



Student Finance Office
Working Family and Student
Financial Assistance Agency

Financial Assistance Scheme for
Post-secondary Students (FASP)
Application for Financial Assistance for 2016/17

Form G

This general application form is for use by ALL FASP applicants. However, you may choose to submit your application by using "Form S", which is a simplified version of Form G, if you fulfil ALL the following criteria:

- (a) you have an unmarried sibling residing with you and he/she has submitted or is submitting an application for FASP under Form G [FASP/GA(2016)] / [FASP/GB(2016)] or an application for the Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) under the full version of Form S, and he/she is not married;
- (b) you are not married.

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

You must read the FASP Guidance Notes [FASP/GA(2016)] / [FASP/GB(2016)] carefully when completing Form G. The Guidance Notes is available at the Student Finance Office (SFO)'s webpage at <http://www.wfsfaa.gov.hk/foren/postsecondaryfasp/application/forms.htm>. Please visit our website (<http://www.wfsfaa.gov.hk/sfo>) for latest information of FASP.

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

- (1) You must apply to FASP/TSFS if you:
 - (a) are a registered full-time student*, aged 30 or below (i.e. born on or after 1 September 1985);
 - (b) are engaged in a full-time locally-accredited* self-financing post-secondary education programme at sub-degree (i.e. associate degree or higher diploma) or bachelor degree level;
 - (c) have not accepted financial assistance under any other publicly-funded student finance assistance scheme [e.g. the Continuing Education Fund (CEF)] for the programme/course covered by the application in the same academic year; and
 - (d) 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 immediately prior to the commencement of the course. This does not cover students staying in Hong Kong holding student visas.(* Please refer to Part I of the Guidance Notes for the definition)
- (2) If you fail to report / attach the required information / supporting documents at the time of application, and the information / supporting documents are reported / provided only upon the SFO's enquiry, these will be treated as misrepresentations and / or omissions. Therefore, please complete the application in detail and submit all the supporting documents. If misrepresentation(s) or omission(s) is / are found, your application may be rejected.
- (3) If you choose to use Form S, you need not submit financial information and supporting documents in respect of your family members other than your own. The financial information provided in your sibling's application Form G / full version of online application for TSFS will be used to assess your eligibility for assistance. 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.
- (4) Please complete all parts in block letters using black or dark blue ball pen.

申請人如需要此表格的中文版本，可向學生資助處或所屬院校索取。

FASP/GB(2016)

Copies of HKID card / Student card of Applicant and Family Members

Attention: Please stick below copies of HKID card / student card (if applicable) of the family members listed in Table 1 at page 8 of this application form. (You may make additional copy(ies) of this page for use if necessary)

<p>Copy of Applicant's HKID card</p>	<p>Copy of Applicant's student card</p>
<p>Copy of HKID card of Applicant's father (For married applicant, please provide copy of HKID card of spouse)*</p>	<p>Copy of HKID card of Applicant's mother</p>
<p>Copy of HKID card / student card of family member listed in Sections B to D under Table 1#</p>	<p>Copy of HKID card / student card of family member listed in Sections B to D under Table 1#</p>
<p>Copy of HKID card / student card of family member listed in Sections B to D under Table 1#</p>	<p>Copy of HKID card / student card of family member listed in Sections B to D under Table 1#</p>

* Please also provide copy of applicant's marriage certificate, as well as HKID card or birth certificate / student card copy of applicant's children.

Please provide his/her student card copy if the family member is a full-time student.

STUDENT FINANCE OFFICE		FOR INSTITUTION USE	
WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY		Application No.	
FINANCIAL ASSISTANCE FOR POST-SECONDARY STUDENTS		1	2
FOR 2016/17 (FORM G)		P	E
		3	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Enter your name in Chinese and English as shown in your Hong Kong Identity Card. Please use BLOCK letters, start at the first box and leave a space after each word. Commas are not required. </div>			
PART A			
Name in Chinese (if applicable)		姚新青 (Name)	
Full name in English (Surname first, personal name to be followed by Christian or first name, please leave one spacing inbetween surname/name.)			
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) <div style="border: 1px solid red; padding: 2px; margin-top: 5px;">Right-justify your Hong Kong Identity Card number.</div>		
Date of Birth/Title	72 0 9 m 74 1 9 9 3 y 78 1 ('1' Mr., '2' Miss, '3' Ms.)		
Marital Status	79 S ('S' single, 'M' married/separated/divorced/widowed)		
Residential Address	<div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> (If your residential address cannot be reached by post, please give your correspondence address here and give the address of your live-in place in "Table 7 – Additional Information by Applicant".) </div> 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.(Optional)	160 2 3 4 5 6 7 8 9		
Mobile Phone No.	168 9 8 7 6 5 4 3 2 – 176 <div style="border: 1px solid red; padding: 2px; margin-top: 5px;">Applicable to Pager number only.</div>		
PART B			
BANK NAME & ACCOUNT NO. FOR PAYMENT OF FINANCIAL ASSISTANCE			
NAME OF BANK : HANG SENG BANK LTD. Bank Code – Account Number 180 0 2 4 – 1 2 3 4 5 6 7 8 9 0		<div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> If you wish to apply for Non-means-tested Loan Scheme for Post-secondary Students, enter 'Y'. Otherwise, write 'N'. </div>	
PART C			
APPLIED LOAN SCHEME FOR POST-SECONDARY STUDENTS			
Do you wish to apply for Non-means-tested Loan Scheme for Post-secondary Students? Y ('Y' Yes, 'N' No) <div style="border: 1px solid black; padding: 5px; margin-top: 10px; float: right;"> Please see Para. 6.3 of Part I of the Guidance Notes </div>			

