

2011/12
Tertiary Student Finance Scheme-
Publicly-funded Programmes
Sample for Reference in Completing
the Application Form

This Sample provides a quick reference for Form G applicants in completing the application forms. It does not replace the Guidance Notes. Applicants **MUST** read the Guidance Notes carefully in completing Form G.

This Sample and the Guidance Notes are also applicable to Form S applicants.



Student Financial Assistance Agency

Tertiary Student Finance Scheme – Publicly-funded Programmes

1 2
L E

APPLICATION FOR FINANCIAL ASSISTANCE FOR 2011/12 (FORM G)

FOR INSTITUTION USE

Application No.

3

Student Name: YIU SUN CHING

Important Points

- Applicant must complete Part A to Part F (Page 3 to Page 4) of this Form with computer. Please noted that the information required in Page 3 to Page 4 is the information which applicant must provide to the Student Financial Assistance Agency.
- Applicant and/or applicant's family has/have to read and understand fully the Important Notes (1) to (4) in Annex I. For matters on enquiry, they are shown in Annex II. (It is not necessary for applicant to submit Annex I and Annex II to the Student Financial Assistance Agency.)
- Applicant should only submit Page 1 to Page 17, additional page(s)(if any), Checklist of Supporting Documents and supporting documents to the Student Financial Assistance Agency.
- **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 Student Financial Assistance 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 Student Financial Assistance Agency has the authority to reject the applicant's application.**

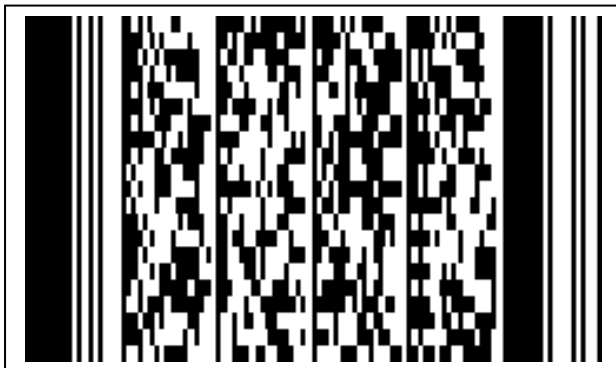
You (the applicant) have to read these points carefully.

This field will be updated automatically.

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2D Barcode Page (for official use only)

***2D barcode stores information entered in Part A to Part F of this Form. Please ensure that this page is submitted with your application.**



2011/12*

Because 2D barcode contains important information of the applicant, applicant **must submit** this page when submitting the application form. Otherwise, the Agency will request applicant to submit this page. This might delay the processing of the application.

This field will be updated automatically.

申請人如需要此表格的中文版本，可在學生資助辦事處網頁下載表格。

This is a record of the saving / printing time.

HKID Card / Student Card Copy Page

Attention: Please stick below the HKID card / student card copy / copies of family members listed in Table 1 (Page 7 to Page 9) of this application form. (You may add page for sticking HKID / student card copy if necessary)

Applicant's HKID card copy	Applicant's student card copy
HKID card copy of Applicant's father (for married applicant, please provide HKID card copy of spouse)*	HKID card copy of Applicant's mother
HKID card / student card copy of Applicant's family member listed in Table 1 Section B/C/D#	HKID card / student card copy of Applicant's family member listed in Table 1 Section B/C/D#
HKID card / student card copy of Applicant's family member listed in Table 1 Section B/C/D#	HKID card / student card copy of Applicant's family member listed in Table 1 Section B/C/D#

This field will be updated automatically.

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Add page if necessary

Add Page

* Please also provide copy of your marriage certificate, as well as HKID card or birth certificate / student card copy of your child.
Please provide his / her student card copy if the family member is a full-time student.

PART A		PERSONAL DATA OF APPL	
Name in Chinese (if applicable)	姚新青 (Name)	9	Chinese Character Code
Full name in English (Surname first, personal name to be followed by Christian or first name, please leave one spacing inbetween surname/name (Please enter the same information shown in your Hong Kong Identity Card.))			
25	Y I U S U N C H I N G		
Hong Kong Identity Card No.	61	A 1 2 3 4 5 6 (7)	Enter your Hong Kong identity card number
Date of Birth / Sex	70	0 1 d	72 0 9 m
	74	1 9 8 6 y	78 M ("M" male, "F" female)
Marital Status	79	S	("S" single, "M" married / separated / divorced / widowed)
Residential Address (If your residential address cannot be reached by post, please indicate your correspondence address here and put down your residential address in the "ADDITIONAL INFORMATION BY APPLICANT" in Table 6 on Page 15.)	80	R O O M 8 8 8 T I N G L I N G H O U S E	
	104	T I N G D O N G E S T A T E	
	128	K W U N T O N G	
	144	K O W L O O N	
Residential Phone No.	160	2 3 4 5 6 7 8 9	For pager no. only
Other Contact Phone No. (mobile phone no. or pager no.)	168	9 8 7 6 5 4 3 2	176

Enter your name in Chinese and English and the Chinese Character Codes as shown in your Hong Kong identity card. Please use block letters, start at the first box and leave a space between each word. Punctuation marks are not necessary.

Please leave a space between each word. Punctuation marks are not necessary. If there is no postal service at your address, please put down your correspondence address here and give your own address in Table 6 "ADDITIONAL INFORMATION BY APPLICANT".

If you and/or any of your family members received Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department between 1.4.2010 and 31.3.2011 or is/are receiving it, enter "Y".. Otherwise, please enter "N".

