Student Finance Office Working Family and Student Financial Assistance Agency Notes on How to Complete and Return Electronic Household Application Form (Pre-filled E-Form)

WARNING

The personal data in the application will be used to assess an applicant's eligibility for financial assistance and the appropriate level of assistance to be awarded. It is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits an offence and is liable, on conviction, to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

IMPORTANT NOTES

I. General Information

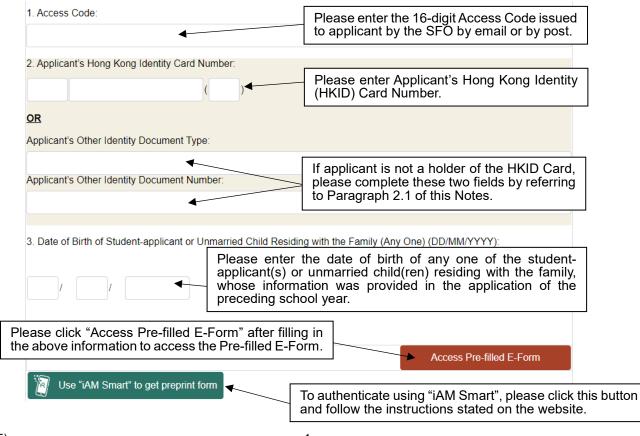
- Please check all pre-filled data in the Pre-filled Electronic Household Application Form (Pre-filled E-Form)
 and make necessary amendments according to the instructions stated in the Form and this Notes. All the
 items marked with * are mandatory items.
- "Assessment year" mentioned in this Notes generally refers to the preceding financial year. For instance, the assessment year for 2023/24 application refers to the 2022-23 financial year (1.4.2022 31.3.2023), the assessment year for 2024/25 application refers to the 2023-24 financial year (1.4.2023 31.3.2024), etc.
- Applicants are suggested to access, complete and submit their Pre-filled E-Form with the latest version of Microsoft Edge, Google Chrome, Mozilla Firefox or Safari. If applicants are not using the aforementioned browsers or are using an older version of the aforementioned browsers, the contents and/or options of the Pre-filled E-Form may not be displayed or functioned properly.

II. Notes on Submission of Supporting Documents

Regarding the copy of supporting documents required to be submitted (e.g. identity documents, supporting documents for separation / divorce (for single-parent families), documentary proof on annual income, etc.), please refer to Paragraph 13.4 of this Notes for details. Please note that applicants must provide the required supporting documents; otherwise, the Student Finance Office (SFO) will not be able to process the application.

Accessing Pre-filled E-Form

1.1 Applicant may access the Pre-filled E-Form in the "SFO E-link – My Applications (Financial Assistance Schemes at Pre-primary, Primary and Secondary Levels)" website (https://ess.wfsfaa.gov.hk/espps). Please click the "Pre-filled E-Form" tab in the left menu bar and (i) authenticate using "iAM Smart"; or (ii) enter the required information in accordance with the following steps, to access the Pre-filled E-Form.



Completing Pre-filled E-Form

Part I

Particulars of the Applicant
(Applicants must be the parent or the guardian (as recognized under Guardianship of Minors Ordinance, Cap 13) of the student-applicants)