PART D		INFORMATION ON COURSE OF STUDY IN 2016/17	
Student Identity Card No. (L	Enter the student identity card number if you have one. Left-justify your data.	196	0 1 6 5 4 3 2 1
Institution Code (Before institution code and the course code)	Please check the institution code and course code with your institution or visit the SFO's webpage to check the required information.	207	A Z 208
Year of Intake		2015	
Institution Course/Programme Name		ASSOCIATE OF ARTS IN BUSINESS (YEAR 2)	
SFO Course Code		209	1 2 3 4 5 6 E D 216
SFO Course Description	Please note that some of the institution course/programme names are different from SFO Course Description.	ASSOCIATE OF ARTS IN BUSINESS (YEAR 2)	
Annual Total Tuition Fee for the		217	4 0 0 0 0 . 0 0 224
Were you a full-time student of the institution reported in boxes 207-208 in the 2015/16 academic year?		225	Y ('Y' Yes, 'N' No)
Year of study in the 2016/17 academic year.	Enter your year of study in the 2016/17 academic year.	226	2 "1" for Year 1, "2" for Year 2 and so on
Expected graduation date	Enter your anticipated date of graduation here.	227	2 0 1 7 230 231 0 6 232
No. of credit units to be taken in the 2016/17 academic year (Applicable to applicants who are taking credit units taken)	Enter the number of credits (right-justified) if your tuition fees are based on the number of credits you will take. Otherwise, leave the boxes blank.	233	. 236
PART E		STUDENT TRAVEL SUBSIDY (2016/17)	
If you wish to apply for Student Travel Subsidy, please tick box 237 and complete boxes 238 – 351.		237	<input checked="" type="checkbox"/>
Your 2016/17 term-time residential address is:			
Flat/Room 238	8 8 8	Floor 243	
Name of Building 251	TING LING HOUSE		
Estate/Village 276	TING DONG ESTATE		
No. and Name of Street 301			
District 326	KWUN TONG		
Area 351	2 (1 – Hong Kong)		
Did you or your parents/spouse receive Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department for the whole period from 1.4.2015 to 31.3.2016 or is anyone in your family receiving it?		352	N
Did your parents run any business between 1.4.2015 and 31.3.2016 (for instance, they are the proprietors of factories, transportation companies or trading companies), enter 'Y'. Otherwise, please write 'N'.		353	Y
Apart from the self-occupied home, property / land / carpark as at 31.3.2016?		354	Y ('Y' Yes, 'N' No)
No. of Family Members (Table 1, Section A)	The figures entered in boxes 355 to 358 should be the same as the number of persons entered in Sections A, B+C and D of Table 1. The amounts of annual income entered in boxes 359 to 372 should be the same as the amounts entered in Sections A and B of Table 1.	355	3
Annual Income (Table 1, Section A)		356	0 4
Annual Income (Table 1, Section B)		358	1
HKID No. of your father	The data of your parents' Hong Kong Identity Card numbers should be right-justified.	359	\$ 3 3 2 0 0 0
HKID No. of your mother		366	\$ 1 6 4 0 0 0
		373	B 1 2 3 3 2 1 (8)
		382	C 4 5 5 6 5 5 (7)

STUDENT FINANCE OFFICE		ASSISTANCE AGENCY		FOR INSTITUTION USE	
WORKING FOR FINANCIAL ASSISTANCE APPLICATION		1 2 P E		Application No. 3 	
PART A		PERSONAL DATA OF APPLICANT			
Name in Chinese (if applicable)		姚新青 (Name)			
Full name in English (Surname first, personal name to be followed by Christian or first name, please leave one spacing inbetween surname/name.)		<div style="display: flex; align-items: center;"> 25 <div style="display: flex; flex-direction: row-reverse;"> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">Y</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">I</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">U</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">S</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">U</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">N</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">C</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">H</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">I</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">N</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">G</div> </div> </div>			
Hong Kong Identity Card No.		<div style="display: flex; align-items: center;"> 61 <div style="display: flex; flex-direction: row-reverse;"> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">A</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">1</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">2</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">3</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">4</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">5</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">6</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">(7)</div> </div> </div>			
Date of Birth/Title		<div style="display: flex; align-items: center;"> 72 <div style="display: flex; flex-direction: row-reverse;"> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">0</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">9</div> </div> m 74 <div style="display: flex; flex-direction: row-reverse;"> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">1</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">9</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">9</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">3</div> </div> y 78 <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">1</div> ('1' Mr., '2' Miss, '3' Ms.) </div>			
Marital Status		<div style="display: flex; align-items: center;"> 79 <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">S</div> ('S' single, 'M' married/separated/divorced/widowed) </div>			
Residential Address (If your residential address is not the same as your correspondence address, please put down your correspondence address here and give the address of your live-in place in "Table 7 – Additional Information by Applicant".)		<div style="display: flex; flex-direction: column;"> <div style="display: flex; align-items: center;"> 80 <div style="display: flex; flex-direction: row-reverse;"> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">R</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">O</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">O</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">M</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">8</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">8</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">8</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">T</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">I</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">N</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">G</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">L</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">I</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">N</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">G</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">H</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">O</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">U</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">S</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">E</div> </div> </div> <div style="display: flex; align-items: center;"> 104 <div style="display: flex; flex-direction: row-reverse;"> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">T</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">I</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">N</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">G</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">D</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">O</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">N</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">G</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">E</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">S</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">T</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">A</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">T</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">E</div> </div> </div> <div style="display: flex; align-items: center;"> 128 <div style="display: flex; flex-direction: row-reverse;"> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">K</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">W</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">U</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">N</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">T</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">O</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">N</div> </div> </div> <div style="display: flex; align-items: center;"> 144 <div style="display: flex; flex-direction: row-reverse;"> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">K</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">O</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">W</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">L</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">O</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">O</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">N</div> </div> </div> </div>			
Residential Phone No.(Optional)		<div style="display: flex; align-items: center;"> 160 <div style="display: flex; flex-direction: row-reverse;"> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">2</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">3</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">4</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">5</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">6</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">7</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">8</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">9</div> </div> </div>			
Mobile Phone No.		<div style="display: flex; align-items: center;"> 168 <div style="display: flex; flex-direction: row-reverse;"> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">9</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">8</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">7</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">6</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">5</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">4</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">3</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">2</div> </div> – 176 <div style="display: flex; flex-direction: row-reverse;"> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;"></div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;"></div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;"></div> </div> </div>			
PART B		BANK NAME & ACCOUNT NO. FOR PAYMENT OF FINANCIAL ASSISTANCE			
NAME OF BANK : <u>HANG SENG BANK LTD.</u>					
Bank Code – Account Number		<div style="display: flex; align-items: center;"> 180 <div style="display: flex; flex-direction: row-reverse;"> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">0</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">2</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">4</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">1</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">2</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">3</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">4</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">5</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">6</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">7</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">8</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">9</div> <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">0</div> </div> </div>			
Do you wish to apply for Non-means-tested Loan Scheme for Post-secondary Students, enter 'Y'. Otherwise, write 'N'.		cant (student)'s own account number correctly)			
PART C		APPLIED NON-MEANS-TESTED LOAN SCHEME FOR POST-SECONDARY STUDENTS			
Do you wish to apply for Non-means-tested Loan Scheme for Post-secondary Students?		<div style="display: flex; align-items: center;"> 195 <div style="border: 1px solid black; padding: 2px; margin: 0 2px;">Y</div> ('Y' Yes, 'N' No) </div>			