PART B		INFORMATION ON APPLICANT'S FAMI	
Did any member(s) of your family in Table 1 Section A / Section B receive Comprehensive Social Security Assistance during 1.4.2010 and 31.3.2011 or is anyone of them receiving it now?	180	N	("Y" Yes, "N" No)
Did your parents run any business during the period between 1.4.2010 and 31.3.2011 (for instance, they are the proprietors of factories, transportation companies or trading companies, etc.), enter "Y". Otherwise, please enter "N".	181	Y	
Except the self-occupied home, did you or your parents own any other property / land / carpark as at 31.3.2011?	182	Y	
No. of Family Members in Table 1	183	3	184 0 4
Annual Income (Table 1 Section A Part II) (Pages 7-9 of this Form)	187	\$	2 9 6 0 0 0
Annual Income (Table 1 Section B Part II)	194	\$	1 6 4 0 0 0
Applicant's father's HKID No.	201	B	1 2 3 3 2 1 (8)
Applicant's mother's HKID No.	210	C	4 5 5 6 5 5 (7)

If your parents ran their own businesses between 1.4.2010 and 31.3.2011 (for instance, they are the proprietors of factories, transportation companies or trading companies, etc.), enter "Y". Otherwise, please enter "N".

If you or your parents owned properties other than your residence as at 31.3.2011, such as flats / houses, land, and parking spaces, etc., enter "Y". Otherwise, please enter "N".

Please provide in boxes 183 to 186 the number of persons entered in Sections A, B+C and D of Table 1. The amounts of income to be entered in boxes 187 to 200 should also be the same as the amounts entered in Table 1 Sections A and B.

Please enter your parents' Hong Kong identity card numbers.

PART C	
219	For Official Use

You must complete this page with computer (amendment by handwriting is not allowed). 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 Page 1, Page 3 and/or Page 4.

PART D These fields will be updated automatically.

Enter your bank name. **ACCOUNT NO. FOR PAYMENT OF FINANCE**

Select / enter your bank code. Then, enter your account number in the boxes provided. Some of the bank codes are listed in Guidance Notes Part II para. 2.4.1. Please consult your banker if necessary.

NAME OF BANK : HANG SENG BANK LTD

220

Bank Code — Account Number

Attention
Please ensure accuracy.

Please enter your student Identity Card No. if available.

PART E INFORMATION ON COURSE STUDY IN 2011/12

Student Identity Card No. (Left-justified) **235**

Institution Code **246** **247**

Institution Course / Programme

Please check the institution code and course code from your institution or the Agency's Homepage carefully.

SFAA Course Code
(You should check the institution code and the course code from your institution or visit SFAA's Homepage (<http://www.sfaa.gov.hk/eng/schemes/tsfscs.htm>) to complete boxes 246-255.)

248 **255**

SFAA Course Description

Please be noted that most of the institution course / programme names are different from SFAA Course Description.

Annual Total Tuition Fee
1. For continuing students, please provide the amount for the 2010/11 academic year.
2. For new students, please provide the amount for the 2011/12 academic year.

56 . **263**

Year of study in the 2011/12 academic year. **264** "1" for Year 1, "2" for Year 2 and so on.

Expected graduation date **265** **268** **269** **270**
Year Month

Were you a full-time student of the institution reported in boxes 246-247 in the 2010/11 academic year? **271** ("Y")
Enter the number of credits if your tuition fees are based on the number of credits you will take. Otherwise, leave the boxes blank.

No. of credit units to be taken in the 2011/12 academic year (Applicable to applicant whose tuition fee is based on the no. of credit units taken.) **272** . **275**

PART F APPLICATION FOR STUDENT TRAVEL SUBSIDY (2011/12)

If you wish to apply / do not wish to apply for Student Travel Subsidy (STS), please select "apply" or "not apply" in box 276. Please complete boxes 277-290.

If you wish to apply for STS, please select "apply". Please enter the term-time residential address in English fully and completely for the purpose of calculating the subsidy. False information may lead to rejection of your application and recovery in full of subsidy granted.

276

Your 2011/12 term-time residential address is :

Flat / Room **277** Floor **282** Block **285**

Name of building **290**

Estate / Village **315**

No. and Name of Street **340**

District **365**

Area **390** (Hong Kong / Kowloon / New Territories)

If you apply for STS, you must fully and completely input your residential address during term time.

You must complete this page with computer (amendment by handwriting is not allowed). 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 Page 1, Page 3 and/or Page 4.

PART G ADDITIONAL INFORMATION FOR APPLICANT ON POSTGRADUATE (BY RESEARCH) COURSE OR POSTGRADUATE COURSE (TAUGHT COURSE)

(a) (To be completed by applicant) (Applicant should apply for financial assistance for the 2011/12 academic year only if his / her postgraduate course commences between 15/1/2011 and 15/12/2012)

Award to be conferred to applicant upon completion of course (Please put a "x" in the appropriate box)

Part G : If you are taking postgraduate (by research) course or postgraduate course (taught course), please complete Section (a) of Part G and then ask your institution to complete Section (b).

Subject

- Master of Philosophy (Degree)
- Doctor of Philosophy (Degree)
- Awards --- Other research course (please specify)
- Awards --- Postgraduate Course (taught course)

SPEECH & HEARING SCIENCES

2011/12

School / Faculty and Department: FACULTY OF EDUCATION, DIVISION OF SPEECH & HEARING SCIENCES

Year of study: 2

(b) (To be completed by institution)

Tuition fees paid / payable by applicant for the 2011/12 academic year: HK\$ _____

Tuition fee for 1st instalment: HK\$ _____ 2nd instalment: HK\$ _____

Due Date(s) for Payment of Tuition Fee 1st instalment: _____ / _____ / _____ 2nd instalment: _____ / _____ / _____
DD/MM/YYYY DD/MM/YYYY

Period of study covered by the tuition fees paid / payable (e.g. Jan. 2012 - Dec. 2012):

Discipline of study: _____ From _____ to _____
(Please refer to SFAA course coding sheet.)

Amount of Studentship* and income received / to be received by applicant from taking up appointment by institutions during his / her study period covered by the tuition fees paid / payable:

HK\$ _____ Tenure of the Studentship covered: From _____ / _____ / _____ to _____ / _____ / _____
DD/MM/YYYY DD/MM/YYYY

* 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.

Remarks: _____

This is to certify that the applicant is a full-time student on postgraduate programme of this institution for the 2011/12 academic year and the above information is correct.

Signature: _____
Name: _____
Position: _____
Contact Telephone No. / Fax No.: _____
Date: _____
Institution: _____

Applicant to request institution to complete and stamp on this part.