	Part I Particulars of the Applicant (The Applicant must be the parent or quardian (as recognised under Guardianship of Minors Ordinance, Cap 13) of the student-					
applicant(s).)	uaratan (as recogn	isea unaer Guaraiansnip of Minors Orainance, Cap 13) of the student-				
1. Name in Chinese						
陳大文		Please check all the pre-filled data. If				
2. Title@#		necessary, applicant may re-enter the data				
O A. Mr O B. Ms O C. M	liss	with updated information.				
3. Name in English *						
CHAN TAI MAN	and the management of the					
4. Correspondence Address (<i>Please fill on</i> Flat	Floor	Block				
		Block				
A	12					
Name of Building						
HAPPY HOUSE		icant must enter the correct correspondence address. Irwise, the SFO will not be able to contact the				
Estate / Village		cant in writing. If applicant can only confirm the				
HARMONY ESTATE	place	e of residence after submitting the application, please				
No. & Name of Street	writir	m the SFO the new correspondence address in ng once it is available. If applicant is not residing in g Kong, please enter a Hong Kong correspondence				
District		ess for future correspondence.				
SHAM SHUI PO						
Area *	0					
1. HK 2. KLN 3. NT 5. Year of Birth *	4. OHK(Outsid	е НК)				
1962						
6. HKID Card No. *						
A1234567						
(If HKID Card No. is not available, please provide Other Identity Document No. with copy of relevant proof.)						
Other Identity Document Type (Please refer to paragraph 2.1 of "Notes Other Identity Document No.	If ap	oplicant is not a holder of the HKID Card, please plete these two fields by referring to Paragraph 2.1 of				
Other identity bottiment No.	this	Notes.				
7. Home Tel No.@	To fa	acilitate the SFO to issue acknowledgement of receipt				
12345678	of a	pplications and the related payment information (if				
8. HK Mobile Phone No.	appi Hon	icable) by means of SMS, please verify the applicant's g Kong mobile phone number. If necessary,				
	appl	applicant may enter the updated Hong Kong mobile phone				
12345678 A 9. Email Address *	num	ber in this field.				
	Plea	se verify (if applicable) and enter your email address				
chantm@gmail.com Re-enter Email Address *	and	re-enter the same for confirmation. To facilitate the				
		to contact applicant by electronic means where icable, applicant must enter a valid email address.				
chantm@gmail.com						
 Your marital status during the period f A.Married (Please provide spouse's info 						
B.Divorced / Separated / Widowed / Si (Please provide copies of supporting do	ingle / Others	assessment year. If applicant is "Married",				
11. Ethnicity ^{Note} @ A. Chinese B.	Pakistani 🔘 C. N	· , ,				
icant is a single parent during the lease check the box next to item (lease check the box next to item (lease on marital status will be available) ct and input (if applicable) after checking (P)	B). Relevan e for applican	t) in Part ĺ, please click t "Next Page" to proceed to				
o item (B).		Next rage				

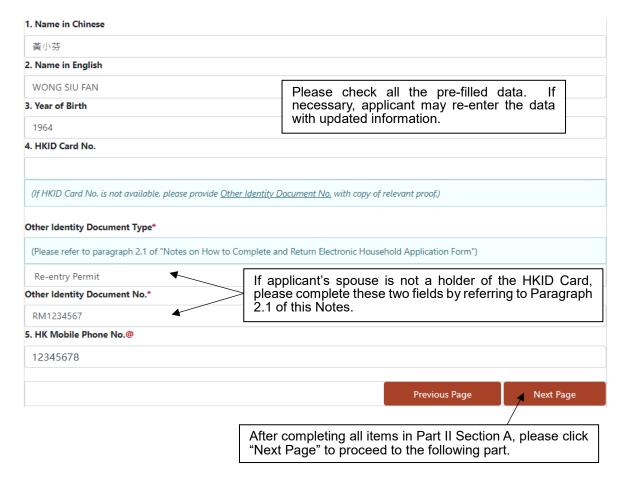
2.1 If applicant (and/or his/her family member(s)) is (are) not a holder (holders) of the HKID Card, please select the applicable item from the dropdown menu of "Other Identity Document Type" comprising the following items, enter the relevant identity document number, and provide a copy of the identity document (if it has not been provided to the SFO before):