PART D		INFORMATION ON COURSE OF STUDY IN 2016/17	
Student Identity Card No. (L	Enter the student identity card number if you have one. Left-justify your data.	196	0 1 6 5 4 3 2 1
Institution Code (Before institution code and the course (http://www.wfsfaa.gov.hk/sfo/en/pos	Please check the institution code and course code with your institution or visit the SFO's webpage to check the required information.	207	A Z 208
Year of Intake		2015	
Institution Course/Programme Name		ASSOCIATE OF ARTS IN BUSINESS (YEAR 2)	
SFO Course Code	Please note that some of the institution course/programme names are different from SFO Course Description.	209	1 2 3 4 5 6 E D 216
SFO Course Description		ASSOCIATE OF ARTS IN BUSINESS (YEAR 2)	
Annual Total Tuition Fee for the 2016/17 Academic Year		217	4 0 0 0 0 . 0 0 224
Were you a full-time student of the institution reported in boxes 207-208 in the 2015/16 academic year?		225	Y ('Y' Yes, 'N' No)
Year of study in the 2016/17 academic year	Enter your year of study in the 2016/17 academic year.	226	2 "1" for Year 1, "2" for Year 2 and so on
Expected graduation date	Enter your anticipated date of graduation here.	227	2 0 1 7 230 231 0 6 232
No. of credit units to be taken in the 2016/17 academic year (Applicable to applicants who are not full-time students)	Enter the number of credits (right-justified) if your tuition fees are based on the number of credits you will take. Otherwise, leave the boxes blank.	233	. 236
PART E		STUDENT TRAVEL SUBSIDY (2016/17)	
If you wish to apply for Student Travel Subsidy, please tick box 237 and complete boxes 238 – 351.		237	<input checked="" type="checkbox"/>
Your 2016/17 term-time residential address is:			
Flat/Room 238	8 8 8	Floor 243	
Name of Building 251	TING LING HOUSE		
Estate/Village 276	TING DONG ESTATE		
No. and Name of Street 301			
District 326	KWUN TONG		
Area 351	2 (1 – Hong Kong)		
Did you or your parents/spouse receive Comprehensive Social Security Assistance for the whole period from 1.4.2015 and 31.3.2016 or is your family receiving it now?		352	N
Did your parents run any business between 1.4.2015 and 31.3.2016 (for instance, they are the proprietors of factories, transportation companies or trading companies), enter 'Y'. Otherwise, please write 'N'.		353	Y
Apart from the self-occupied home, do you or your family own any other property / land / carpark as at 31.3.2016?		354	Y ('Y' Yes, 'N' No)
No. of Family Members (Table 1, Section A)	The figures entered in boxes 355 to 358 should be the same as the number of persons entered in Sections A, B+C and D of Table 1. The amounts of annual income entered in boxes 359 to 372 should be the same as the amounts entered in Sections A and B of Table 1.	355	3
Annual Income (Table 1, Section A)		356	0 4
Annual Income (Table 1, Section B)		358	1
HKID No. of your father	The data of your parents' Hong Kong Identity Card numbers should be right-justified.	359	\$ 3 3 2 0 0 0
HKID No. of your mother		366	\$ 1 6 4 0 0 0
		373	B 1 2 3 3 2 1 (8)
		382	C 4 5 5 6 5 5 (7)

PART G ADDITIONAL INFORMATION FOR APPLICANTS WHO ARE NOT REQUIRED TO ATTEND WHOLE YEAR STUDY OR NOT REQUIRED TO PAY FULL AMOUNT OF TUITION FEE IN THE 2016/17 ACADEMIC YEAR

(a) (To be completed by applicant)

Reason for not attending whole year study of studies; repeat failed modules; being gra

Part G : If you do not need to attend whole year study or do not need to pay full amount of tuition fees in the 2016/17 academic year, you **must** complete Part G(a) and ask your institution to complete Part G(b).

tion fee (e.g. suspension / deferment

(b) (To be completed by inst

This is to certify that the a

The amount of tuition fee

The applicant's period of

☐ 1st semester/term only

☐ others (please specify)

Applicant to request institution to complete Part G(b) and stamp its chop on this part.

the 2016/17 academic year.