Space for Institution's Chop

BEFORE COMPLETING TABLES 1-6, PLEASE READ PART II OF THE GUIDANCE NOTES. (Please key in again and re-print if there is entry / printing error.)

TABLE 1 FAMILY MEMBERS

Section A: Applicant and applicant's parents or spouse (For retired parents, please also complete Table 1 Section A Part III. For married applicant, parents' information should be entered in Table 2 only.)

Section A				Present Situation	
Code No. (CN)	Relationship with Applicant	Complete the information required on yourself and your parents, or your step-parents.	Age	Present Occupation / Employment (state name of post and grade / rank)	Present Monthly Income
1	Applicant	Code name of applicant is CN1, father is CN2, etc..	YIU	Column A	0.00
2	Father &	姚大志	Y	Enter the present average monthly income, including salary or wages, business profit, fees received for services rendered, bonuses, cash awards, commission, tips, allowances, and other earnings of each member of the family. If your family member is now being unemployed, you should still fill into Column A to Column G his / her income during the year 2010 - 2011. In addition, you should state in Table 6 the period(s) of and reason for unemployment. Please provide documentary proof on unemployment, e.g. termination letter, medical proof for looking for jobs, proof for studying full-time courses, etc..	15,000.00
3	Mother &	王美美	WO		2,000.00
4	Spouse &				

Section A Part I
(Continued)

Present Situation							
Relationship with Applicant	Employer / Firm / School (a) Name / Year of Study (only applicable to students) (b) Contact Telephone No. (c) Full / Part-time (if there is not enough space here to fill in all the information, please add page or use Table 6 at Page 15.)						Whether receiving CSSA from SWD*:@
Column B Enter the total salary or wages received during the year 2010-11. The total income for the period should also include bonuses, cash awards, commission, tips and allowances, (including allowances for overtime work, living allowances, housing or rent allowances, travel allowances, food allowances, and back pay, etc.).	KONG UNIVERSITY						Column H Please indicate whether your family member received Comprehensive Social Security Assistance between 1.4.2010 and 31.3.2011 or is now receiving it.
	32 (c) FULL-TIME						
	COMPANY						No
	45 (c) FULL-TIME						No
Column C Enter business profits or other incomes earned during the year 2010-11 by means of self-employment, such as hawking, driving taxis / minibuses, and fees for services rendered, etc..	Column D Enter the total sum of pension received in the year 2010-11 by each member of the family who has retired, with the exception of once-and-for-all lump sum gratuities on retirement, which should be stated separately in Part III below.	Column F Enter the total rent received during the year 2010-11 from property, land, carpark, vehicle and vessel owned by family members. Enter the total annual income from subletting the property occupied by the family.				Column E Enter the total amount of contributions or remittances received (e.g. family / living expenses) in the year 2010-11 from other family members (such as those listed in Table 2) and relatives or friends.	Column G Enter other incomes received during the year 2010-11, such as Disability Allowance (i.e. DA) from the Social Welfare Department, etc..
		.4. 3.2.8 of Part II Guidance Notes for details.					
Relationship with Applicant	Age / Bonus / Part-time	Salary / Pension	Contribution for mortgage repayment or rentals received	Property / Land / Carpark / Vehicle / Vessel	Income (Please specify, such as Disability Allowance)	Total	
Applicant							
Father	12000	50000					
Mother	24000		2400				
Spouse							
Section A Part II Total Annual Income						296,000.00	

Section A Part III Additional information on retired parents of the applicant

Relationship with Applicant	Retirement Date	Enter your parents' once-and-for-all the amounts of lump sum gratuity received upon retirement and the pensions that they now receive each month.	Lump Sum Gratuity	Present Monthly Pension
Father				
Mother	9/9/2003	CCE COMPANY, LTD. (TEL.26262266)	200,000.00	0.00

~ @ & * Please refer to Page 10 for note.

Attention: Please do not omit any information. Add page if necessary.

Add Page

TABLE 1 FAMILY MEMBERS

Section B: Applicant's UNMARRIED sibling(s) residing with applicant and/or applicant's parent(s) between 1.4.2010 and 31.3.2011 (For married applicant, his / her children residing with applicant)

Section B Part I

Section B					Present Situation	
Code No. (CN)	Relationship	Name	Age	Occupation / Present (state name of and grade / rank)	Present Monthly Income	
5	BR				0.00	A
6	BROTHER	姚健康	20	UNEMPLOYED	0.00	A
7	SISTER	姚小蕙				
8						

Section B
Enter the information required on your unmarried siblings who are residing with you and/or your parents, including those who reside in hostels/mini-halls and attending one of the institutions covered by the Financial Assistance Scheme for Post-secondary Students and Student Finance Assistance Scheme. If you are married / separated / divorced / windowed, enter information on your children in this section.

If your family member is now being unemployed, you should still fill in his / her income from the period 1.4.2010 – 31.3.2011. In addition, you should state in Table 6 the period(s) of and reason for unemployment. Please provide documentary proof on unemployment, e.g. termination letter, medical proof, proof of looking for jobs, proof of studying full-time courses, etc..

Section B Part I (Continued)

Section B Part I (Continued)		Present Situation	
Code No. (CN)	Name	Employer / Firm / School (a) Name / Year of Study (only applicable to students) (b) Contact Telephone No. (c) Full / Part-time (if there is not enough space here to fill in all the information, please add page or use Table 6 at Page 15.)	Whether receiving CSSA from SWD* [@]
5	YIU WAI WAI	(a) ABC SECONDARY SCHOOL (FORM 5) (b) 23456789 (c) FULL-TIME	No
6	YIU KIN HONG	(a) (b) 28716452 (c) FULL-TIME	No
7	YIU SIU WAI	(a) B & B CO./C & C BOUTIQUE (b) 23331111 (c) FULL-TIME/PART-TIME	No
8		(a) (b) (c)	

These fields will be updated automatically.

Actual income during the Financial Year: 1.4.2010 – 31.3.2011

Please provide income proofs of all family members in Section B and refer to 3.2.4 to 3.2.8 of Part II of the Guidance Notes for details.