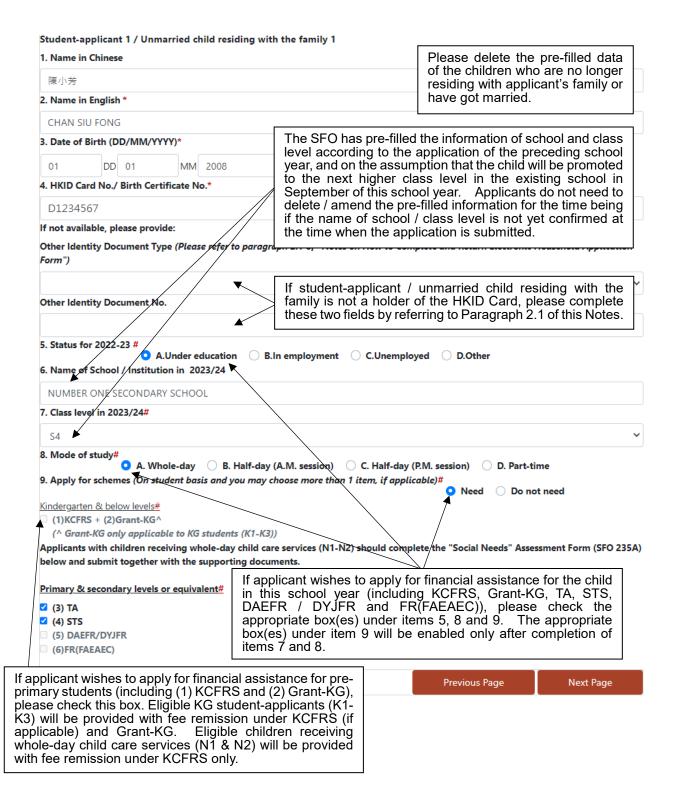
(i) Passport	(ii) Re-entry Permit	(iii) Certificate of Identity			
(iv) Document of Identity	(v) Entry Permit	(vi) Declaration of ID for Visa Purpose			
(vii) One-way Permit	(viii) Mainland identity documents	(ix) Others			

2.2 If applicant's spouse wishes to be the applicant, please delete the pre-filled data and provide the information of new applicant in Part I, and amend the data of spouse in Part II A accordingly. If applicant and his / her spouse have already submitted their identity documents in previous year's application, they are not required to submit these documents again in this school year (except for those who have replaced / obtained the Hong Kong Smart Identity Cards but have not submitted the information to the SFO before).

Part II Particulars of Family Members and Financial Assistance Schemes being Applied for

3.1 Spouse, student-applicants and unmarried children residing with the family





1. Name in Chinese				
陳大明				
2. Name in English*				
CHAN TAI MING				
3. Date of Birth (DD/MM/YYYY) *				
01 DD 01 MM 2002	YYYY			
4. HKID Card No./ Birth Certificate No.*				
C1234567				
If not available, please provide:				
Other Identity Document Type(Please refer to paragra Form")	aph 2.1 of "Notes on How to Complete and Return Electronic Household Application			
Other Identity Document No.				
5. Status for 2022-23# • A.Under education • B.I 6. Name of School / Institution in 2023/24	In employment C.Unemployed D.Other			
YI JIN COLLEGE				
	If the unmarried child residing with the family is studying			
at a tertiary institution in this school year, please check the "Do not need" box under the item of "Apply for schemes".				
9. Apply for schemes (On student basis and you may of Kindergarten & below levels# (1) KCFRS + (2) Grant-KG^ (^ Grant-KG only applicable to KG students (K1-K3)	Need O Do not need Need Need Social Needs" Assessment Form (SFC			
Primary & secondary levels or equivalent #				
(3) TA	If applicant needs to add unmarried child residing			
☐ (4) STS ✓ (5) DAEFR/DYJFR	with the family, please click "Add Child" to enter details of the new member and provide copies of the			
(6) FR(FAEAEC)	identity documents.			
	Previous Page Next Page Add Child			
After completing al Section B, please cl proceed to the follow	lick "Next Page" to			

- 3.1.1 Applicant's spouse and children in receipt of the CSSA will not be counted as 'family members' under the Adjusted Family Income (AFI) mechanism.
- 3.1.2 Student-applicants who have been approved to receive financial support in respect of textbook expenses, internet access charges at home and student travel expenses including free transportation service to and from school by any public or private organizations or schools should not apply for the same type of assistance through the SFO. These organizations include, but are not limited to schools, the SWD, EDB, the Hong Kong Jockey Club, public transport companies, etc. If it is subsequently discovered that the student-applicant is benefitting from double subsidies, the applicant is liable to refund the overpaid amount upon the request of the SFO.