in the appropriate box):

year

from DD/MM/YYYY to DD/MM/YYYY

Signature: _____

Name: _____ Position: _____

Institution: _____ Date: _____

Contact Telephone No./Fax No.: _____

Institution Chop

IMPORTANT POINTS TO NOTE

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

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 FASP/SA(2016) or FASP/SB(2016) (i.e. Form S for FASP), the simplified version of online application for TSFS. Any misrepresentation or omission or improperly filling in information in this application form and/or Form S for the FASP or the simplified version of online application for TSFS 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. Applicants should inform the Student Finance Office (SFO) at 4/F, Trade and Industry Tower, 3 Concorde Road, Kai Tak, Kowloon in writing immediately of any changes of information in Parts A to G after submission of the application. The form "Notification of Change of Personal Data (FASP/C/1A)" and the form "Notification of Change of Institution / Course Data (FASP/C/1B)" are obtainable at applicant's institution, the SFO or the SFO webpage (<http://www.wfsfaa.gov.hk/sfo/en/postsecondary/fasp/application/forms.htm>). Outdated information will cause unnecessary delay in processing of applications. If applicants change to study in another institution after submission of the application, they need not submit a fresh application. They just need to inform SFO of the changes by completing the form "Notification of Change of Institution / Course Data (FASP/C/1B)".
3. Every year, the SFO 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 to 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 applicants are not married, both of their parents should sign the declaration on Page 18 of this Application. If applicants are married, their spouse should sign the declaration. Applicants should **NOT** sign the declaration on behalf of their parents / spouse. If applicants do 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 if applicants fail to provide the required information with necessary supporting documents at the time of submitting their applications, and the information / supporting documents are provided only upon the SFO's enquiry, these will be treated as misrepresentations and/or omissions of information.**

For Official Use:

BEFORE COMPLETING TABLES 1-7, PLEASE

TABLE 1 FAMILY MEMBERS

Code No. (CN)	Name	Age	Relationship with Applicant	Present Situation	Present Monthly Income	Employer / Firm / School	Column C Enter the total salary or wages received during the year 2015-16. The total income for the period should also include leave pay, bonuses, cash awards, commission, tips, payment in lieu of notice, part-time income and allowances, including allowances for overtime work, living allowances, housing or rent allowances, travel allowances, food allowances, education allowances and back pay, etc.	Column D Enter the total sum of pension received during the year 2015-16 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 Table 2 below.	Column E Enter the total amount of remittances, alimony or contributions received (e.g. family / living expenses, mortgage repayment / rental expenses and/or other expenses etc.) during the year 2015-16 from other family members (such as those listed in Table 3) and relatives or friends.	Column F Enter the total rent received during the year 2015-16 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 G Enter other incomes received during the year 2015-16, such as Disability Allowance (ie. DA), Comprehensive Social Security Assistance from the Social Welfare Department, etc.	Column H Enter the total sum of pension received during the year 2015-16 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 Table 2 below.
1	姚新青	YIU SUN CHING	22	Applicant	STUDENT	0	(a) ABC UNIVERSITY (Year 2)					
2	姚大志	YIU TAI CHI	54	Father [^]	BUSINESSMAN	\$15,000	(a) D & D COMPANY	\$120,000	\$50,000			
3	王美英	WONG MEI YING	52	Mother [^]	DOMESTIC WORKER	\$2,000	(a) CHAN TAI MAN	\$24,000				

Section A: Applicant and applicant's parents or spouse (for retired parents, please also complete Table 2) should be entered in Table 3 only.)

1	姚新青	YIU SUN CHING	22	Applicant	STUDENT	0	(a) ABC UNIVERSITY (Year 2)					
2	姚大志	YIU TAI CHI	54	Father [^]	BUSINESSMAN	\$15,000	(a) D & D COMPANY	\$120,000	\$50,000			
3	王美英	WONG MEI YING	52	Mother [^]	DOMESTIC WORKER	\$2,000	(a) CHAN TAI MAN	\$24,000				
4	姚小蕙	YIU SIU WAI	21	SISTER	CLERK / PART-TIME SALES	0	(a) B & B CO. / C & C BOUTIQUE	\$60,000 (FULL-TIME INCOME)	\$24,000 (PART-TIME INCOME)			
5	姚威威	YIU WAI WAI	17	BROTHER	STUDENT	0	(a) ABC SECONDARY SCHOOL (Form 5)					
6	姚健康	YIU KIN HONG	20	BROTHER	UNEMPLOYED	0	(a) ---	\$80,000				
7	姚小蕙	YIU SIU WAI	21	SISTER	CLERK / PART-TIME SALES	0	(a) B & B CO. / C & C BOUTIQUE	\$60,000 (FULL-TIME INCOME)	\$24,000 (PART-TIME INCOME)			
8												
9												

Section B: Applicant and/or applicant's parent(s) between 1.4.2015 and 31.3.2016 (for married applicant, his/her children residing with the applicant)

5	姚威威	YIU WAI WAI	17	BROTHER	STUDENT	0	(a) ABC SECONDARY SCHOOL (Form 5)					
6	姚健康	YIU KIN HONG	20	BROTHER	UNEMPLOYED	0	(a) ---	\$80,000				
7	姚小蕙	YIU SIU WAI	21	SISTER	CLERK / PART-TIME SALES	0	(a) B & B CO. / C & C BOUTIQUE	\$60,000 (FULL-TIME INCOME)	\$24,000 (PART-TIME INCOME)			
8												
9												

Section C: Applicant and/or applicant's parent(s) studying abroad (including those studying in the Mainland or overseas) between 1.4.2015 and 31.3.2016

Code No. (CN)	Name	Age	Relationship with Applicant	Place of Study	Name of Institution	Course Name and Study Level (e.g. Degree, Master Degree) (Please provide course information)	First bachelor degree or below*	Year of Study	Expected Month and Year of Graduation	Whether dependent on applicant's parents for living* (Please provide proofs e.g. remittance advices)	Section C No. of persons
10	YIU MEI LAI	23	SISTER	UNITED STATES	YYZ UNIVERSITY	BACHELOR OF BUSINESS STUDIES	Y	3	JUNE 2016	YES	1
11											

