

"Household Application Form for Student Financial Assistance Schemes" is a family-based application form which facilitates families with child(ren) attending primary and secondary school(s) or kindergarten(s) / child care centre(s) to apply for student financial assistance.

## ELIGIBILITY CRITERIA

- (i) Applicants must pass the means test and be the parent or the guardian (as recognized under Guardianship of Minors Ordinance, Cap 13) of the student-applicants. Otherwise, applicants must explain in detail with proof why this cannot be complied with in the application form;
- (ii) The student-applicants must be unmarried Hong Kong Residents, with right of abode, right to land or valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong. Students holding visitor visas, two-way exit permits, student visas only or who are dependents of student-visa / visitor-visa holders are not eligible to apply for student financial assistance;
- (iii) For student-applicants who are attending Nursery, Lower and Upper classes in Kindergarten (K1 to K3), they must be –
  - at least 2 years and 8 months old as at 31 August 2020 (i.e. born on or before 31 December 2017); and
  - attending Nursery, Lower and Upper classes (K1 to K3) in kindergartens registered with the Education Bureau (EDB). The kindergarten should be a non-profit-making kindergarten, offering local curriculum under the kindergarten education scheme.
- (iv) For student-applicants who are attending Child Care Centres (group aged 0-2) and Child Care Centres (group aged 2-3), they must –
  - be receiving whole-day care services in child care centres (day crèches, day nurseries or relevant age groups in kindergarten-cum-child care centres) registered with Social Welfare Department (SWD); and
  - pass the means test and the "social needs" test within the same assessment period in order to qualify themselves for the fee remission; and
- (v) The schools the student-applicants are attending must belong to the category as stipulated in the following schemes:

## FINANCIAL ASSISTANCE SCHEMES

- The **Kindergarten and Child Care Centre Fee Remission (KCFR) Scheme** provides needy families with financial assistance in the form of fee remission for their children attending Nursery, Lower and Upper classes in local non-profit-making kindergartens under the kindergarten education scheme and/or receiving whole-day child care services in child care centres.
- The **Grant for School-related Expenses for Kindergarten Students (Grant-KG)** provides an additional grant to needy kindergarten students who can pass the means test and meet the same eligibility criteria under KCFR Scheme to defray school-related expenses incurred from the students' kindergarten education under the kindergarten education scheme.
- The **School Textbook Assistance (TA) Scheme** provides assistance to needy Primary 1 to Senior Secondary 3 / Secondary 6 students in government, aided, per caput grant schools and local schools under the Direct Subsidy Scheme for covering the costs of essential textbooks and miscellaneous school-related expenses.
- The **Student Travel Subsidy (STS) Scheme** provides travel subsidy to needy students receiving formal primary or secondary education or attending a full-time day course up to first degree level in an acceptable institution, residing beyond 10 minutes walking distance from school and traveling to school by public transport.

- The **Subsidy Scheme for Internet Access Charges (SIA)** provides subsidy to needy families whose children are full-time students receiving education at primary or secondary level, or full-time students pursuing Diploma Yi Jin (DYJ) (known as Yi Jin Diploma (YJD) before 2016) programmes or equivalent courses of the Vocational Training Council (VTC) to meet the Internet access charges for e-learning at home for their children. Eligible families will receive a flat-rate cash grant on household basis, regardless of the number of children in the family.

## APPLICATION PROCEDURES

If families wish to apply for student financial assistance for the 2020/21 school year, please complete the application form (SFO 106B or SFO 7B) according to the Guidance Notes on Household Application and return the completed application form together with all necessary supporting documents to the SFO direct by post. Each family should submit one application only. Multiple applications from the same applicant will be voided. The application procedures are detailed below –

### (i) Applicable to Applications for Financial Assistance for Primary and Secondary Students

Time	Procedures
In or before end May 2020	Applicants are required to submit the completed application form together with the supplementary form (if applicable) and copies of the relevant supporting documents to the SFO by post, using the addressed envelope provided.
<b>For applicants who have been disbursed with School Textbook Assistance in 2019/20</b>	
End July / August 2020	If applicants submitting applications on or before 31 May 2020 have provided all necessary information with supporting documents, met the eligibility criteria and passed the means test, the SFO will release the provisional School Textbook Assistance to eligible students and Subsidy for Internet Access Charges to eligible families by autopay in end July / August 2020. The SFO will also issue notification of result* to applicants in around August 2020. "Notification of Ineligibility" will be issued to those families which cannot pass the means test; have failed to provide the required supplementary information by the deadline set by the SFO; or have withdrawn their applications.
Starting from October 2020	For those students who have been disbursed with the provisional TA, the SFO will re-calculate and determine the amount of subsidies that the applicants are eligible for and release the remaining subsidy amount to the applicants or recover the overpayment from the applicants, as and when the textbook grant rates for the new school year are available (in around October 2020) and the school information of the student-applicant has been verified with the database of EDB starting from October 2020.
<b>For applicants who have NOT been disbursed with School Textbook Assistance in 2019/20 or who have children attending P1 in 2020/21</b>	
August 2020	If applicants submitting applications on or before 31 May 2020 have provided all necessary information with supporting documents, the SFO will issue the "Notification of Result" *, the student-based Eligibility Certificate (EC) and the "Guidance Notes on Application for Financial Assistance Schemes" to eligible applicants starting from August 2020. "Notification of Ineligibility" will be issued to those families which cannot pass the means test; have failed to provide the required supplementary information by the deadline set by the SFO; or have withdrawn their applications.
September 2020	Applicants receiving ECs must verify carefully the personal information and selected Scheme(s) pre-printed on the ECs. Applicants should return the completed ECs to the school in which the children are attending <u>within one week</u> after the commencement date of the school or within two weeks from the <u>issue date</u> of ECs (whichever is the later) for processing. Schools will certify the student-applicants' status and attendance and then forward the ECs to the SFO. In general, the SFO will not accept any ECs submitted after the deadline.