3.1.3 Applicant should refer to the following codes and select the applicable class level attended by his / her child(ren) in this school year from the dropdown menu:

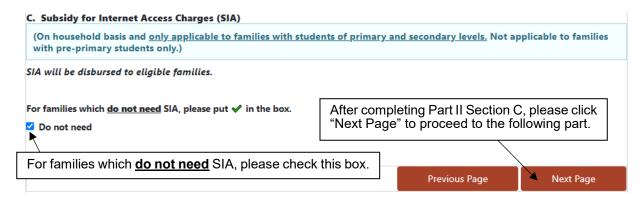
(i) Whole-day Child Care Centre (group aged 0-2): N1
(ii) Whole-day Child Care Centre (group aged 2-3): N2
(iii) Nursery class in kindergarten: K1
(iv) Lower class in kindergarten: K2
(v) Upper class in kindergarten: K3

(vi) Primary 1 to 6: P1 / P2 / P3 / P4 / P5 / P6

(vii) Secondary 1 to 3:
(viii) Secondary 4 to 6:
(ix) Diploma of Applied Education / Diploma Yi Jin:
(x) Others (e.g. Tertiary Level):
S1 / S2 / S3
S4 / S5 / S6
DAE / DYJ
Others

- 3.1.4 If applicant wishes to amend the application details after submission of the Pre-filled E-Form (including applying for additional scheme(s) / amending scheme(s) that have been applied for), please submit the request in writing, together with justification, and post it to the SFO within 30 days from the submission date of the Pre-filled E-Form. Application for additional scheme(s) / amending the scheme(s) to apply for must be duly signed by the applicant with the Household Application Number / the HKID Card No. of the applicant specified. It will take longer time for processing these applications. Please note that late application for financial assistance will not be considered. In this regard, applicant should check carefully if he / she has chosen all the scheme(s) that he / she wishes to apply for before submission of the Pre-filled E-Form.
- 3.2 Subsidy for Internet Access Charges (SIA)

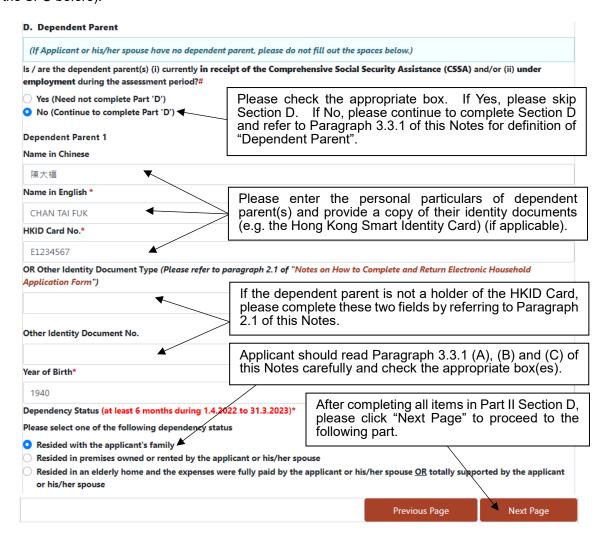
The applicant does not need to apply for SIA, which is on a household basis and only applicable to families with students of primary and secondary levels. Families will be disbursed the subsidy provided that they can pass the means test and the student-applicant(s) can meet the eligibility criteria for SIA. This subsidy is not applicable to families with pre-primary students only.



- 3.3 Dependent parent
- 3.3.1 Dependent parent refers to the applicant's parents, including in-laws, who is not a recipient of the CSSA and not in employment during the assessment year. They must, throughout the assessment year, meet any one of the following conditions for at least 6 months
 - (A) resided with the applicant's family; or
 - (B) resided in premises owned or rented by the applicant or his / her spouse; or
 - (C) resided in an elderly home and the expenses were fully paid by the applicant or his / her spouse <u>OR</u> totally supported by the applicant or his / her spouse.