Section D: Applicant and/or applicant's parent(s) who depended on applicant's parent(s) between 1.4.2015 and 31.3.2016 (a. 3.2.3 of Part II of the Guidance Notes)

Code No. (CN)	Name	Age	Sex	Whether dependent on applicant's parent(s)*	Whether dependent on applicant's parent(s)*	Whether dependent on applicant's parent(s)*	Whether dependent on applicant's parent(s)*	Section D No. of persons
12	WONG YING	70	F	YES	NO	NO	NO	1
13								

TABLE 3 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) between 1.4.2015 and 31.3.2016

Code No. (CN)	Name	Age	Married/Single	Relationship with Applicant	Residential Address	First bachelor degree or below*	Year of Study	Expected Month and Year of Graduation	Whether dependent on applicant's parents for living*
14	YIU TAI FONG	26	MARRIED	BROTHER	FLAT A, 10/F, GOODVIEW BLDG., 28 GOODVIEW RD., MONGKOK, KLN.	2003 6998	TEACHER		NO
15	YIU HO YAN	24	SINGLE	SISTER	ROOM A, 2/F NO.7 FIRST ROAD, SHENZHEN, MAINLAND CHINA.	86-755-27279028	CLERK		NO

Income proofs include salary statements, Employer's Return of Employee's Remuneration and Pensions [IR56B], Notification by an employer of an employee who is about to cease to be employed [IR56F], Tax Assessment and Demand Note [IRC6401] and Return of Employee's Remuneration [FASP/4(2)].

Remittance / Alimony / Contribution received by family members in Table 1 above includes family / living expenses / mortgage repayment / rental expenses and/or other expenses (such as insurance premium and loan repayments) provided by others (e.g. divorced parent, siblings living away from applicant).

Please indicate "Yes" or "No" in the Box.

Currently receiving Comprehensive Social Security Assistance (CSSA) or in receipt of CSSA for the whole period from 1.4.2015 to 31.3.2016 (excluding Old Age Allowance / Disability Allowance). Please report Disability Allowance in the "Other Income" column. If your family member(s) received CSSA, please provide the Income Proofs.

If your parents have divorced or you have divorced, please state in Table 7 and provide documentary proofs. If your parents are not residing with your family members, please provide details in Table 7 "Additional Information by Applicant".

Your grandparents might be considered as family member if relevant supporting proof on the dependency, such as Tax Assessment and Demand Note of your parents or elderly home payment receipts, is provided.

TABLE 4 ASSETS (including those in Hong Kong and outside Hong Kong which are wholly or partly owned by family member(s) listed in Section A under Table 1 of this application form)

(Please do not omit any information. Use additional sheets if required. All documentary proofs have to be submitted together with the application form.)

(A) Property / Land / Carpark (including those in Hong Kong and outside Hong Kong; including those vacant, rented out or self-occupied.) (Please provide documentary proofs and refer to para. 3.5.5 to 3.5.9 of Part II of the Guidance Notes for details)

Code No. or Name of Owner (e.g. CN2, CN3)	CN2	CN2 & RELATIVES
Add	FLAT E, 18/F, BLOCK 12, BEAUTIFUL GARDEN, TAI PO, N.T.	FLAT A, 2/F, 96 WELL STREET, HONG KONG
Use / Re	RENTED-OUT 8.8.2009	SELF-OCCUPIED 7.7.2008
If se	N/A	N/A
Type	DOMESTIC	OFFICE
Area	602 Sq ft*	645 Sq ft*
(a) Estimated market value as at 31.3.2016	\$1,300,000	\$1,400,000
(b) Outstanding Mortgage as at 31.3.2016	\$800,000	\$1,100,000
(c) Percentage of Ownership	100%	50%
(d) Net Value = \$[(a)-(b)] x (c)	\$500,000	150,000

^ If you / your parents / your spouse reside in / own a village house / small house, please specify the use of each storey.

Please indicate the code number(s) of the family member(s) or the name(s) of the relative(s) / friend(s) who live in the premises.

* 1 m² approximately. If you have added separate sheets, please put a remark here.

^ My mother owns two other additional properties, which are reported in the separate sheet attached.

(B) Vehicle / Vessel and/or Taxi / Public Light Bus Licence (Please provide documentary proofs, such as mortgage repayment schedule for vehicle and Vehicle Registration Document, and refer to para. 3.5.10 of Part II of the Guidance Notes for details)

Code No. or Name of Owner	CN2 & RELATIVES	
Type	URBAN TAXI / DA1234	Estimate the vehicle's/vessel's market value as at 31.3.2016. If it is a taxi or a public light bus, please give the market value of the licence as well. If the vehicle and/or licence was bought between 1.1.2016 and 31.3.2016, you may write down the purchase price. If your family own more than two vehicles and/or licences or vessels, please list them separately.
Regis	5.4.2008/ \$2,600,000	
Purch		
(a) Estimated market value of the vehicle/ Vessel and/or Licence as at 31.3.2016	\$2,300,000	
(b) Outstanding Mortgage as at 31.3.2016	\$1,800,000	
(c) Percentage of Ownership	25%	
(d) Net Value = \$[(a)-(b)] x (c)	\$125,000	

(C) Business Undertakings (including those in Hong Kong and outside Hong Kong; including those making profit or not.) (Please provide documentary proofs such as Business Registration Certificate, Balance Sheet, Profit and Loss Account, and Annual Statement and refer to para. 3.5.11 and 3.5.12 of Part II of the Guidance Notes for details)

Code No. or Name of Business Owner	CN2	
Name and Address of Business	D & D COMPANY (FLAT A, 2/F, 96 WELL STREET, HONG KONG)	Give the name and address of the company owned by any member listed in Section A of Table 1 and specify if the premises is rented or self-owned. Please also state the nature of business.
State whether the business premises are rented or self-owned [@]	SELF-OWNED	
Nature of Business (e.g. trading)	TRADING	
Business Registration No.	09683232-000-10-00-3	
(a) Estimated Net Asset Value as at 31.3.2016	\$258,000	
(b) Percentage of Ownership	100%	
(c) Net Value = \$ (a) x (b)	\$258,000	

[@] If the business premises is self-owned, please report it in Section A of Table 4 as well.