Section B Part II

Code No. (CN)	Name	Salary / Wage / Bonus / Allowance / Part-time income / Stundenship (not including Employee's contribution to MPF / Provident Fund)	Business Profit	Pension	Remittance / Contribution / Alimony / Contribution for mortgage repayment or rentals received	Rental Income of Property / Land / Carpark / Vehicle / Vessel	Other Income (please specify, such as Disability Allowance)	Total
		B	C	D	E	F	G [@]	
5	YIU WAI WAI							Section B No. of Persons 3
6	姚健康	80000						
7	YIU SIU WAI	84000						
8								

These fields will be updated automatically.

- @ * Please refer to Page 10 for note.

Section B Total Annual Income

164,000.00

Attention: Please do not omit any information. Add page if necessary.

Add Page

TABLE 1 FAMILY MEMBERS

Section C: Applicant's UNMARRIED sibling(s) # who has (have) left Hong Kong to study abroad between 1.4.2010 and 31.3.2011

Section C Part I

Section C
Enter the information on unmarried siblings who have left Hong Kong for studies and are dependent on your parents for living. Such sibling may be regarded as a family member if his / her level of study is up to the first degree. If you are married, leave this section blank.

Code No. (CN)	Relationship with Applicant	Name	Age	Country	Section C No. of Persons
9	SISTER	YIU MEI LAI	23	UNITED STATES	1
10					
11					

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Section C Part I (Continued)

Code No. (CN)	Name	Name of Institution	Course Name
9	YIU MEI LAI	YUZY UNIVERSITY	BACHELOR OF BUSINESS STUDIES
10			
11			

Section C Part I (Continued)

Code No. (CN)	Name	Level of Study (Degree, Master Degree)	Year of Study	Expected Month and Year of Graduation	Whether dependent on applicant's parents for living*
9	YIU MEI LAI	DEGREE	3	JUNE 2010	Yes
10					
11					

Section D: Applicant's grandparent(s) (excluding non-Hong Kong residents) who depended on applicant's parent(s) between 1.4.2010 and 31.3.2011

Code No. (CN)	Name	Age	Sex	Whether resided with family members listed in Sections A, B and C	Whether resided in applicant's parents' owned / rented premises if not residing with family members*^	Whether dependent on applicant's parents for living*	If resided in an elderly home, whether the expenses were fully covered by applicant's parents for an aggregate period of six months or more*	Whether receiving CSSA*®	Section D No. of Persons
12	WONG YING	70	F	Yes	No	Yes	No	No	1
13									
14									

^# @ * Please refer to Page 10 for note.

Attention: Please do not omit any information. Add page if necessary.

Add Page

TABLE 2 APPLICANT'S OTHER FAMILY MEMBERS – Applicant's sibling(s) living away from applicant and/or applicant's parent(s) (including those living in the Mainland or overseas) and/or any other persons residing with applicant and/or applicant's parent(s) but not included in Table 1

Part I

Code No. (CN)	Relationship with Applicant	Name	Age	Married/Single	Residential Address
15	BROTHER	YIU TAI FONG	26	M	FLAT A, 10/F., GOODVIEW BLDG., 28 GOODVIEW RD., MONGKOK, KLN.
16	SISTER	YIU HO YAN	24	S	ROOM A, 2/F., NO. 7 SHEUNG SHUI ROAD, SHEUNG SHUI, N.T.
17					
18					
19					
20					

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For example, if your married brother (i.e. Table 2 family member) gave \$2,000/month to your mother (i.e. Table 1 family member), you should write down \$24,000 as annual contribution in Table 2.

Part I (Continued)

Code No. (CN)	Name	Telephone No.	Occupation	expenses (e.g. family / living expenses, mortgage repayment or rental payments in Table 1 above between 2010 to 31.3.2011)	Whether dependent on applicant's parents for living*
15	YIU TAI FONG	2003 6998	TEACHER	24,000.00	No
16	YIU HO YAN	2727 9028	CLERK	0.00	No
17					
18					
19					
20					

These fields will be updated automatically.

Note for Page 7 to Page 10 :

- ~ Remittance / Contribution received by family members in Table 1 above includes family / living expenses, alimony, mortgage repayment / rental expenses provided by others (e.g. sibling(s) living away from applicant and/or applicant's parent(s), divorced parent, relatives / friends, etc.)
- # Please complete this part if the family member was a full-time student studying abroad between 1.4.2010 and 31.3.2011.
- @ CSSA : Comprehensive Social Security Assistance (excluding Old Age Allowance / Disability Allowance). Please report Disability Allowance in the "Other Income" column (column G) (not applicable to Table 1 Section D), and provide a copy of the notification letter. If your family member(s) received CSSA, please provide documentary proofs (**from 1.4.2010 to the latest**) from Social Welfare Department, including the Certificate of CSSA Recipients (for Medical Waivers) and notification letter.
- & If your parents have divorced or you have divorced, please state in Table 6 "ADDITIONAL INFORMATION BY APPLICANT" and provide documentary proofs. If your parents are not residing with your family members, please provide details in Table 6.
- * Please choose "Yes" or "No" in the Box.
- ^ Please provide documentary proof(s) if the residing premises was owned by the applicant's parents or rented by the applicant's parents for over 6 months.

Attention: Please do not omit any information. Add page if necessary.