October 2020 or beyond	After verifying the returned ECs, the SFO will release financial assistance <u>by autopay</u> to those students who are confirmed to be eligible for the respective Schemes they applied.
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\*For applicants who have children applying for financial assistance for pre-primary students in 2020/21 simultaneously, the SFO will issue the "Notification of Result" together with SC to the eligible families. For details, please refer to the application procedures applicable to financial assistance for pre-primary students.

**(ii) Applicable to Applications for Financial Assistance for Pre-primary Students**

Time	Procedures
<b>For applicants who have been disbursed with financial assistance for pre-primary students only (not including students who will be attending P1 in the 2020/21 school year) in 2019/20</b>	
In or before end June 2020	Applicants are required to submit the completed application form together with the "Social Needs" Assessment Form (if applicable) and copies of the relevant supporting documents to the SFO by post, using the addressed envelope provided.
August 2020 or beyond	If applicants submitting applications on or before 30 June 2020 have provided all necessary information with supporting documents, the SFO will issue the "Notification of Result" together with the student-based School Certificates (SC) to eligible student-applicants starting from August 2020.  Relevant SC are only applicable to the student-applicants who are going to transfer to another school in the 2020/21 school year, whose class and session are different from the pre-printed ones or who are applying for financial assistance for pre-primary students for the first time. In such cases, applicants must submit the SC to the attending school for 2020/21 by 31 August 2020 or within two weeks from the issue date of SC (whichever is the later) for processing.
<b>For applicants who have NOT been disbursed with financial assistance for pre-primary students in 2019/20</b>	
July 2020 or beyond	The SFO will distribute the "Household Application Form for Student Financial Assistance Schemes" together with the SC to the applicants concerned through the schools and receive applications starting from 1 August 2020. Applicants must return the completed application form to the SFO direct by post as soon as possible and submit the SC to the attending school for 2020/21 before 31 August 2020 for processing.

**Notes**

- (i) If families currently in receipt of the Comprehensive Social Security Assistance (CSSA) have children studying in primary and secondary schools or kindergartens and other class levels below, they should apply direct to the SWD for school-related assistance for school fees, examination fees, expenses on textbook and stationery, transport fares, Internet access charges at home, etc. for the 2020/21 school year. They do not need to submit applications to the SFO.
- (ii) Apart from submission of the paper-based pre-printed form, starting from the 2020/21 school year, continuing applicants who are issued with pre-printed forms and have submitted the electronic application form (SFO 7B(E)) online in the preceding school year may choose to download and submit the pre-filled electronic application form (SFO 107B(E)) (i.e. the electronic version of pre-printed form) online. Besides, any applicants may also use the electronic application form (SFO 7B(E)) to submit their applications online. Details are available at the SFO's website (<https://www.wfsfaa.gov.hk/sfo/en/forms/form.htm>). If applicants have submitted the electronic version of application form online, they need not submit the paper-based application form to the SFO separately.

- (iii) Under normal circumstances (except financial assistance for pre-primary students), the SFO will not accept any "Household Application for Student Financial Assistance Schemes" submitted on or after 1 March 2021. The application deadlines for individual financial assistance schemes are listed in the following table –

Financial Assistance Scheme	Application Deadline
Kindergarten and Child Care Centre Fee Remission (KCFR) Scheme	Applicants should submit their application forms to the SFO before the completion of attending classes in the 2020/21 school year or not later than 15 August 2021, whichever is the earlier. Otherwise, fee remission will generally not be released even if they can pass the means test and meet the eligibility criteria. The effective month of fee remission will be the month in which the application forms are submitted by the applicants, or the month in which the student-applicants are admitted to the kindergartens / child care centres, whichever is the later.
Grant for School-related Expenses for Kindergarten Students (Grant-KG)	Applicants should submit their application forms to the SFO before the completion of attending classes in the 2020/21 school year or not later than 15 August 2021, whichever is the earlier. Otherwise, the Grant-KG will generally not be disbursed even if they can pass the means test and meet the eligibility criteria.
School Textbook Assistance (TA) Scheme	Applicants should submit their application forms to the SFO on or before 31 October 2020. Otherwise, School Textbook Assistance will generally not be released even if the applicants can pass the means test and meet the eligibility criteria.
Student Travel Subsidy (STS) Scheme	For applicants who submit their application forms on or after 1 November 2020, pass the means test and meet the eligibility criteria, payment of Student Travel Subsidy (if applicable) to the successful student-applicants may be effected from the date of receipt of application or the date of admission of the student-applicants to school (or the date of cessation of CSSA for students previously in receipt of CSSA), depending on the circumstances of individual cases.
Subsidy Scheme for Internet Access Charges (SIA)	For applicants who submit their application forms at a date on or after 1 February 2021, partial payment of SIA may be made to the successful applicants provided that the applicants can pass the means test and meet the eligibility criteria.

