g. tax assessment form of your parents) to substantiate the claim that they depend fully on your family for living. If you are married/separated/divorced/widowed, you do not have to complete this section. Please make sure that the grandparents did receive Comprehensive Social Security Assistance (i.e. CSSA) from the Social Welfare Department before entering 'Yes' in the last column of Section D. If they only received Old Age Allowance or Disability Allowance, please put a 'No' in this column.

3.2.4 Please state in Columns A to G in Sections A and B the present average monthly incomes, and actual incomes of your family members during the period between 1.4.2008 and 31.3.2009. If a family member is a full-time student, please give the name of his/her school and his/her year of study for the academic year 2008/09.

3.2.5 **Please note that the "income" of each family member means his/her total income, including those earned in part-time employment. However, the part-time incomes of family members who are full-time students do not have to be reported.** Salaries received by family members listed in Table 1 in 2008/09 academic year during their study leave or the various allowances that they drew during their research and study should also be reported. This includes incomes earned in the form of studentship or income derived from appointment by institution or income received from training / placement / internship leading towards their graduation (i.e. graduation-tied placement). Please declare in Table 6 whether the family members concerned will continue to receive the income/studentship in the 2009/10 academic year. If you have regular income earned from a full-time job, you are required to report it in Table 1 and state in Table 6 whether or not you will continue to receive such income in the 2009/10 academic year. At the same time, you should include mortgage payment and/or rental expenses paid by others (including Table 2 family members) on behalf of your family and other contributions under the Column E item "Remittance / Contribution / Alimony / Contribution for mortgage repayment or rentals received." Please note that regardless of the amounts involved, as long as your family has received such remittance/contribution/alimony in the period 1.4.2008-31.3.2009, they should be reported. Other sources of support not mentioned in this Guidance Notes but received by the family should be specified at Column E or Column G. Please note except medical expenses of family members listed in Table 1 Sections A to D who are chronically ill or permanently incapacitated, other family expenses are all non-deductible. Therefore, please do not deduct expenses from the incomes, including housing expenses, various loan repayments (e.g. repayments for student loan and mortgage loan etc.), food expenses, travel expenses, remittances to other places, contributions to relatives, taxes, insurance premiums, retirement fund or Mandatory Provident Fund contributions, trade union membership fees, etc.

3.2.6 If you receive a studentship or income derived from appointment by institution or income received from graduation-tied placement(s) in 2009/10 academic year (including the summer months of

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2009) which counts towards the graduation of the applicant's course, the amount will be considered as part of your family's income. You and the institution are required to complete Part G/Part I or Part J of the application form. If you have not yet applied for such studentship or placement or that the result is not available when the application is submitted, you are required to inform the Agency **once** you are offered the studentship/placement for re-assessment of your level of financial assistance. You may be required to make a refund if there is any overpayment. If you fail to inform the Agency the receipt of studentship/income from training/placement/internship, you may be required to refund **in full** the assistance offered to you. If there is any change to the amount of studentship or income received, you should inform the Agency immediately for re-assessment of your level of financial assistance.

3.2.7 Please supply any of the following documents to substantiate the incomes of all family members (i.e. those listed in Sections A and B) during the period between 1.4.2008 and 31.3.2009.

For employees:

- A photocopy of the Tax Assessment and Demand Note [IRC6401] for the year ending 31.3.2009 issued by the Inland Revenue Department;
- A photocopy of the Hong Kong Inland Revenue Employer's Return of Remuneration and Pensions Form [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];
- Photocopies of salary statements for the whole year;
- A photocopy of the passbook(s) indicating salary payments by autopay (please highlight the entries with colour and remarks);
- Photocopies of salary envelopes for the whole year;
- Return of Employee's Remuneration [TSFS/4(2009)] for the year ending 31.3.2009 which can be obtained from the applicant's institution. The applicant may also download the form from the Agency's homepage at <http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>.

For business operators:

A profit and loss account verified by a Certified Public Accountant. If such a document is not available, you may prepare one on your own (some samples are at Appendix III) for the Agency's consideration.

For self-employed persons or persons in temporary and short-term employment:

- If income proof is not available, you may list in writing the various incomes or prepare on your own a profit and loss account or an income statement (some samples are at Appendix III) for the Agency's consideration.
- Notification of remuneration paid to person other than employees [IR56M]

For studentship **or** income derived from graduation-tied placement received/to be received by you in 2009/10 academic year, including the summer months of 2009 (Part G/I and Part J of application form).

- A photocopy of your employment letter/contract, certification letter from the employer, written proof issued by your institution or other income proof.

3.2.8 If any family member has been unemployed between **1.4.2008 and 31.3.2009**, please state in the self-prepared income statement or Table 6(Form G)/Part M(Form S) the period(s) of and the reason(s) for unemployment (e.g. injuries whilst at work, illness, close down of business etc.). At the same time, please provide information on previous employment of the family member (including position, rank, salary and date leaving the former employer), and documentary proof of unemployment. The following documents might be considered as documentary proof of unemployment - termination letter, Notification by an employer of an employee who is about to

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cease to be employed [IR56F], medical proof, proof of looking for jobs, proof of studying full-time courses etc. You can also provide other information/documents to support the unemployment status of a family member. **Please note that the Agency will take into account the individual circumstances of each case in determining whether to accept the information/documents produced as proof of employment and in assessing the income of a family member based on his/her particular circumstances.**

3.3 TABLE 1 Section A Part III – Additional Information on Retired Parents of the Applicant

3.3.1 The total amount of pension received between **1.4.2008 and 31.3.2009** should be given in Column D of Table 1 Section A Part II and relevant documentary proof should be provided. If your parents are employed after retirement, their incomes should be reported in Table 1. If your parents have not yet retired or you are married/separated/divorced/ widowed, please leave this Table blank.

3.4 TABLE 2 – Applicant’s Other Family Members

3.4.1 Please provide information on all your siblings who are not residing with you and/or your parents and any other persons who reside with the family but not are included in Table 1. State whether the persons included in this section contribute any income to the family members entered in Table 1 and whether or not they are financially dependent on your parents. If they are financially dependent on your parents, please explain in Table 6. If you are married/separated/divorced/widowed, please use this section to report the information on your parents.