(1) **Investment account(s) (including margin account(s)) possessed as at 31.3.2016 in bank / securities company and the value of investment items (securities (shares / warrants, etc.) / bonds / funds, etc.) / the securities company possessed by any member (we provide relevant supporting documents)**

(2) Physical shares / warrants possessed as at 31.3.2016 (Please provide relevant supporting documents to certify the quantity of investment owned)

Note: Please do not omit any information. Use additional sheets if required.

(E) Bank Deposits (including savings / time / current / club deposits / integrated accounts in local and foreign currencies)* (Please refer to para. 3.5.14 to 3.5.16 of Part II of the Guidance Notes for details)

Please report all deposits in banks, financial companies, or other financial institutions, including savings / time / current / club deposits / integrated accounts / joint accounts in local and foreign currencies owned by any member listed in Table 1 Section A.		Account Number	Payroll account (Y/N)	Type of Account (e.g. time deposit)	Currency	Balance as at 31.3.2016 (incl. time deposits with the mature date beyond 31.3.2016)
	STANDARD BANK	024-123-4567890	N	SAVINGS	HKD	1,577.95
	STANDARD BANK	003-001-4-002052	N	SAVINGS	HKD	3,899.81
2(Father)	HANG SENG BANK	024-347-1-000007	Y	SAVINGS	HKD	1,300.71
	HONG KONG BANK	HK-478132455	N	TIME DEPOSIT	HKD	300,000.81
3(Mother)	BANK OF CHINA	012-1-301100	N	CLUB DEPOSIT	HKD	204,000
	HONG KONG BANK	004-478132455-001	N	CURRENT	HKD	608.79
4(Spouse)						
Deposits Held in Joint Accounts						
3 & 12	HANG SENG BANK	024-347-2-000150	N	TIME DEPOSIT	AUD	30,000.06
For Official Use						

* Please provide photocopies of documents that can identify the name of the account holder and the account (e.g. first page of a savings passbook) and photocopies of all bank accounts or monthly statements that can show transactions between 1.4.2015 and 31.3.2016. Please highlight all income-related transactions on the photocopies. If the mature date of a time deposit does not fall on 31.3.2016, you should provide a copy of the relevant receipt / notice / statement and write down the amount of principal. For consolidated net back items / missing statements / receipts / documents, please ask the bank to reproduce the documents. To ensure that the financial circumstances reported in the application is true and complete, the SFO will examine transactions shown in bank statements. You must give explanations for the following transactions: (a) amounts of \$100,000 or more (which may be time 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 together with your application form.

Note: Please do not omit any information. Use additional sheets if required.

(Please refer to para. 3.5.17 of Part II of the Guidance Notes for details)

Please report all loans made to others by any member listed in Section A of Table 1 on or before 31.3.2016 but not yet fully repaid as at 31.3.2016.

(Please provide documents which can reflect policy value / dividend as at 31.3.2016)

Please report all insurance policies (savings / investment-linked insurance policy with cash value and dividends) owned by each and every family member listed in Section A of Table 1 as at 31.3.2016 and specify the cash value as at 31.3.2016.

Please put down in this table all other assets owned by any member listed in Section A of Table 1 as at 31.3.2016 (such as gold, silver and cash, etc).

Please give details of asset held in trust for others / asset entrusted to others with relevant supporting documents in Table 7.

Give full details of the medical expenses of any member listed in Sections A to D of Table 1 who is permanently incapacitated or chronically ill. Deduction of medical expenses for him/her may be allowed upon production of receipts for the period between 1.4.2015 and 31.3.2016 and the expenses are within the ceiling.

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

TABLE 7 ADDITIONAL INFORMATION BY APPLICANT

Please provide additional information in this Table and submit the relevant supporting documents(s) if:

- there has been substantial change of your family financial position after 31.3.2016;
- there are any special circumstances or information that may not be reflected in previous parts of the application form; or
- you have additional documents / information to be submitted.

Divorce proceedings of my parents are in progress. The Petition for Divorce was filed with the District Court in January 2016. When the judgement of the court is available, relevant formal divorce documents will be submitted to your Office 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 information has been reported in Table 4A and copies of the related documents are attached with this application form.

Another sister will be emigrating from the Mainland in December 2016 and will then be residing with my mother. Copies of the related documents are attached with this application form.

There is no "Demand for Rates" for my mother's property reported in Table 4A because the property is an ancestral house in the Mainland. As at 31.3.2016, 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.

My brother, YIU Kin-hong was laid off b unemployed from 18.6.2015 to 31.5.2016. Copies attached with application form.

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

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

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

My mother is holding in trust \$100,000 for my maternal grandfather (WONG Tai-yan). Copies of relevant documents are attached with this application form.

Documents / information to be submitted

The following supporting document(s) is/are not yet available (To avoid mislaying of documents, please put down your name and HK Identity Card number on every page of the documents when you submit the outstanding documents):

Details of the assets held in trust by the applicant's mother, as reported in Section H of Table 4 should be given in this table and relevant proof should be attached.

Photocopies of my mother's club deposit account

(Account No.: 012-1-301100)

Please list out the supporting document(s) that is/are not yet available. You must take the initiative to submit the documents once they are available. Otherwise, the SFO will treat them as omissions and may reject your application. To avoid mislaying of submitted documents, please put down your name and HK Identity Card number on every page of the submitted documents.

I undertake to understand that if I fail to submit the said document(s), SFO may reject my application.