- (iv) The SFO will acknowledge receipt of applications by means of SMS through applicants' Hong Kong mobile phone numbers or in writing (applicable to applicants who are unable to provide Hong Kong mobile phone number). If applicants do not receive any acknowledgement of receipt of applications by means of SMS or in writing from the SFO within 20 working days after submitting their application form, please call the SFO's enquiry hotline (2802 2345) to check whether their application has been received by the SFO to avoid delay in application due to wrong / unsuccessful delivery.

**THE MEANS TEST AND LEVELS OF ASSISTANCE**

- (i) The SFO will use the "Adjusted Family Income" (AFI) mechanism as the means test to assess the eligibility of a family for student financial assistance and its assistance level. The formula is as follows:

$$AFI = \frac{\text{Gross annual income of the family}}{\text{Number of family members} + (1)}$$

- (ii) Gross annual income of the family includes the annual income of the applicant and his / her spouse; 30% of the annual income of unmarried child / children residing with the family if applicable; and the contribution from relatives / friends if applicable.



- (iii) The members of a family normally refer to the applicant, his / her spouse, unmarried child / children residing with the family and the dependent parent(s) who are supported by the applicant and / or his / her spouse.
- (iv) For single-parent families of 2 to 3 members, the "plus 1 factor" in the divisor of the AFI formula will be increased to 2.
- (v) The AFI eligibility benchmarks for various levels of assistance in the 2020/21 school year are listed in the table below. Please note that the AFI is not the average monthly income of a family.

2020 / 21 school year - AFI Groups (HK\$)	Level of Assistance
0 – 41,568	Full / Full Remission (100%) *
41,569 – 80,378 #	Half / 1/2 Remission (50%)
> 80,378	Ineligible (applications not successful)

\* AFI thresholds for full level of assistance for 3-member and 4-member families are \$ 50,323 and \$ 46,297 respectively in the 2020/21 school year. For 2-member single-parent families and 3-member single-parent families, they are regarded as 3-member families and 4-member families respectively for determining the AFI thresholds for full level of assistance and calculation of AFI.

# For financial assistance for pre-primary students, the level of assistance is 3/4 remission (75%) if the AFI of the families is between \$ 41,569 and \$ 50,919 ; and the level of assistance is half remission (50%) if the AFI is between \$ 50,920 and \$ 80,378 .

#### RELEASE OF SUBSIDY

- For financial assistance for primary and secondary students, the SFO will disburse financial assistance by autopay to the eligible applicants. (Note: The provisional amount of TA and SIA are normally disbursed to eligible applicants starting from end July / August whilst the STS is normally released from October onwards. New applicants will normally be disbursed with the subsidies in or after October.)
- For financial assistance for pre-primary students, approved amount of fee remission will be paid to the kindergartens / child care centres concerned directly by the Treasury in about 10 working days after the issue of notification of result with fee remission amount. Payment to applicants will then be arranged by the kindergartens / child care centres. (Note: The SFO will disburse fee remission to the successful applicants through the schools concerned and the Grant for School-related Expenses for Kindergarten Students through autopay to the bank account of the eligible applicants by batches starting from end September 2020.)

#### ENQUIRY

- For enquiries relating to the financial assistance schemes and application procedures, please call our 24-hour enquiry hotline at 2802 2345. If applicants wish to enquire about application matters by using ethnic minority languages (including Bahasa Indonesia, Hindi, Nepali, Punjabi, Tagalog, Thai and Urdu) when calling the hotline, please select the option of "Other Languages" by pressing '4' after the telephone line is connected. Alternatively, applicants may visit the SFO homepage ([www.wfsfaa.gov.hk/sfo](http://www.wfsfaa.gov.hk/sfo)) for more information.
- Applicants may contact the Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER) by phone if translation and interpretation services in English and the ethnic minority languages are required. CHEER's hotline numbers are listed below –  
Bahasa Indonesia (3755 6811); Hindi (3755 6877); Nepali (3755 6822); Punjabi (3755 6844); Tagalog (3755 6855); Thai (3755 6866) and Urdu (3755 6833)  
Applicants may also visit CHEER's homepage (<http://www.hkcs.org/en/services/cheer>) for details of its services.