3.5 TABLE 3 – Assets (including those in Hong Kong and outside Hong Kong, wholly or partly owned by family member(s) listed in Table 1 Section A of the application form)

3.5.1 You and your parents (or you and your spouse, if you are married) are required to declare the total assets whether in Hong Kong, the Mainland or overseas, in your/their possession (partly or wholly) in the form of landed properties including both residential and non-residential properties at current market value (after deducting outstanding mortgage amount, if any), land including lease agreements and Letters A or B entitlements, stocks and shares at current value, vehicles including private and commercial vehicles, transferable vehicle licences including taxi and public light bus licences, bank deposits, unit trust funds, estate, and for those engaged in business, all categories of assets owned by the companies operating such business and other assets owned etc. You are also required to declare full details of all assets which are held under the name of the family members listed in Table 1 Section A, including assets held on behalf of others. You should also report all assets of the family members listed in Table 1 Section A which are under the custody of others (for example, other family members).

3.5.2 All properties owned by you and your parents (or you and your spouse, if you are married) as at **31.3.2009** should be filled out in (A) of Table 3. **Apart from the first home occupied by your parents (whether it is owned or rented) or the first home occupied by you and your spouse if you are married**, the net value of all other properties are counted. **For instance, if you and/or your parent(s) are eligible to live in a public housing unit and you /your parents own a private property, that property should be reported (see 3.5.8 below) irrespective of whether it is vacant, rented out, or occupied by you, your parents, your siblings, relatives or friends.** If you and/or your parent(s) has/have the right to live in a public housing unit or own(s) a flat under Home Ownership Scheme (HOS)/Tenants Purchase Scheme (TPS) without payment of the premium, the Agency will treat the public housing unit or the HOS/TPS flat as the first home of your family.

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3.5.3 Please fill in the code numbers of the members of your family who owns the assets. You are represented by the number 1 and your father and mother or your spouse are 2 and 3 or 4 respectively.

3.5.4 Please note that the net asset value of each item will be assessed separately.

(A) Properties/Land/Carpark (including those vacant, rented out or self-occupied.)

3.5.5 If the property is self-occupied, please fill in the code numbers of the family members concerned or the name(s) of those relatives or friends residing in the premises.

3.5.6 Properties include completed premises and premises sold before completion, commercial and industrial properties, parking spaces, and properties on which transactions have been agreed.

3.5.7 It is possible to obtain an estimated market value of the property from real estate agencies or banks. If the land/property/parking space was bought between 1.1.2009 and 31.3.2009, you may use the purchase prices concerned.

3.5.8 Other than the first home, please provide the following documentary proofs for properties as mentioned in paragraph 3.5.2 above :

- (a) Documents certifying the ownership of the land/property/parking space such as purchases and sales agreements, assignments and deeds, etc.
- (b) Mortgage documents (if applicable) indicating the outstanding loan amount as at 31.3.2009.
- (c) Any one copy of the "Demand for Rates" between 1.4.2008 and 31.3.2009 of each land/property/parking space concerned. If there is no "Demand for Rates", please explain in Table 6 of the application form.
- (d) If a family member's interest in the land/property/parking space is less than 100%, please furnish the relevant proof.

3.5.9 If your father, mother, or spouse was still listed in the tenancy of a public housing unit as at 31.3.2009, the address of that unit should be reported in Table 6.

(B) Vehicle/Vessel and Taxi/Public Light Bus Licence

3.5.10 Please provide the following documentary proofs:

- (a) Vehicle/Vessel registration documents;
- (b) Mortgage documents (if applicable) indicating the outstanding loan amount as at 31.3.2009;
- (c) The relevant proof, if a family member's interest in that asset is less than 100%.

(C) Business Undertakings (with and without profit.)

3.5.11 If the business premises is self-owned by you and/or your parents, please report it in Table 3(A) as well.

3.5.12 Please provide the following documentary proofs:

- (a) The company's Balance Sheet as at 31.3.2009 to indicate its net asset value (i.e. assets minus liabilities). If the company account closing date is not on 31 March (for example, on 31 December), you could also submit information for that accounting year.
- (b) Generally speaking, balance sheets verified by a Certified Public Accountant are acceptable. If such certifications are not available, a self-prepared balance sheet may be provided. A sample is at Appendix IV. If you have any reason for not providing a balance

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sheet (for instance, the company is very small and does not have any asset), please explain in Table 6.

(c) The Business Registration Certificate of the company.

(D) Investments

3.5.13 Please report the various investments (such as stocks, warrants, bonds and funds, etc) held as at 31.3.2009.

(E) Bank Deposits

3.5.14 Please be reminded to report fixed/time deposits.

3.5.15 Please provide photocopies of documents that can identify the name of the holder of the account and the account number (for instance, the first page of a savings passbook) and photocopies of all bank accounts or monthly statements that can show all transactions taken place between 1.4.2008 and 31.3.2009. For time deposits, if the receipts/documents do not show the balance as at 31.3.2009, please state the balance at the nearest date to 31.3.2009. **If the maturity date is beyond 31.3.2009**, you should still write down the principal amount and provide copies of the notice of the time deposit with the deposit period covering 31.3.2009. For example, if a time deposit covers the period 1.2.2009 to 30.4.2009, as the deposit period covers 31.3.2009, the principal amount should also be provided. If the money deposited is transferred from a savings account to a time deposit account, it is insufficient if only the savings account is reported without reporting the concerned time deposit account. If the account was closed between 1.4.2008 and 31.3.2009, you still have to report the account in Table 3(E) and provide the transaction records up to the closing date; you should also report in Table 6 how the savings were disposed. If you have lost the documents concerned, please ask the bank to reproduce one. If you fail to do so, your application will not be considered. If that account was opened on or after 1.4.2008, then please state in Table 6 of Form G or Part M of Form S. If the bank account given in page 4 / 13 / 13A of Form G or page 4 / 8 / 8A of Form S were opened on or after 1.4.2009, you will need to photocopy the first page of the passbook/first set of bank statement to identify the account holder's name and the account number and the first inner page of the passbook to show the opening date.

3.5.16 To ensure that the financial circumstances as reported in the application are true and complete, the Agency will make enquiries on transactions shown in bank statements. To speed up the processing of the application, it is advised that you should give explanations behind the following transactions (a) an amount of \$100,000 or more (which may be fixed deposits), (b) any other deposits of odd cents (which may be interest from time deposits or dividends from stocks and shares), (c) other regular cash/cheque deposits (which may be contributions/remittance from relatives or income from part-time job), and provide documentary proof as far as possible. If situation warrants, the Agency may still have to ask you for clarifications and documentary proof on the bank transactions.

