

D. Notes

Note 1. Applications for review for 2009/10 could only be considered if submitted to the Agency within the following deadlines :

- (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.

To facilitate processing, please enclose a copy of the 2009/10 notification of result. Applications for review submitted before the date of notification of results for 2009/10 would NOT be considered.

Note 2. If an applicant (1)'s sibling, who has received the notification of result under the TSFS or the FASP, also wants to review the result, he/she should either sign on this application or use a separate form.

Note 3. Applicants may choose to accept the financial assistance first without waiting for the result of the application for review. However, 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, applicants are required to refund to the Student Financial Assistance Agency the overpaid amount upon demand.

Applicants do NOT have to apply for a review under the following circumstances :

- (1) If you would join/have joined **overseas compulsory field trips** that constitute an essential part of the course/programme, additional financial assistance in the form of grant may be awarded to you. Upon receiving further information on the expenses of the compulsory field trips for the whole academic year from institutions, the Agency will re-assess your financial entitlements and inform you of the revised financial entitlements accordingly. As such, there is no need for you to apply for a review separately.
- (2) In case of the following circumstances, instead of applying for review, you should inform the Agency by using the following forms:

Circumstances	Appropriate Forms to Use
Change of course codes / institution / tuition fee	TSF/C/18B
Change of correspondence address	TSF/C/18A

You can obtain the above forms at the Student Affairs Office of your institution, the counter of the Agency at 11/F Cheung Sha Wan Government Offices, and the Agency's homepage (<http://www.info.gov.hk/sfaa/>).

E. Submission of Application for Review

Applications can be submitted to the Agency by one of the following ways -

- (i) By Mail: Student Financial Assistance Agency
11/F, Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road
Kowloon
- (ii) By Hand: Mondays to Fridays during office hours (8:45 a.m. - 1:00 p.m. and 2:00 p.m. - 5:45 p.m.)
Drop-in box at the reception hall of 11/F, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon
Saturdays (except public holidays)
Drop-in box at the lift lobby of G/F, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon
- (iii) By Fax: 2519 8512 / 2802 4431 (No need to fax page 2 of this form.)

For enquiries, please call 2802 2345 during office hours.

If you have used separate sheet(s) and /or forwarded documents with supplementary information, please write your name and identity card number on every page to avoid loss.