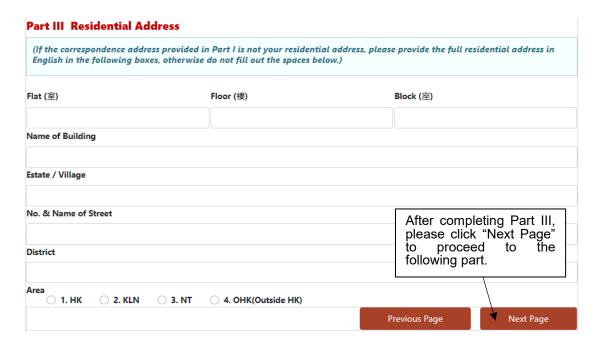
Remarks: Applicant or his / her spouse should continue to support their parent in this school year and the form of support should be similar to that in the year of assessment. As the number of family members may affect directly the level of assistance the applicant's family is eligible for, applicants are required to provide supporting documents including tenancy agreement, residential address proof or receipt of the home for the elderly, etc. for verification of the dependence of the parents or the SFO may request applicants to explain in detail the dependence status of the parents for the SFO's consideration.

3.3.2 If applicant has already submitted copies of the identity documents of the dependent parents in the application in previous years, the applicant is not required to submit these documents again in this school year (except for those who have replaced / obtained the Hong Kong Smart Identity Cards but have not submitted the updated information to the SFO before).



Part III Residential Address

4.1 Applicant should enter the residential address in this part so that the SFO can arrange to conduct home visits for the selected applicants. If applicant's residential address is the same as the correspondence address provided in Part I of the Pre-filled E-Form, the applicant is not required to complete this part.



Part IV Family Income

1. Applicant					
Mode of employment#					
Position * (Please specify period if it is not a whole year)					
UNEMPLOYED (1.4.2022 – 30.4.2022); CLERK (1.5.2022 – 31.12.2022); SELF-EMPLOYED DRIVER (1.1.2023 – 31.3.2023)					
Total Annual Income (\$) Including bonus / allowance / part-time income (excluding Mandatory Provident Fu	nd (MPF) / Provident	Fund cor	ntribution by employee)		
Salary (\$) *	Please en	tor tl	he total incom	ne (integer	
80000			places) in the a		
Business profit (\$) *	year. The	SFO	will not accept	estimated	
45000			lease provide ther income s		
2. Spouse	rental inco need to be	me (s	see item 11 ur ted" in Paragrap	nder "Items h 5.1 of this	
Mode of employment#			ution from ch family / relative		
○ Full-time ○ Part-time			erests from ir		
Position (Please specify period if it is not a whole year)*	please ente	er the	amount accor	ding to the	
HOUSEWIFE (1.4.2022 – 30.9.2022); PART-TIME CASHIER (1.10.2022 – 31.3.2023)	income, pl	xampl ease	e. <u>If there is r</u> input "0" in the	no relevant e field(s).	
Total Annual Income (\$)			•		
Including bonus / allowance / part-time income (excluding Mandatory Provident Fu Salary (\$) *	nd (MPF) / Provident	Fund cor	ntribution by employee)		
30000					
Business profit (\$) *					
0					
(For an unmarried child residing with the family of the applicant. , part-time incon	ne of a non full-time s	tudent sh	nould be included.)		
Unmarried child residing with the family (if applicable)					
Name					
CHAN TAI MING					
Mode of employment# Part-time Part-time					
Position (Please specify period if it is not a whole year)					
WAITER (1.4.2022 – 10.6.2022); UNEMPLOYED (11.6.2022 – 31.3.2023)					
Total Annual Income (\$)					
Total Annual Income (\$) Including bonus / allowance / part-time income (excluding Mandatory Provident Fu	nd (MPF) / Provident	Fund cor	ntribution by employee)		
Salary (\$)					
36000					
Business profit (\$)					
0					
5. Other income					
Contribution from children not residing together, relatives or friends (\$) *					
12000					
Rental income of property, land, carpark, vehicle or vessel (\$) *					
96000					
Interests from investments, fixed deposit (\$) *					
5000					
Alimony (\$) *					
0					
Pension (excluding lump sum retirement gratuity) (\$) *					
0					
Widow's & Children's Compensation (\$) *		After	completing all i	tems	
0		in P	art IV, please	click	
Others (\$) *			t Page" to proce ollowing part.	ed to	
0		u 10 10	onowing part.		
	Previous Pag	je	Next Page		

5.1 Types of incomes earned by the family both within and outside Hong Kong that should be reported are listed below for reference. For provision of documentary proofs, please refer to Paragraph 13.4 (vi) of this Notes.