(F) Loan to others

3.5.17 Loan made to others on or before 31.3.2009 and not fully repaid as at 31.3.2009, including the amounts due to directors on the balance sheet of the business owned by family members. Even if the loan might already have been reported in previous applications, it should still be reported as long as it had not been fully repaid by 31.3.2009. If the total amount is less than HK\$5,000, it may be disregarded.

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(G) Other Assets

3.5.18 Please put down in this column all other assets as at 31.3.2009 (such as gold, silver, cash in hand, cheques in transit, assets held on behalf of others, assets belonging to you and/or your parents but under others' custody, etc.).

3.5.19 Cash in hand as at 31.3.2009 with an amount less than HK\$5,000 may be disregarded.

(H) Insurance Policy

3.5.20 Please put down in this column the insurance policy(ies) (savings/investment-linked) held by your family members and the policy value/dividend amount as at 31.3.2009.

3.6 Table 4 – Medical Expenses

3.6.1 Please give full details of the medical expenses of any member listed in Table 1 Section A to D who is/are permanently incapacitated or chronically ill for which deduction of medical expenses may be allowed upon the production of receipts for the period 1.4.2008 to 31.3.2009. The 2009/10 maximum amount of deductible medical expenses is \$15,120.

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4. PART K of Form S

(For applicants using Form S only.)

Enter the total salary or wages received during the year 2008-09. The total income for the period should also include bonuses, cash awards, employee's MPF contribution, commission, tips and allowances, including allowances for overtime work, living allowances, housing or rent allowances, travel allowances, food allowances and back pay, etc.

Enter the total amount of remittances/ contributions/ alimony/ contribution for mortgage repayment or rentals received in the year 2008-09 **from other family members and relatives or friends.**

Enter other incomes received during the year 2008-09, such as income from the letting of vehicles; Disability Allowance (i.e. DA) from the Social Welfare Department, etc.

Please indicate whether the applicant have received Comprehensive Social Security Assistance during the year 2008-09 or is now receiving it.

| PART K APPLICANT'S INCOME AND ASSET (including that in Hong Kong and outside Hong Kong) | | | |
|---|---|---|---|
| (a) Applicant's present situation | | | |
| Present Situation | | | |
| 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 | |
| | | (a) | |
| | | (b) | |
| | | (c) | |
| | | (a) | |
| | | (b) | |
| | | (c) | |
| (b) Applicant's situation during the Financial Year: 1.4.2008 – 31.3.2009 | | | |
| Salary / Wage / Bonus / Allowance / Part-time Income | Remittance / Contribution / Alimony / Contribution for mortgage repayment or rentals received # | Other Income (please specify, such as Disability Allowance*) | Whether receiving CSSA from SWD (Y / N) |
| | | | |
| | | | |

Remittance / Contribution received by applicant, including family / living expenses, alimony, mortgage repayment / rental expenses provided by other (e.g. divorced parent, sibling living away from the family, relatives / friends, etc.)
*If applicant is in receipt of Disability Allowance, please provide a copy of the notification letter.

4.1 Please also refer to paragraph 3.5 of Part III for reporting assets.

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5. LENGTH OF RESIDENCE IN HONG KONG

(TABLE 5 of Form G or PART L of Form S)

- 5.1 If you have the right of abode, the alphabet 'A' after the stars “* * *” would be shown on the front side of your Hong Kong Permanent Identity Card.

6. ADDITIONAL INFORMATION BY APPLICANT

(TABLE 6 of Form G or PART M of Form S)

- 6.1 Please list out and give reasons for the documents that you cannot be able to submit together with the application form and state when they will be available. However, you must take the initiative to submit them once available. Otherwise, the Agency will treat them as omissions and may reject the application.
- 6.2 If there has been substantial change of your family financial position which you think will affect the level of financial support that you may obtain from your family after the submission of Form G by your sibling, you should list out the changes in Part M of Form S with the supporting documents.
- 6.3 If necessary and to avoid loss of the additional documents when you submit them by fax/mail/in person, please enter on every page of the additional documents your name and identity card number.
- 6.4 Should there be any special circumstance that may not be reflected in Table 1-5 of Form G/ Part A-L of Form S OR additional information and documents that are deemed useful for the Agency to process the application, please provide details in Table 6 of Form G/ Part M of Form S with supporting documents. The Agency will consider each case on its individual merits.

7. DECLARATION

- 7.1 If you are unmarried, the applicant and your parents (if you are married, you and your spouse) will have to sign the declaration on page 16 and 17 of Form G OR page 10 and 11 of Form S.
- 7.2 For Form S, the applicant's sibling who has already submitted/ is submitting an application for the TSFS and FASP under Form G will also have to sign the declaration.
- 7.3 Each signature should be provided by the family member in Table 1 Section A personally. Any person signing the declaration on behalf of you / your parent(s) / spouse will not only lead to the application being rejected, but will also constitute an offence of forgery, which on conviction, holds the offender liable for imprisonment for 14 years under the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong).
- 7.4 You are required to declare in part (a) of the declaration whether or not you are bankrupt, has applied for Individual Voluntary Arrangement and is aware that legal proceeding(s) has/have been started (or are pending or being threatened) against you for your bankruptcy or for the appointment of a receiver, administrator, administrative receiver, trustee or similar officer over any or all of your assets.

8. CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION

- 8.1 Please refer to the items on the checklist and check carefully to see if the application has been filled in properly and if all copies of the supporting documents have been provided.
- 8.2 Completed applications and supporting documents, once submitted, are not returnable. You are advised to retain a copy for your own reference.

Part III – How to Complete the Application Form

9. DECLARATION UNDER THE OATHS AND DECLARATIONS ORDINANCE

- 9.1 After the Agency has received the application, arrangements may be made for you and your parents to be interviewed by our staff (for details, please refer to Paragraph 7.2 of Part I of the Guidance Notes). Before the interview, your father or mother will have to declare **at this Agency**, according to the Oaths and Declarations Ordinance (Chapter 11 of the Laws of Hong Kong), that the information given in the application is true and complete.