Signature of applicant

Signature of Applicant
(Please use additional sheets if required.)

TABLE 7 **ADDITIONAL INFORMATION BY APPLICANT (CONTINUE)**

Signature of Applicant
(Please use additional sheets if required.)

DECLARATION

(a) By Applicant:

The Declarant must read the Guidance Notes [FASP/1A(2016) / FASP/1B(2016)] carefully in completing this Declaration. The Guidance Notes is available at the SFO's webpage at <http://www.wfsfaa.gov.hk/sfo/en/postsecondary/fasp/application/forms.htm>.

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

the Financial Assistance Scheme for Post-secondary Students (**FASP**) 2016/17 (including the parts on the Non-means-tested Loan Scheme for Post-secondary Students and the Student Travel Subsidy Scheme) (**Guidance Notes**) and 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**] if the Government grants me financial assistance under the FASP. I declare that the information provided in this application for the FASP (which shall include any documents submitted to the Student Finance Office (**SFO**) in support of the application such as FASP/SA(2016), FASP/SB(2016) [i.e. Form S for the FASP] or the simplified version of online application for the Tertiary Student Finance Scheme – Publicly-funded Programmes (**TSFS**)) (**my application**) is complete and true to the best of my knowledge. I am aware that the Government will rely, and consent to the 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 FASP and my sibling(s), (if any, and if any should submit an application for financial assistance to the SFO) under the FASP or the TSFS. I also understand that any person who by any deception dishonestly obtains for himself or another any pecuniary advantage shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).

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

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 Government [including the SFO and any Government Policy Bureaux and Departments] (**the Government**) 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 Government in order for the Government to use such information to process my application (and any other application I may make to the 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 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 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 Government] and adjust my/our financial assistance or withdraw the Government's offer of assistance if necessary. I undertake to refund to the Government any overpayment of grant(s) and/or loan(s) made to me upon demand.

I agree to let the 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 make to the Government.

I acknowledge that the 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 FASP.

I declare that as at the date of this application:-

Please put a tick 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 7 – ADDITIONAL INFORMATION BY APPLICANT.

(* **Should** mark a '✓' in the appropriate box.)

Signature of applicant

Signature of applicant _____

HKID No. A123456(7)

Date 1/5/2016

Declared in Hong Kong.

Attention

In recent years, a number of applicants and their family members, all without previous criminal convictions, have been convicted of Fraud arising from failure to disclose incomes / assets during their application for financial assistance. Applicants are reminded that they must report ALL family incomes and assets and the information provided must be **COMPLETE** and **TRUE**.

DECLARATION

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

The Declarant **must** read the Guidance Notes [FASP/1A(2016)] / [FASP/1B(2016)] carefully in completing this Declaration. The Guidance Notes is available at the SFO's webpage at <http://www.wfsfaa.gov.hk/sfo/en/postsecondary/fasp/application/forms.htm>.

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

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

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

fully understand the Guidance Notes of the Financial Assistance Scheme for Post-secondary Students 2016/17 (including the parts on the Non-means-tested Loan Scheme for Post-secondary Students and the Student Travel Subsidy Scheme). We / I* declare that the information provided in this application form about our / my* family, including all the supporting documents provided, is complete and true. We are / I am* aware that the Student Finance Office (SFO) will rely on the information provided to determine the eligibility and the level of financial assistance to be offered to the applicant and the applicant's sibling(s), if any, who will submit the FASP/SA(2016) / FASP/SB(2016) (i.e. Form S for FASP) or the simplified version of online application for TSFS 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 use our / my* personal data to the SFO for the purpose of processing this application.

Signature of applicant's father [#]	<u>B123321(8)</u>	<u>1/5/2016</u>
Signature of applicant's father [#]	HKID No.	Date
Signature of applicant's mother [#]	<u>C455655(7)</u>	<u>1/5/2016</u>
Signature of applicant's mother [#]	HKID No.	Date
Signature of applicant's spouse [#]	_____	_____
Signature of applicant's spouse [#]	HKID No.	Date

* Delete where inapplicable.

[#] If you are not married, your parent(s) should sign the declaration on behalf of applicant / the parent(s) / spouse will not only lead an act of forgery, which on conviction, may hold the offender liable under the Forgery Ordinance (Chapter 200 of the Laws of Hong Kong).

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 on indictment to imprisonment for 14 years.

should
Declaration
Institute
Crimes

Attention

In recent years, a number of applicants and their family members, all without previous criminal convictions, have been convicted of Fraud arising from failure to disclose incomes / assets during their application for financial assistance. Applicants are reminded that they must report ALL family incomes and assets and the information provided must be **COMPLETE** and **TRUE**.

Please **do not** complete this page when you submit this application form. You or your father / mother will be requested to complete this declaration only when you and / or your father / mother is / are invited to attend an interview at the Student Finance Office.

DECLARATION
(OATHS AND DECLARATIONS ORDINANCE)

I, _____, HKID No. _____, of _____

_____ (state your residential address) solemnly and sincerely declare that.

1. I am the _____ (state relationship, e.g. father, mother or self) of the applicant, _____, (state the name of the applicant).
2. The information provided in this application is true and complete to the best of my knowledge.
3. I am aware that the Student Finance Office will determine the financial assistance of the applicant and his/her sibling(s), if any, based on the information provided in the application.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance (Chapter 11 of the Laws of Hong Kong).

Do not fill in this
part when you submit
this application form.

Declaration by Interpreter

I, _____, HKID
No. _____ of _____

_____ (state
your residential address) swear that I well understand the
official language in which this document is written and the
_____ dialect of the Chinese language/ the
English language and that I have truly, distinctly, and
audibly interpreted the contents of this document to the
declarant _____, and that I will truly and
faithfully interpret the declaration about to be administered
to him / her.

Signature of interpreter
Interpreter

Declared at the Student Finance Office in the HKSAR this
day of _____.