Add Page

TABLE 3 ASSETS (including those in Hong Kong and outside Hong Kong)**(E) Bank Deposits (including savings / time / current / integrated accounts / club deposits in local and foreign currencies)***

Code No. of Owner	Name of Bank/ Financial Company	Account Number	Type of Account (e.g.savings deposits)	Currency	Balance as at 31.3.2011 (including time deposits with the mature date beyond 31.3.2011)
1	HANG SENG BANK	024-123-4567890	SAVINGS	HKD	1,577.95
(Applicant)	STANDARD BANK	000001-4-002052	SAVINGS	HKD	3,899.81
2	HANG SENG BANK	024-347-1-000007	SAVINGS	AUD	1,300.71
(Father)	HONG KONG BANK	004-478132455	TIME DEPOSIT	HKD	300,000.81
3	BANK OF CHINA	012-1-301100	CLUB DEPOSIT	HKD	204,000.00
(Mother)	HONG KONG BANK	004-478132455-001	CURRENT	HKD	608.79
4					
(Spous)					
Deposits Held in Joint Accounts					
3 & 11	HANG SENG BANK	024-347-2-000150	TIME DEPOSIT	HKD	30,000.06
For Official Use					

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* Please provide photocopies of documents that can identify the name of the holder of the account and the account number (e.g. the first page of a savings passbook) and photocopies of all bank accounts or monthly statements that can show ALL the transactions taken place between 1.4.2010 and 31.3.2011. Please highlight all income-related transactions on the photocopies. If the mature date of time deposit does not fall on 31.3.2011, you should still provide copies of the relevant receipt / notice / statement and write down the principal amount on it. If there is any missing statement / receipt / document, please ask the bank to reproduce one. To ensure that the financial circumstances as reported in the application is true and complete, the Agency will vet transactions shown in bank statements. When submitting your application, you must give explanations on the following transactions: (a) any 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.

Note: Please add page if necessary.

Add Page

TABLE 3 ASSETS (including those in Hong Kong and outside Hong Kong)

(F) Loan lent to Others on or before 31.3.2011 (balance as at 31.3.2011)

Code No. or Name of Owner	Amount (\$) of loan lent to others on or before 31.3.2011 and not yet repaid by borrower	For Official Use
3	60,000.00	

Please report the balance as at 31.3.2011 of all loans lent to others on or before 31.3.2011 by any family member listed in Table 1 Section A.

Please give details of asset held in trust for others / assets entrusted to others in Table 6.

(G) Others (balance as at 31.3.2011)

Code No. or Name of Owner	Gold (tael/ounce)	Silver (tael/ounce)	Cash (\$)	Asset held in trust for others(\$) [#]	Asset entrusted to others (\$) [#]	Other assets (please specify)*	For Official Use
3	2 TAEELS	NIL	12,800.00	100,000.00	No	No	

Please put down in this column all other assets of family member listed in Table 1 Section A as at 31.3.2011 (such as gold, silver, cash).

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(H) Insurance Policy (Savings/Investment-linked insurance policy(ies) with cash value and dividends) (Please provide document which can reflect policy value/dividend as at 31.3.2011)

Code No. or Name of Owner	Name (Insurance Policy Code)	Purchase Date	Currency	Value till 31.3.2011
2	Insured S... (S231806241)	6/6/2004	HKD	53,210.84

Please put down in this column all the savings / investment-linked insurance policy(ies) with cash value and dividends of family member listed in Table 1 Section A as at 31.3.2011.

Please give full details of the medical expenses of any member listed in Table 1 (Sections A to D) who is permanently incapacitated or chronically ill for which deduction of medical expenses may be allowed upon the production of receipts for the period between 1.4.2010 and 31.3.2011.

TABLE 4 MEDICAL EXPENSES (1.4.2010 – 31.3.2011) (Please provide the relevant receipts)

Code No. or Name of Family Member	Nature of Incapacity or Chronic Illness	Annual Expenses	For Official Use
2	DIABETES	10,800.00	
3	KIDNEY DISEASE	9,800.00	

TABLE 5 RESIDENCE IN HONG KONG

This field will be updated automatically.

I, YIU SUN CHING, have * right of abode in Hong Kong. I have resided or have (name)

had my home continuously in Hong Kong since the Year 1986

* Please select "have" or "do not have"

[#] Please provide photocopies of documents and specify in Table 6.

*Such as cheques in transit.

Please state whether you have the right of abode in Hong Kong and give the length of your residence in the territory.

Note: Please add page if necessary.

Add Page

TABLE 6 ADDITIONAL INFORMATION BY APPLICANT

2011/12

Divorce proceedings of my parents are in progress. The Petition for divorce was filed with the District Court in January 2011. When the judgement of the court is available, relevant formal divorce documents will be submitted to your Agency for reference. Copy of my parents' Petition for Divorce is attached with this application form.

My mother is not residing with my siblings and me. My mother's address is: Flat Z, 19/F, Block Z, Very Well Garden, Lam Tin, Kowloon. The copies of the related documents are attached with this application form.

Besides, another sister will be emigrating from the Mainland in December 2011 and will then be residing with my mother. Copies of the related documents are attached with this application form.

As at 31/3/2011, my mother was still listed in the tenancy of the public housing unit in which my father, siblings and I were residing at. The address of the public housing unit is: Room 888, Ting Ling House, Ting Dong Estate, Kwun Tong, Kowloon. A copy of the tenancy agreement is attached with this application form.

Details of the unemployment of the applicant's younger brother as reported in Table 1 Section B should be given in this table.

My brother, YIU Kin-hong was laid off by his previous employer in June 2010. He was unemployed from 18/6/2010 to 31/8/2011. Copies of termination letter and employment letter are attached with this application form.

Details, together with reasons and supporting documents, should be given in this table.

Due to investment failure, my father has incurred debts for over \$1,000,000 from banks and finance companies. We are now experiencing financial hardship. We hope that your Agency can help relieve our family's financial difficulties and support my studies. Copies of the related documents are attached with application form.

Please provide the details and reasons in this table, and attach the relevant proofs.

Details of the assets held in trust by the applicant's mother as reported in Table 3 Section G should be given in this table and the relevant proofs should be attached.

My mother is holding in trust \$100,000 for my maternal grandfather (V... document is attached with this application form.

The supporting document(s) that is/are not yet available should be stated here.

The following supporting document(s) is / are not yet available :

Photocopies of my mother's club deposit account
(Account No.: 012-1-301100)

Signature of applicant

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

Signature of Applicant
(Please use separate sheets if necessary)

To avoid loss of the documents when submitting them by fax/mail/in person, please enter on every page of the documents applicant's name and identity card number.

Add Page

DECLARATION

(a) By Applicant:

This field will be updated automatically.