Part IV – Appendices

Appendix I

Ready Reckoner under the “Adjusted Family Income” (AFI) Formula 2009/10

The Adjusted Family Income Calculation Formula will be used as the first tier of the means test under the Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS). The following ready reckoner sets out the percentage of the maximum amount of grant/loan in relation to respective adjusted family income groups for the TSFS in 2009/10. The amount of grant/loan calculated on the basis of the ready reckoner will be subject to the second tier of the means test (i.e. the asset test at Appendix II).

| AFI Groups between (HK\$) | | % of Maximum Grant | % of Maximum Loan |
|---------------------------|---------|--------------------|-------------------|
| 0 | 20,882 | 100% | 100% |
| 20,883 | 22,219 | 95% | 96% |
| 22,220 | 24,428 | 91% | 92% |
| 24,429 | 26,637 | 86% | 88% |
| 26,638 | 28,841 | 82% | 83% |
| 28,842 | 31,003 | 72% | 72% |
| 31,004 | 33,164 | 63% | 61% |
| 33,165 | 35,328 | 53% | 50% |
| 35,329 | 37,486 | 44% | 39% |
| 37,487 | 39,593 | 36% | 31% |
| 39,594 | 41,700 | 28% | 24% |
| 41,701 | 43,810 | 21% | 16% |
| 43,811 | 45,914 | 13% | 9% |
| 45,915 | 48,086 | 11% | 8% |
| 48,087 | 50,254 | 8% | 6% |
| 50,255 | 52,424 | 6% | 4% |
| 52,425 | 55,767 | 4% | 2% |
| | >55,767 | 0% | 0% |

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Appendix II

Sliding Scale of Asset Value for Discounting Grant and Loan Assistance 2009/10

Asset Test

The asset test is the second tier of the means test under the Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS). The following sliding scale sets out the discount factor to be applied to the grant/loan level calculated under the Adjusted Family Income ready reckoner (at [Appendix I](#)) for the TSFS in 2009/10.

| Net Asset Value per Family Member (HK\$) | Discount Factor of Grant/Loans Assistance |
|---|--|
| Over \$544,000 | -100% (i.e. no assistance) |
| \$457,001 to \$544,000 | -80% |
| \$370,001 to \$457,000 | -60% |
| \$292,001 to \$370,000 | -40% |
| \$193,001 to \$292,000 | -20% |
| \$193,000 or below | -0% (i.e. no reduction of assistance) |

Example (For an unmarried applicant):

| | |
|--|------------------|
| Parents' annual income | \$160,000 |
| Annual income of unmarried sibling | \$130,000 |
| Deductible medical expenses | Nil |
| Family size | 4 |
| Net asset value of applicant and parents (not counting the first home) | \$1,050,000 |
| AFI $(\$160,000 + \$130,000 \times 30\%) \div (4 \text{ members} + 1)$ | \$39,800 |
| Per capita asset value $(\$1,050,000 \div 4)$ | \$262,500 |
| Maximum grant (assumed) | \$50,000 |
| (i.e. tuition fee + academic expenses + compulsory union fee) | |
| Maximum loan (assumed) | \$35,670 |

Income test (First tier)

| | |
|---|----------|
| Entitled grant $(\$50,000 \times 28\%)$ | \$14,000 |
| Entitled loan $(\$35,670 \times 24\%)$ | \$8,560 |

Asset test (Second tier)

| | |
|---|---------------------------|
| Entitled grant $(\$14,000 \times 80\%)$ | \$11,200 |
| Entitled loan $(\$8,560 \times 80\%)$ | \$6,848 |
| | (rounded down to \$6,840) |

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Appendix III

Samples of Self-prepared Income Breakdown/Profit and Loss Account

For casual workers, persons occupied in short-term employment, hawkers, self-employed persons or proprietors, applicants may refer to the following examples and give full and clear details. If that member has been unemployed during the period 1.4.2008 - 31.3.2009, please state the period of and reason for unemployment in the statement.

Example 1 : Hawker

| | | | |
|--|---------------------|-----------------|------------------|
| Name of family member : | LAM Ngan | | |
| Hawker Licence Number: | 123456 | | |
| Location of Hawking: | Wong Tai Sin Market | | |
| Type of goods selling: | Fruits | | |
| Average working days per month between 1.4.2008 and 31.3..2009 _____days | | | |
| Method of calculating average monthly income: | | | |
| <u>Expenditure</u> | <u>Type</u> | <u>Quantity</u> | <u>Cost (\$)</u> |
| Monthly purchase of goods - | | | |
| | 1. Orange | () boxes | () |
| | 2. Apples | () boxes | () |
| | 3. Peers | () boxes | () |
| | Total () boxes | | |
| Other expenditures : Rent () | | | |
| | Electricity charges | () | () |
| | Licence fees | () | () |
| | Total: | | <u>(\$ A)</u> |
| Income | | | |
| Monthly Income : (\$B) | | | |
| Monthly net profit = \$B (income) - \$A (expenditures) | | | |
| = | | | |
| Details of income for the whole year: Please refer to Example 4 | | | |
| Signature: _____ Date: _____ | | | |

Example 3 : Taxi driver (applicable to lorry drivers & minibus drivers, etc.)

| | | | |
|---|--------------|--|--|
| Name of family member : | LAM Tai-wing | | |
| Licence Number: | 1234 | | |
| Between: 1.4.2008 and 31.3.2009 | | | |
| <u>Income</u> | HK\$ | | |
| Rental income | | | |
| Profit from operating business | | | |
| Other incomes | | | |
| Total incomes = | | | |
| <u>Expenditures</u> | | | |
| Insurance premium | | | |
| Fuel charges | | | |
| Maintenance costs | | | |
| Licence fees | | | |
| Other expenditures | | | |
| Total expenditures = | | | |
| Net profit = Total incomes – Total Expenditures | | | |
| = | | | |
| Signature: _____ Date: _____ | | | |

Example 2 : Self-employed business

| | | | |
|--|---|--|------|
| Name of family member : | LAM Tai-fat | | |
| Company Name: | | | |
| Nature of business: | Garment manufacture | | |
| Place of work: | 6 Ng Fong Street, 3/F., San Po Kong, Kln. | | |
| Capital: | HK\$ | | |
| Sole proprietorship or partnership : Sole proprietorship (if it is a partnership,, please specify the share ratio) | | | |
| <u>Profit and Loss Account</u> | | | |
| (From 1.4.2008 to 31.3.2009) | | | |
| | | | HK\$ |
| Gross sales: | | | |
| <u>Expenditures</u> | | | |
| Water charges | | | |
| Electricity charges | | | |
| Gas charges: | | | |
| Telephone charges: | | | |
| Rent and rates: | | | |
| Salary of family member (i.e. LAM Tai-fat)# | | | |
| Transportation expenses: | | | |
| Travelling expenses: | | | |
| Insurance premium: | | | |
| Fees for the repair and maintenance of machinery: | | | |
| Other expenditures (please specify): | | | |
| Total Expenditures = | | | |
| Net profit (net profit = gross sales – expenditures)# : | | | |
| # These two items are the income of the family member. | | | |
| Signature: _____ Date: _____ | | | |