Before me,
Commissioner for Oaths : _____

Checklist of Supporting Documents

Before submission of application, please check if you have done the following:

- ☒ Completed fully all parts of the application form.
- ☒ Prepared **copies** of all relevant supporting documents (please

Identity Information

- (✓) Your HKID card and student card or other supporting documents to prove your status;
- (✓) Your offer letter of admission or bank pay-in slip of tuition fee taken;
- (✓) The HKID card(s) of your father and mother (or spouse);
- (✓) The HKID card(s) of your sibling(s) / grandparent(s) and grandchild(s) in B, C and D of Table 1. If you cannot obtain the above-mentioned documents, please provide the identity of the family member;
- () Your marriage certificate (if married); and
- () The HKID card / birth certificate of your child.

Income Information

- (✓) Income proof of your parents and unmarried sibling(s) residing with you and/or your parent(s) (or your spouse, if you are married) for the period 1.4.2015 to 31.3.2016 (Sections A and B of Table 1), e.g. salary statement / Employer's Return of Employee's Remuneration and Pensions [IR56B] / Return of Employee's Remuneration [FASP/4(2016)] / Profit & Loss Account or other income proofs (If unemployed, please provide documentary proof, e.g. termination letter, medical proof, proof of looking for jobs, proof of studying full-time courses, etc.).

Asset / Residence Information

- (✓) Supporting documents for property / land / carpark (Section A of Table 4) such as Sale and Purchase Agreement, Demand for Rates, mortgage repayment schedule, assignments and deeds;
- (✓) Tenancy agreement of public housing unit;
- (✓) Vehicle Registration Document (Section B of Table 4);
- (✓) Mortgage repayment schedule for vehicle (Section B of Table 4);
- (✓) Business Registration Certificate (Section C of Table 4);
- (✓) Company's balance sheet (Section C of Table 4);
- (✓) Certificate(s) or monthly statement(s) of March 2016 showing the types and quantity of investment (including margin) items as at 31.3.2016, e.g. shares / warrants / bonds and funds / investment account cash balance (Section D of Table 4);
- (✓) All passbooks and monthly statements of all types of bank deposits (including those closed between 1.4.2015 and 31.3.2016) of you and your parents (or your spouse, if you are married) (Section E of Table 4) including the page showing the account holder's name, account number and all pages showing the transactions from 1.4.2015 to 31.3.2016. For the account mentioned in Part B of the application for payment of financial assistance (Section E of Table 4), if it was opened **after** 31.3.2016, only the page showing the account holder's name and account number and the page showing the opening balance are required;
- (✓) Certificate(s) / receipt(s) / notice(s) on time deposit(s) showing the balance as at 31.3.2016 (Section E of Table 4); and
- (✓) Annual statement showing the value of savings / investment-linked insurance policy with cash value and dividends as at 31.3.2016 (Section G of Table 4).

Expenses Information

- (✓) Medical proofs and receipts from 1.4.2015 to 31.3.2016 for family member(s) with chronic illness / permanent incapacity (Table 5).

Other Information

- () Documentary proofs (from 1.4.2015 to **the latest date**) from the Social Welfare Department for family member(s) who is/are receiving Comprehensive Social Security Assistance, including the Certificate of CSSA Recipients (for Medical Waivers) and notification letter;
- () Receipts for expenses on dependent grandparent(s) residing in elderly home from 1.4.2015 to 31.3.2016 (Section D of Table 1); and
- (✓) Any other documents relevant to the application.
- ☒ Provided supplementary information in Table 7 – "Additional Information by Applicant" and prepared the relevant documents (Pages 14 to 15).
- ☒ Signed on the page of declaration with your father and mother or spouse (Pages 16 to 18).
- ☒ Completed the mailing label and register label [FASP/3].
- ☒ Completed the Application Receipt [FASP/7(2016)].

Please refer to the items on the checklist and check carefully to see if the application has been filled in properly and if copies of all the supporting documents have been provided. Please ensure that the information shown on the copies is legible. **If you fail to report / attach the required information / supporting documents at the time of application, and the information / supporting documents are only reported / provided upon the SFO's enquiry, these will be treated as misrepresentations and/or omissions. Therefore, please complete the application in detail and submit all the supporting documents. If misrepresentation(s) or omission(s) is / are found, your application may be rejected.**

Notes:

1. Please use a piece of file string to tie the application form and all supporting documents in sequential order as listed above before submission to your institution.
2. All items in this application form are mandatory except those specified. Otherwise, the SFO will return the form to you for completion and this will delay the processing of your application.
3. If you fail to submit the necessary supporting documents but cannot provide a satisfactory explanation for so doing, your application will not be considered.
4. Completed application and supporting documents, once submitted, are not returnable. If necessary, please retain one copy of the documents for your own reference.

ENQUIRIES:

For enquiries, please contact the SFO as follows:

Scheme	Manned enquiry numbers (Office hours)	Fax Numbers	Address
Financial Assistance Scheme for Post-secondary Students (FASP)	2152 9000	2157 9520	4/F, Trade and Industry Tower, 3 Concorde Road, Kai Tak, Kowloon.
Non-means-tested Loan Scheme for Post-secondary Students	2150 6222	3101 1908	Room 1204, 12/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.
Student Travel Subsidy Scheme (STS)	3616 6540 (Hong Kong Institute of Vocational Education) 3616 6538 /3616 6549 (Other Institutions)	3616 6531 / 3616 6461	5/F, Trade and Industry Tower, 3 Concorde Road, Kai Tak, Kowloon

The office hours of the SFO are: Mondays to Fridays
8:45 a.m. – 1:00 p.m.
2:00 p.m. – 5:45 p.m.

24-hour automated enquiry hotline: 2802 2345

SFO Homepage: <http://www.wfsfaa.gov.hk/sfo>

SFO E-mail address: wg_sfo@wfsfaa.gov.hk