This field will be updated automatically.

The Declarant must read the Guidance Notes [TSFS/1A(2011)] / [TSFS/1B(2011)] carefully in completing this Declaration. The Guidance Notes is available at the SFAA's Home Page at <http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>.

I, YIU SUN CHING, have read and fully understood the Guidance Notes on
(name)

the Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) 2011/12 and the Important Note (1) to (4) in Annex I of this Form. I have filled in and am sending back to you pages from the Page 1 to Page 17 and 0 additional page(s) of this application form. I agree to the terms of, and undertake to abide by the Guidance Notes [and such other requirements as specified from time to time by the Government of the Hong Kong Special Administrative Region (the HKSAR Government)] if the HKSAR Government grants me financial assistance under the TSFS. I declare that the information provided in this application for the TSFS (which shall include any documents submitted to the Student Financial Assistance Agency (SFAA) in support of the application such as TSFS/SA(2011) or TSFS/SB(2011) [Form S for TSFS] and FASP/SA(2011) or FASP/SB(2011) [Form S for the Financial Assistance Scheme for Post-secondary Students (FASP)] (my application), including all the related documents provided, is complete and true to the best of my knowledge. I am aware that the HKSAR Government will rely, and consent to the HKSAR Government relying on the information provided by me to determine the eligibility and the level of financial assistance to be offered to me under the TSFS and my sibling(s), (if any, and if any should submit an application for financial assistance to the SFAA) under the TSFS or the FASP. I also understand that any person who by any deception dishonestly obtains for himself or another any pecuniary advantage shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).

2011/12

I further give my consent to any Government Policy Bureaux and Departments or private bodies to release my personal data to the SFAA for the purpose of processing this application.

I declare that as at the date of this application

Please put a "x" in the appropriate box.

I am not a bankrupt and have not applied for Individual Voluntary Arrangement [i.e. the Court has not approved any repayment proposal by me in my capacity as a debtor on how I will repay my creditors] and I am not aware of any legal proceedings which have been started (or are pending or being threatened) against me for my bankruptcy or for the appointment of a receiver, administrator, administrative receiver, trustee or similar officer over any or all of my assets.

I am a bankrupt; and/or I have applied for Individual Voluntary Arrangement [i.e. the Court is considering or has approved a repayment proposal by me in my capacity as a debtor on how I will repay my creditors] and/or I am aware that legal proceeding(s) has / have been started (or are pending or being threatened) against me for my bankruptcy or for the appointment of a receiver, administrator, administrative receiver, trustee or similar officer over any or all of my assets. I have set out the full details in relation to the above at Table 6 – "ADDITIONAL INFORMATION BY APPLICANT".

I hereby consent, and confirm that each of the family members and other persons in respect of which personal data or other information (Information) is provided in my application (including during the course of consideration of such application) consents, to the HKSAR Government [including the SFAA and any Government Policy Bureaux and Departments] and the institution offering the programme in respect of which I am making this application using the Information for any purpose contemplated in paragraph 9 of Part I of the Guidance Notes and any purpose directly related to such purpose. I also authorise and consent to my institution releasing personal data of which I am the subject of the data held by it to the HKSAR Government in order for the HKSAR Government to use such information to process my application (and any other application I may make to the HKSAR Government) and for any other purpose contemplated in paragraph 9 of Part I of the Guidance Notes and any purpose directly related to such purpose. In particular, I confirm that I authorise the HKSAR Government to release the results of my application to my institution as mentioned in paragraph 9.3 of Part I of the Guidance Notes.

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

I agree to let the HKSAR Government check and counter-check this application in accordance with paragraph 4.6 in Part I of the Guidance Notes. If I refuse to co-operate, I undertake to refund all the financial assistance already received by me under my application and any other application I may take to the HKSAR Government.

I acknowledge that the HKSAR Government's payment of the grant(s) and/or loan(s) shall be subject to my honouring all the obligations, conditions and covenants set out in my application and the other terms by which I am bound under the TSFS.

Signature of applicant / HKID No.: _____ Signature of applicant _____ A 123456(7)
Date : 1/11/2011

This field will be updated automatically.

^ Please put a "x" in the appropriate box.

Attention
In recent years, a number of applicants and even their family members, all without any criminal record, were convicted on charges of Fraud arising from the failure to disclose incomes / assets during the application process. Applicants are reminded that they must report ALL family incomes and assets and the information provided must be true and complete.

DECLARATION

(b) By Applicant's parents or spouse#:

The Declarant must read the Guidance Notes [TSFS/1A(2011)] / [TSFS/1B(2011)] carefully in completing this Declaration. The Guidance Notes is available at the SFAA's Homepage at <http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>.

I, YIU TAI CHI, father of the applicant,
(name)

This field will be updated automatically.

I, WONG MEI MEI, mother of the applicant,
(name)

This field will be updated automatically.

I, _____, spouse of the applicant,
(name)

Please select as appropriate.

2011/12

fully understand the Guidance Notes on the Tertiary Student Finance Scheme – Publicly-funded Programmes 2011/12. We / I* declare that the information provided in this application form about our / my* family, including all the related documents provided, is complete and true. We are / I am* aware that the Student Financial Assistance Agency (SFAA) will rely on the information to determine the eligibility and the level of financial assistance to be offered to the applicant and applicant's sibling(s), if any, who will submit the Form S for TSFS [i.e. TSFS/SA(2011) or TSFS/SB(2011)] or the Form S for FASP [i.e. FASP/SA(2011) or FASP/SB(2011)] under the Schemes. We / I* also understand that any person who by any deception dishonestly obtains for himself or another any pecuniary advantage shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).

We / I* further give our / my* consent to any Government Policy Bureaux and Departments or private bodies to release our / my* personal data to the SFAA for the purpose of processing this application.

Signature of applicant's father / HKID No. #: _____ / B123321(8)

Signature of applicant's father

This field will be updated automatically.

Date : 1/11/2011

Signature of applicant's mother

This field will be updated automatically.