Example 4 : Construction worker / Renovator / Casual worker

| | | | |
|--|------------------------|-----------|----|
| Name of family member : | LAM Tai-man | | |
| Nature of work / Job post: | Construction worker | | |
| Employer: | No fixed employer | | |
| Place of work: | No fixed place of work | | |
| Working period: | Apr 2008 to Mar 2009 | | |
| Average working days per month: | | | |
| Average daily income: | HK\$ | | |
| Details of income for the whole year: HK\$ | | | |
| 2008 | | | |
| April: | \$ | May: | \$ |
| July: | \$ | August: | \$ |
| October | \$ | November: | \$ |
| 2009 | | | |
| January | \$ | February: | \$ |
| March: \$ | | | |
| Other Income | | | |
| Double pay / Bonus / Subsidy: | | | |
| Total income for the whole year (1.4.2008 – 31.3.2009): HK\$ | | | |
| Payment method : By cash / By direct credit / By cheque | | | |
| Signature: _____ Date: _____ | | | |

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Appendix IV

Sample of Balance Sheet

The Balance Sheet of XX Company

31. 3.2009

| <u>Assets</u> | \$ | \$ | \$ |
|--|------------------|------------|-------------------|
| Cash in hand | | 1,000.00 | |
| Bank Balance | | 2,000.00 | |
| Accounts receivable | 120,000.00 | | |
| Less: Provision for bad debts | <u>10,000.00</u> | | |
| | | 110,000.00 | |
| Inventory | | 122,000.00 | |
| Advance payment | | 1,000.00 | |
| Utilities | | 2,000.00 | |
| Property | 125,000.00 | | |
| Less: Accumulated depreciation | <u>35,000.00</u> | | |
| | | 90,000.00 | |
| Appliances | 50,000.00 | | |
| Less: Accumulated depreciation | <u>10,000.00</u> | | |
| | | 40,000.00 | |
| Goodwill | | 20,000.00 | |
| Total assets | | | <u>388,000.00</u> |
| <u>Liabilities</u> | | | |
| Accounts payable | | 30,000.00 | |
| Loans from others | | 5,000.00 | |
| Overdraft | | 10,000.00 | |
| Invoices payable | | 5,000.00 | |
| Long-term mortgage loan | | 15,000.00 | |
| Long-term loan | | 20,000.00 | |
| Total liabilities | | | 85,000.00 |
| <u>Net capital</u> | | | |
| Registered capital | | 200,000.00 | |
| Net profit for the year ending 31.3.2009 | | 103,000.00 | |
| Total Net Capital | | | 303,000.0 |
| Total Liabilities and Net Capital | | | <u>388,000.00</u> |

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Appendix V

Reference Table on Repayment of TSFS (formerly named as the “Local Student Finance Scheme”) Loan

Interest Rate: 2.5% (Note 1)

Total number of repayment instalments: 20 quarterly instalments

| Principal (Total amount borrowed upon graduation) \$ | Quarterly Repayment Amount (for Degree or above courses) | | Quarterly Repayment Amount (for Sub-degree courses) | | |
|---|---|------------------------|--|---|------------------------|
| | 1 st to 19 th instalment \$ | Final Instalment \$ | 1 st to 4 th instalment \$ | 5 th to 19 th instalment \$ | Final Instalment \$ |
| 600 | 32 | 30.9 | 20 | 36 | 21.7 |
| 1,000 | 54 | 39.1 | 34 | 59 | 49.2 |
| 5,000 | 267 | 260.1 | 169 | 293 | 286.8 |
| 10,000 | 534 | 521.7 | 338 | 586 | 575.3 |
| 20,000 | 1,067 | 1,064.4 | 676 | 1,171 | 1,168.1 |
| 30,000 | 1,601 | 1,586.8 | 1,013 | 1,757 | 1,748.9 |
| 40,000 | 2,134 | 2,129.7 | 1,351 | 2,342 | 2,341.9 |
| 50,000 | 2,668 | 2,652.0 | 1,688 | 2,928 | 2,922.7 |
| 60,000 | 3,201 | 3,195.0 | 2,026 | 3,514 | 3,499.4 |
| 70,000 | 3,735 | 3,717.2 | 2,363 | 4,099 | 4,096.2 |
| 80,000 | 4,268 | 4,260.1 | 2,702 | 4,684 | 4,684.4 |
| 90,000 | 4,802 | 4,782.9 | 3,039 | 5,270 | 5,265.5 |
| 100,000 | 5,335 | 5,325.5 | 3,377 | 5,856 | 5,842.2 |
| 110,000 | 5,868 | 5,868.2 | 3,715 | 6,441 | 6,435.0 |
| 120,000 | 6,402 | 6,390.8 | 4,052 | 7,027 | 7,015.8 |
| 130,000 | 6,935 | 6,933.2 | 4,390 | 7,612 | 7,608.5 |
| 140,000 | 7,469 | 7,455.9 | 4,727 | 8,198 | 8,189.5 |
| 150,000 | 8,002 | 7,998.9 | 5,065 | 8,783 | 8,782.1 |

Note 1: Under the TSFS, interest is not charged during the study period. Thus, the fixed interest rate of 2.5% p.a. is nominal only. The effective interest rate over the entire loan period depends on the length of the study period as well as the period of repayment. Assuming the borrowers pursue a 3-year programme, they take out a loan of the same amount annually and repay over a 5-year period, the effective interest rate is 1.4 % p.a..

Information Notes on Repayment of Loan under the TSFS (formerly named as the “Local Student Finance Scheme”)

1. Any overpayment of loan(s) made to the applicant shall be refunded immediately upon demand.
2. Quarterly repayment instalments will normally fall due on 1 January, 1 April, 1 July and 1 October each year. The quarterly demand notes will be issued, as far as practicable, 14 days before each repayment due date. If the applicant does not receive the demand note(s) 7 days before each due date(s), the applicant should contact this Agency by phone or in person to obtain a duplicate demand note without delay.
3. Each quarterly instalment of interest calculates the interest accrued for the 3 months immediately preceding the instalment due date.
4. Where an instalment is settled before its due date, it will be regarded as being settled on the due date and no adjustment will be made in respect of the interest payable for that instalment.
5. Non-receipt of the demand note for repayment does not exempt a loan recipient from the requirement to settle the instalment due on or before the due date; if the settlement is delayed by 7 days or more, the applicant will be required to settle with the Government of the Hong Kong Special Administrative Region (Government) the amount of the overdue instalment together with a surcharge of 5% thereof and payment of any monies after the settlement has been delayed shall be applied for the purpose of the settlement of firstly the surcharge, secondly (any balance thereof) the interest and finally (any balance thereof) the overdue loan and any recovery costs incurred by the Government.
6. For settlement of outstanding instalment(s), payment of any monies shall be applied for the purpose of the settlement of firstly the first overdue instalment, including surcharge, interest and loan, secondly (any balance thereof) the second overdue instalment, including surcharge, interest and loan, and any recovery costs incurred by the Government and so forth, and any balance thereof which is insufficient to cover one full instalment will be applied in the same way as in paragraph 5 above.
7. If the applicant wishes to make early settlement of loan(s) in one lump sum:
 - (i) before commencement of the repayment period, only the principal amount(s) of the loan(s) will have to be settled, i.e. without interest; or
 - (ii) during the repayment period, the principal amount(s) of loan(s) outstanding since the last quarter, plus interest on this (these) amount(s) for the current quarter up to the date immediately preceding the settlement date, plus any unsettled surcharge/interest/recovery costs relating to the previous instalment(s), shall be settled.
8. The applicant is advised to submit application for early lump sum settlement of loan(s) in person to the Agency. He/she may also authorize a person to do so on his/her behalf. If he/she or his/her representative(s) is/are unable to come during office hours, the applicant may send the application in writing by post or by fax. Please note that verbal application for early settlement will not be accepted. For application sent by post/fax, the due date of the lump sum settlement will normally be set at 14 calendar days after the date of application. For application by fax, the date of the fax documents received by the Agency will be treated as the date of application. For application by post, the postmark date on the envelope will be regarded as the date of application.
9. In the event of any quarterly instalment falling overdue, the C, SFAA may take whatever steps to recover the outstanding amount from the applicant.
10. If the applicant plans to leave Hong Kong for a period longer than 3 months or to emigrate before having fully settled the surcharge, interest, loan and any outstanding amount(s), he/she is required to notify the Agency in writing before he/she leaves to agree on how any outstanding amount(s) will be

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- settled and how the remaining quarterly repayment instalment(s) will be repaid.
11. If the applicant moves from the present address or from any other address into which, he/she may subsequently move before having fully settled the surcharge, interest, the loan and any outstanding amount(s), he/she is required to notify the Agency in writing **immediately**, giving full particulars of his/her new address, failing which the applicant will be liable to repay the amount of the overdue instalment(s) with 5% surcharge imposed because of non-delivery of the demand notes sent to the applicant's last known address. Similarly, the applicant is required to notify the Agency in writing **immediately** of any change of address of his/her indemnifier(s).
 12. If the applicant fails to report his/her change of address, the Agency will write to his/her indemnifier(s) and ask him/her/them to honour his/her/their obligations indicated in the Deed of Indemnity signed by him/her/them. Failure of the indemnifier(s) to respond within a specified period to letters sent to him/her/them by the Agency may give cause for legal proceedings against him/her/them by the Government for the recovery of the outstanding surcharge, interest, loan(s) and any recovery costs incurred by the Government.
 13. If the applicant's indemnifier (a) becomes incapable of fulfilling the obligations under the Deed of Indemnity; or (b) deceased; or (c) is aware that a bankruptcy petition is presented against him/her or a bankruptcy order is made against him/her; or (d) applies for Individual Voluntary Arrangement (IVA); or (e) is aware that a receiver, administrator, administrative receiver, trustee or similar officer has been appointed over any or all of his/her assets; or (f) is involved in any litigation, arbitration or administrative proceedings (whether inside or outside Hong Kong) or if there is any claim (whether inside or outside Hong Kong) against him/her or any of his/her assets after he/she signs the Deed of Indemnity; the applicant and/or the indemnifier is/are obliged to notify the Agency in writing **immediately**. The Applicant is also required to provide full particulars of an alternate indemnifier upon occurrence of the above circumstances. The alternate indemnifier (if accepted by the Government) shall act in substitution and shall execute similar Deed of Indemnity.
 14. If the applicant is bankrupt; and/or has applied for IVA; and/or aware that legal proceeding(s) has/have been started (or are pending or being threatened) against himself/herself for his/her bankruptcy or for the appointment of a receiver, administrator, administrative receiver, trustee or similar officer over any or all of his/her assets, he/she is obliged to notify the Agency in writing **immediately**.
 15. Separate loan accounts will be created on a course-basis for an applicant for loans for two or more courses. The interest will be calculated separately for each account. Request for merging loan accounts of different courses will not be acceded to. If an applicant obtains loans under the TSFS and other loan scheme(s) administered by the Agency for the same course, separate loan accounts will be created under the respective loan scheme(s). The interest and administrative fee (if applicable) will be calculated separately for each account. Request for merging loan accounts of different schemes will not be acceded to.
 16. In case of any breach of any of the terms and conditions of loan(s) or late settlement(s) of any instalment(s) due, immediate settlement of the full amount of outstanding surcharge, interest (notwithstanding any reference to repayments by instalments), loan(s), and any recovery costs incurred by the Government by the applicant's indemnifier will be required.
 17. Terms and conditions applicable to the loan may be altered from time to time and at any time(s) by the C, SFAA upon notice to the applicant of any such alteration by means of written notice thereof sent to the applicant's last address notified to the Agency from time to time.

Frequently Asked Questions and Answers

In general, this part is applicable to applicants using Form G. For applicants using Form S, they may make reference to this part for providing additional personal information or updated information on changes in income, assets, family members or any other matters subsequent to the submission of Form G by their siblings.

Income

(1) What is income proof?

If the family members are employees, they may submit **any** of the following documents:

- A copy of the Tax Assessment and Demand Note for the year 2008-09 issued by the Inland Revenue Department [Form IRC6401];
- A copy of the Hong Kong Inland Revenue Employer's Return of Remuneration and Pensions Form [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];
- Photocopies of salary statements for the whole year;
- A photocopy of the passbook(s) indicating salary payments by autopay (please highlight the entries with colour and remarks);
- Photocopies of salary envelopes for the whole year;
- Return of Employee's Remuneration for the year ending 31.3.2009 (Form [TSFS/4(2009)]) which can be obtained from the institution.