Signature of applicant's mother / HKID No. #: _____ / C455655(7)

Date : 1/11/2011

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

Please make sure that the declaration is signed by your parents or spouse (if you are married). The applicant should not sign the declaration on behalf of his / her parents / spouse. If he / she does so, the application will be rejected. In addition, such an act is an offence of forgery under the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong). An offender shall be liable on conviction or indictment to imprisonment for 14 years.

Date : _____

* Delete if inappropriate.

If you are not married, your parent(s) should sign the declaration personally. If you are married, your spouse should sign the declaration personally. Any person (including the applicant and his / her family member) signing the declaration on behalf of applicant / the parent(s) / spouse will not only lead to the application being rejected, but will also constitute an act of forgery, which on conviction, may hold the offender liable for imprisonment for 14 years under the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong).

Attention

In recent years, a number of applicants and even their family members, all without any criminal record, were convicted on charges of Fraud arising from the failure to disclose incomes / assets during the application process. Applicants are reminded that they must report ALL family incomes and assets and the information provided must be true and complete.

Please put a "x" in the appropriate box

Checklist of Supporting Documents

Before submission of application, please check if you have:

- Completed fully all parts of the application form.
- Prepared copies of all relevant supporting documents (please make sure that the information shown on the copies is clear).
- Submitted additional page(s) *2A/7A/8A/9A/10A/11A/12A/13A/14A/15A (*delete if inappropriate) of this Form.

Identity Information

- Applicant's HKID card and student card which can identify applicant's registered full-time status;
- Applicant's offer letter of admission or bank pay-in slips of tuition fee or any other documents which can identify the course taken;
- The HKID card(s) of applicant's father and mother (or spouse/child, if married);
- The HKID cards / sibling's student ID of applicant's sibling(s) / grandparent(s) listed in Sections B, C and D of Table 1. If the applicant cannot obtain the ID card, please provide other document proving the identity of the family member;
- The marriage certificate of applicant;
- The birth certificate of child of married applicant (if his / her child is not in possession of HKID card).

Income Information

- Proof of the amount of applicant's studentship or income derived from appointment by institution received / to be received from graduation-tied training / placement / internship in the 2011/12 academic year (including the summer months of year 2011), e.g. employment letter / contract, certification letter from the employer or other income proof (Part G/Part I/Part J);
- Income proof of applicant's parent(s) and unmarried sibling(s) residing with applicant and/or applicant's parent(s) (or applicant's spouse, if the applicant is married) for the period **1.4.2010** to **31.3.2011**, e.g. salary statement / Hong Kong Inland Revenue Department's Employer's Return of Remuneration and Pensions [IR56B] / Profit & Loss Account or other income proof (if unemployed, please provide documentary proof).

Asset / Residence Information

- Supporting documents for property / land / carpark (Table 3, Section A) such as Sales and Purchase Agreement, Demand for Rates, mortgage repayment schedule, assignments and deeds;
- Public housing unit tenancy agreement;
- Vehicle Registration Certificate (Table 3, Section B);
- Mortgage repayment schedule for vehicle (Table 3, Section B);
- Business Registration Certificate (Table 3, Section C);
- Company's balance sheet (Table 3, Section C);
- Certificate(s) or monthly statement(s) of 31.3.2011 showing the type(s) and quantity / quantities of investment items as at 31.3.2011, e.g. shares / warrants / bonds and funds (Table 3, Section D);
- All passbooks and monthly statements of all types of bank deposits (including those closed between 1.4.2010 and 31.3.2011) of the applicant and his / her parent(s) (or his / her spouse, if applicant is married) (Table 3, Section E) including the page showing the account holder's name, account number and all pages showing the transactions from **1.4.2010** to **31.3.2011**. For the account mentioned in Part D of the application for payment of financial assistance, if it was opened after 31.3.2011, only the page showing the account holder's name and account number and the page showing the opening balance are required (Table 3, Section E);
- Certificate(s) / receipt(s) / notice(s) on time deposit(s) showing the balance as at 31.3.2011 (Table 3, Section E);
- Annual statement showing the value of savings / investment-linked insurance policy(ies) with cash value and dividends as at 31.3.2011 (Table 3, Section H).

Expenses Information

- Medical receipts from **1.4.2010** to **31.3.2011** for family member(s) with chronic illness / permanent incapacity (Table 4);
- Receipts for expenses for dependent grandparent(s) residing in elderly home from **1.4.2010** to **31.3.2011** (Table 1, Section D).

Other Information

- Documentary proofs (from **1.4.2010** to the latest) from the Social Welfare Department for family member(s) who is / are receiving Comprehensive Social Security Assistance (CSSA), including the Certificate of CSSA Recipients (for Medical Waivers) and notification letter;
- Any other documents relevant to the application.

- Provided supplementary information in Table 6 – "ADDITIONAL INFORMATION BY APPLICANT" and prepared the relevant documents (Page 15).
- Signed with your father and mother or spouse on the page for declaration (Page 16 and Page 17).
- Completed the mailing label and register label (TSFS/3) distributed by your institution.

Notes:

/ () -- Please put a "x" if appropriate

Tertiary Student Finance Scheme – Publicly-funded Programmes

2011/12 Student Application Form (Form G) Annex I

(It is not necessary to submit this page)

Important Notes (1)

This is a general application form which ALL TSFS applicants should submit, except for those who are both eligible and choose to use the simplified version of application form “Form S”. [TSFS/SA(2011)] / [TSFS/SB(2011)].

Form S is a simplified version of application form for TSFS. Applicant may choose to complete the application form “Form S” if you fulfill ALL the following criteria:

- (a) applicant has an unmarried sibling residing with applicant and he / she has submitted or is submitting an application for the TSFS under Form G [TSFS/GA(2011)] / [TSFS/GB(2011)] or the Financial Assistance Scheme for Post-Secondary Students (FASP) under Form G / Form D [FASP/GA(2011)] / [FASP/GB(2011)] / [FASP/DA(2011)] / [FASP/DB(2011)] for the 2011/12 academic year; and
- (b) applicant is not married.