If the family members are business operators, they may submit the following document:

- A profit and loss account verified by a Certified Public Accountant. If such a document is not available, a self-prepared profit and loss account for the Agency's consideration.

If the family members are self-employed persons or persons in temporary and short-term employment, they may submit the following document:

- If income proof is not available, a list of the various incomes or a self-prepared profit and loss account or an income statement (some samples are at Appendix III) for the Agency's consideration;
- Notification of Remuneration paid to person other than employee [IR56M]

If the applicant will receive studentship **or** income in 2009/10 academic year derived from appointment by institution or graduation-tied placement in 2009/10 academic year, including the summer months of 2009 (Part G, Part I and Part J of application form), he/she may submit the following document:

- A photocopy of employment letter/contract, certification letter from the employer, written proof issued by the institution or other income proof.

(2) An applicant's father drives a taxi which is rented from a vehicle company. He has no employer. What should the applicant do?

If the applicant's family members do not have an employer, they are regarded as self-employed or operating their own business. They will have to furnish a profit and loss account for the year 2008-09, either prepared by a Certified Public Accountant or prepared by themselves together with Form G, for

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the Agency's consideration.

- (3) An applicant had a full-time job last year. Does he have to declare such income and submit proof?**

Yes. Please state also in Table 6 of Form G or Part M of Form S whether or not the applicant will still continue to have that income after becoming a full-time student in the 2009/10 academic year. If he/she will still have that income after becoming a full-time student in the 2009/10 academic year, the Agency will take into account such income in the previous financial year for calculation of his/her financial assistance.

- (4) The parents of an applicant started receiving Comprehensive Social Security Assistance (CSSA) after 1.4.2009 this year. Does the applicant have to declare it?**

The applicant still has to declare their total income in the year 2008-09 and provide the income proof concerned. However:

- For Form G applicants, he/she has to indicate this in Table 1 (Column H) of Form G and state this change of circumstances in Table 6.
- For Form S applicants, he/she has to indicate this in Part M for consideration by the Agency.

The applicant should also attach photocopies of the documents issued by the Social Welfare Department (medical expenses exemption certification and notification of successful application under the Comprehensive Social Security Allowance Scheme) in order to prove that they are still drawing those allowances.

- (5) The parents of an applicant are not formally divorced, but they have separated for more than 10 years. At present, the applicant is residing with his father, rarely gets in touch with the mother and has no details on her income. What should the applicant do?**

Details of the applicant's parent(s) not residing with him (except when the applicant is residing at a hostel/mini-hall) should be provided in Table 6 of Form G. If possible, please attach copies of the supporting documents.

- (6) An applicant's elder sister has changed a few jobs. How should the sister's income and information on her employers be reported?**

If the applicant's elder sister is single and residing with the applicant's family, details of her present or most recent employer should be provided. The applicant has to declare her total income received from all of her employers in the year ending 31.3.2009 in the income column in Section B of Table 1 of Form G and list out her incomes under her different employments in Table 6. As far as possible, please attach copies of income proofs as mentioned in question (1) above.

- (7) An applicant is a recipient of the Disability Allowance issued by the Social Welfare Department. Does he have to declare it?**

The Agency will consider providing additional financial assistance to applicants who are receiving Disability Allowance. Please provide the information and enclose certifications in the Form G/Form S.

- (8) An applicant's father has made contribution to Mandatory Provident Funds (MPF) in 2008-09. Does the applicant need to report this?**

Yes. The applicant should report the amount of the contribution made to MPF in Form G. The amount of the contribution to MPF will be counted as his/her family income.

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- (9) **An applicant's parents have divorced, does the applicant need to report the alimonies / contributions given by the father / mother to the applicant's family in 2008-09?**

Yes. If the applicant's parents have divorced, the alimonies / contributions given by the father / mother to the applicant's family in 2008-09 should be reported.

Assets

- (10) **An applicant's mother has a joint account with his maternal grandmother. How should this be reported?**

If the applicant or his/her parents have a joint account with other members of the family or with other persons, he/she should fill in the code numbers of the family members or the names of those other persons in Section E of Table 3 of Form G and state clearly that the account concerned is a joint account and give the total balance of the account as at 31.3.2009.

- (11) **Some of the monthly bank statements were lost when an applicant moved house. What should he do?**

The production of bank statements is important to the vetting process. The applicant will have to apply for copies from the bank if he/she has lost them and hand them in to the Student Financial Assistance Agency as soon as possible. All applicants are required to submit photocopies of all current / savings / bank-in-one / club / time / Hong Kong dollar and foreign currency deposits as supporting documents, and the photocopies must bear the name, account number and transaction records between 1.4.2008 and 31.3.2009 together with their Form G / Form S. **Please do not photocopy two passbooks on the same piece of paper in order to avoid confusion.**

- (12) **The lorry of an applicant's father was sold after 1.4.2009. Does the applicant still have to declare it in the assets column?**

Yes, assets in possession as at 31.3.2009 have to be declared in Form G.

- (13) **The land owned by an applicant's parents was his grandfather's legacy more than 10 years ago, and its current market price is unknown. How should the applicant declare it?**

Generally speaking, the applicant should be able to obtain an estimate of the price from banks or real estate agencies.

- (14) **An applicant's parents are divorced, and the court granted his custody to his father. However, the applicant is residing with his mother. How should the applicant declare their assets?**

The applicant should explain the situation of his relationship with the parents in Table 6 of Form G or Part M of Form S and state whether or not that he is financially dependent on them. Depending on individual circumstances, the Agency will decide on how the family income and assets should be assessed.

- (15) **Does an applicant have to declare the assets of his/her siblings' or grandparents?**

No. If the applicant is single, he/she will only have to declare his/her own assets and those of his/her parents in Form G. If the applicant is married, he/she will have to declare his/her own assets and those of the spouse in Form G.

Family Members

- (16) **An applicant is married, but he and his wife are still residing with his parents. How should he declare it?**

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A married applicant is normally only required to provide information about his/her spouse and children. The spouse's income should be declared in Section A of Table 1 of Form G, and the assets owned by the applicant and his spouse should be declared in accordance with Sections A to H of Table 3 of Form G. If he has any other contributions/support from others, please report this in Table 1 Section A Part II Column E of Form G.