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

Important Notes (2)

- 1. Applicant must complete Part A to Part F (Page 3 to Page 4) of this Form with computer. Besides, applicant must complete all the mandatory fields (fields with red borders) to print Page 1 and Page 3 of this form. Please be aware that only forms downloaded from the Agency’s Homepage are approved forms.**
2. If applicant chooses to use this application form, please complete all parts and make reference to the Guidance Notes and Sample for Reference in Completing the Application Form, as well as the Important Notes in Annex I of this Form.
3. If applicant chooses to use Form S, he / she needs not submit financial information and supporting documents concerning his / her family members other than his / her own. The financial information provided in his / her sibling’s application Form G / Form D will be taken to assess his / her eligibility for assistance. However, if applicant is eligible to use Form S but would like to provide a full set of information on himself / herself and his / her family members, applicant may still choose to submit Form G instead of Form S.
4. Applicant is eligible to apply for this scheme if applicant fulfills the following criteria:
 - (a) Applicant is registered as a full-time student and take up an exclusively University Grants Committee-funded or exclusively publicly-funded student place of a recognised course at one of the local post-secondary institutions (please refer to Part I paragraph 2.1 of the Guidance Notes for the list of institutions) in the 2011/12 academic year.
 - (b) Applicant has the right of abode in the Hong Kong Special Administrative Region (Hong Kong) or have resided or have had his / her 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.
5. Applicant **MUST** read the Guidance Notes [TSFS/1A(2011)] / [TSFS/1B(2011)] carefully in completing Form G. The Guidance Notes is available at the Student Financial Assistance Agency’s (SFAA) Homepage at <http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>.
6. Applicant will be informed of the financial assistance and/or loan(s) he / she is entitled under TSFS and the Non-means-tested Loan Scheme (NLS), if any, simultaneously in his / her TSFS notification of result. If applicant wishes to accept the NLS loan offered, applicant may obtain the required loan documents from his / her institution or this Agency and submit the loan documents and the bank pay-in slip for the administrative fee paid in person or authorise a person to do so on his / her behalf to this Agency on or before the deadline stated in his / her TSFS notification of result. Applicant may refer to the NLS Application Guidance Notes [NLS 111A(2011)] / [NLS 111B (2011)] for more details on the NLS.

Tertiary Student Finance Scheme – Publicly-funded Programmes

2011/12 Student Application Form (Form G) Annex I

(It is not necessary to submit this page)

Important Notes (3)

1. This application must be completed FULLY and TRUTHFULLY. The information supplied by the applicant in this application will be used to determine the appropriate level of financial assistance to be offered to the applicant and, if appropriate, the applicant's sibling(s) if the latter's application(s) is / are submitted under TSFS/SA(2011) or TSFS/SB(2011) or FASP/SA(2011) or FASP/SB(2011). Any misrepresentation or omission in this application form and/or Form S for the TSFS or the FASP may lead to disqualification from application and/or full recovery of financial assistance already paid to the applicant and/or the applicant's sibling(s), and court proceedings. Applicants are reminded that it is an offence to obtain property or pecuniary advantage by deception. Any person who does so commits an offence and shall be liable on conviction upon indictment to imprisonment for 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong). Applicants are also reminded that if any person being required or authorised by law to make any statement on oath for any purpose and being lawfully sworn (otherwise than in a judicial proceeding) wilfully makes a statement which is material for that purpose and which he knows to be false or does not believe to be true, he shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 7 years and to a fine under the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong).
2. Applicant should inform the Student Financial Assistance Agency (SFAA) in writing immediately (office address: 11/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon) of any change of information in Parts A to J after submission of the application. Amendment form TSF/C/18A or TSF/C/18B for the purpose is obtainable at his / her institution, the SFAA and the SFAA website (<http://www.sfaa.gov.hk/eng/public/index.htm#tsfs>). Failure in timely provision of changes to the SFAA will cause unnecessary delay in processing the application. If applicant changes study to another institution after submission of the application, applicant needs not submit a fresh application. Applicant should write to inform SFAA of the changes.
3. Every year, the SFAA selects a number of successful applicants for counter-checking and home visits. Applicants and their family members are requested to co-operate with our staff. Intentional obstruction of our staff in their course of investigation or concealment of information may lead to full recovery of the financial assistance already paid and even court proceedings.
4. If applicant is not married, both of his / her parents should sign the declaration on Page 17 of this Application. If applicant is married, his / her spouse should sign the declaration. He / she should not sign the declaration on behalf of his / her parents / spouse. If applicant does so, the application will be rejected. Applicants are reminded that a person who makes a false instrument, with the intention that he or another shall use it to induce somebody to accept it as genuine, and by reason of so accepting it to do or not to do some act to his own or any other person's prejudice, commits the offence of forgery and is liable on conviction on indictment to imprisonment for 14 years under the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong).
5. Please note that at the time of submitting application, if applicant fails to report / attach the required information / supporting document in / to the application form, 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.

Important Notes (4)

1. Please note the followings when printing the completed application form:
 - Please use white color A4 size (297mm x 210mm) paper. The paper used should be plain paper and not lined paper.
 - The form should be printed on one side only, and in portrait. The form printed should not consist of half lines leaving the other half lines to be matched from another page.
 - If printouts of the form submitted are blurred, it might be necessary to return the whole set of form to the applicant. The applicant will need to re-submit a new set of form which is clear and readable.
2. To prevent any loss of sheet, the completed application form should be linked together by stapling tightly on the top left corners of the sheets. If applicant fails to submit any one page of this application form, applicant will be required to submit the relevant information, it might affect the processing time of the application. All parts of this application form should be fully completed. Otherwise, the SFAA will return it to applicant for completion. This will delay the processing of the application. If applicant fails to submit the necessary supporting documents without good reason, the application will not be considered.
3. Applicant should punch the top left corner of the form and the supporting documents; and then use a piece of file string to link up the form and all supporting documents in sequential order as listed above before submission to his / her institution. Completed application form and supporting documents, once submitted, are not returnable. If necessary, applicant is advised to retain one hard copy or soft copy for his / her own reference.