- (17) An applicant is not residing with her parents but with her elder brother and his wife. Does she have to provide information on her parents? How can she provide the information required on her elder brother and his wife?**

If the applicant is not residing with her parents, she should explain the reasons in Table 6 of Form G or Part M of Form S. Unless she is not dependent on her parents for living, she should still give full details on her parents in Table 1 of Form G. Information about her elder brother and his wife should be given in the "Other Family Members" column in Table 2 of Form G.

- (18) An applicant's grandfather is residing at a home for the elderly, with all his expenses being paid by the applicant's parents. How should this be reported?**

If the applicant's paternal/maternal grandparents resided in a home for the elderly between 1.4.2008 and 31.3.2009 and the expenses are **wholly** covered by the applicant's parents for an aggregate period of six months or more, please provide the information in Section D of Table 1 of Form G. The applicant is required to attach all the receipts issued by the home for the elderly in that financial year.

- (19) An applicant's elder sister and brother-in-law are residing with the applicant's family. Are they members of the applicant's family?**

Simply speaking, only the applicant, his/her parents, and his/her **unmarried** siblings who are residing with the family are considered to be family members. Other family members are classified as "other family members" in Table 2 of Form G. The applicant should, therefore, provide information on his elder sister and brother-in-law in the Table 2 of Form G.

- (20) An applicant's mother and other siblings are still residing in Mainland China. How should the applicant provide the information required?**

The applicant should provide the information required by completing Table 2 of Form G. However, if his parents are staying outside Hong Kong for employment, he still have to provide information on their income and assets in Tables 1 and 3 of Form G. Please also state their place of work in Table 6 of Form G.

- (21) An applicant's parents have taken up residence in another country. How should the applicant provide the information required?**

The applicant should give in Table 6 of Form G or Part M of Form S in detail the following:

- (a) When and in what manner (for instance, migration by means of investment or family reunion) they migrated and to which country, and whether they still have properties/assets in Hong Kong;
- (b) When did the applicant return to Hong Kong (if applicable) and how does he/she sustain his/her livelihood in Hong Kong;
- (c) Whether or not the parents or other family members/relatives and friends provide the applicant with any assistance.

Please state the current amount of assistance receiving and the amount received from 1.4.2008 to 31.3.2009.

- (22) An applicant's unmarried sister studying abroad has returned to Hong Kong in January 2009 and was gainfully employed since February 2009. How should the applicant report her information?**

If the applicant's sister returned to Hong Kong before 31.3.2009, her information should be reported in

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Table 1 Section B. Her income earned during the Financial Year 2008-09 should be reported. The applicant should also provide documentary proof to illustrate the period that his sister was studying abroad.

Medical Expenses

(23) An applicant's mother suffers from rheumatic arthritis and often buys medicines from herbalists and pharmacies. Is she considered chronically ill?

Generally, if any of the applicant's family members are receiving Disability Allowance provided by the Social Welfare Department, their medical expenses are deductible. As for other illnesses, it depends on the type and seriousness. The applicant should obtain a medical certification from a hospital/clinic/registered medical practitioner and provided all the relevant receipts on expense for the period from 1.4.2008 to 31.3.2009 in Form G.

Other Matters

(24) An applicant is residing at a hostel and returns home only occasionally. What should he put in the address column?

To enable the Agency's staff to communicate with the applicant, the applicant may give the hostel's address in the address column. However, please put the parents' address in the "Additional Information by Applicant" column in Table 6 of Form G and Part M of Form S.

(25) An applicant has submitted an application but has been subsequently admitted to another institution covered by the TSFS to attend Year 1 in October. Does he have to submit another application?

If the applicant has already submitted his application, he should notify the Agency by completing Form TSF/C/18B which can be obtained from the Agency, his institution and the Agency's Homepage. The Agency will take note of the changes upon receipt of the notification. He does not have to submit another application form.

(26) An applicant has married, but still has to support the living of his parents. Is he required to provide this piece of information?

If an applicant is married/separated/divorced/widowed and has to support the living of his parents, he may give the details (e.g. monthly contribution) in Table 6 of Form G for the Agency to consider if there are special hardship elements that warrant special treatment.

(27) An applicant had received the notification of offer for more than 3 weeks and his father had recently been injured and would not be able to work in the next few months. Could the applicant still apply for review?

Under normal circumstances, applicant should apply for review within 3 weeks from the date of issue of notification of offer. However, if there is a substantial change to the family and financial circumstances after the submission of the application form, which the applicant considers may significantly affect the support that he/she may obtain from the family, he/she may seek for a review on the amount of assistance that he/she has already obtained. However, the application for review **must** be submitted within the following deadline:

- (a) Within three weeks from the date of issue of the notification of result; or
- (b) On or before 31.3.2010, whichever is the latest.

Relevant supporting documents should be provided at the time of application for review.

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(28) An applicant's father has to look after her mother and siblings who are still residing in the Mainland. Where should she put their information?

They should be included in Table 2 of Form G. Family members who are not Hong Kong residents cannot be regarded as family members. However, if applicant's family has to support the living of the family members in the Mainland or any other places, they may give the details (such as their age, employment, your parents' monthly contribution etc.) in Table 6 of Form G. The Agency will consider if there are special hardship elements that may warrant special treatment.

(29) An applicant's father is not in Hong Kong and works in the Mainland. How should the applicant complete page 17 of Form G or page 11 of Form S?

The applicant should arrange the delivery of the form to his father for signature. Otherwise, the application will **not** be accepted. However, if the applicant cannot obtain his parents' signature because of other special reasons (such as bad relationship, parents have divorced), he should explain in details the reasons in Table 6 of Form G or Part M of Form S. The Agency will consider the reason on a case-by-case basis. If the applicant fails to give reason, the Agency may have to return the application to the applicant for completion and re-submission. This will delay the processing of his application.

(30) If the number of family members in an applicant's family changed after 31.3.2009, should he report this to the Agency?

If the number of family members listed in Table 1 of Form G changed after 31.3.2009 (e.g. an unmarried sibling residing with the family moved away/got married or a family member passed away), the applicant should state it in either Table 6 of Form G or Part M of Form S and provide the Agency with the relevant document(s). If the number of family members of his/her family changed after submission of the application, he/she should inform the Agency in writing immediately, and forward the relevant supporting document(s) to the Agency. The Agency will consider if there are special hardship elements that may warrant special treatment.

- The End -