	Items need to be reported		Items need not to be reported
1	Salary (including the salary of applicant, applicant's spouse and student-applicant's unmarried sibling(s) residing with the applicant for full-time, part-time or temporary jobs, excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee)	1	Financial assistance from the Government, or payment from the assistance programme under the Community Care Fund (such as CSSA / Old age allowance / Old age living allowance / Disability allowance / Retraining allowance / Work Incentive Transport Subsidy / Working Family Allowance etc.)
2	Double pay / Leave pay	2	Long service pay / Contract gratuity
3	Allowance (including overtime work / living / housing or rent / transport / meals / education / shift allowance, etc.)	3	Severance pay
4	Bonus / Commission / Tips	4	Loans
5	Studentship	5	Lump sum retirement gratuity / Provident fund
6	Wages in lieu of notice of dismissal	6	Inheritance
7	Business profits and other income earned by means of self-employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered, etc.	7	Charity donations
8	Alimony	8	Insurance / accident / injury indemnity
9	Contribution from any person(s) not residing with applicant's family to any of the applicant's family member(s) (including money or contribution of housing / remittance(s) / contribution for mortgage repayment / rent / water / electricity / gas or other living expenses)	9	MPF / Provident Fund contribution by employee (the <u>ceiling</u> of contribution needs not to be reported is \$18,000 per year)
10	Interests from fixed deposits, stocks, shares and bonds, etc.		
11	Rental income of property, land, carpark, vehicle or vessel (including Hong Kong, the Mainland and overseas)		
12	Monthly pension / Widow's & Children's Compensation		

5.2 Applicant should provide the income proof and those of the family member(s) under employment. If the applicant, the applicant's spouse or any family member under employment has / have provided the Income Certificate (i.e. Sample I) or the Self-prepared Income Breakdown (i.e. Sample IV) as the income proof, the SFO may still require the applicant to concurrently provide the bank passbook, salary statement or other income proof for reference. If applicant cannot provide any income proof for special reasons, please notify the SFO in writing, providing justifiable reasons and the detailed calculation of income. Applicant should also sign on the explanatory letter personally. If the explanation or documents provided cannot substantiate the reported income information of the family member(s) concerned (e.g. self-written statement of income), the SFO may need to make adjustment and apply benchmark figures (based on statistical information provided by relevant government departments e.g. Census and Statistics Department) to assess the income of applicants and their family members. In assessing the family income, if necessary, the SFO may require the applicants to provide documentary proof of items which is not listed above or seek further clarification for amounts that were used for maintaining the living of the family but have not been accounted for in the application such as savings, loans. The SFO may also request the applicant to produce documentary proof including bank savings records, duly signed declaration from the debtor, etc. In case no valid proof is provided, the amounts for maintaining the living of the family may be taken as part of the family income.

Part V Medical Expenses Incurred by Family Member(s) with Chronic Illness

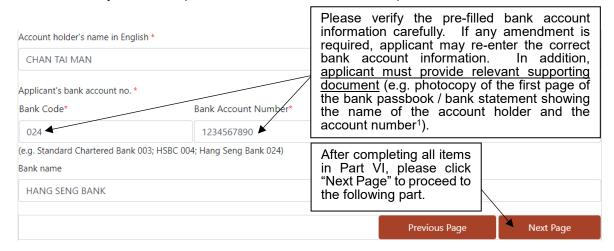
(Please provide a copy of supporting document)



6.1 If applicant has incurred medical expenses for family members (for family members who are chronically ill or permanently incapacitated) in the assessment year, he / she may state details of the situation in Part V of the Pre-filled E-Form. Applicant must provide relevant medical certificate(s) and receipt(s) issued by the hospitals / clinics / registered practitioners to the SFO for consideration of deducting such expenses. The ceiling of deductible amount in this school year is being reviewed and will be announced at the website of the Working Family and Student Financial Assistance Agency (WFSFAA) (www.wfsfaa.gov.hk) later.

Part VI Applicant's Bank Account for Payment of Assistance

(The account must be under the applicant's name. Please provide copy of the bank statement / first page of bank book¹ if you wish to update the bank account information.)



- 7.1 The SFO has pre-filled the applicant's bank account information on Part VI of the Pre-filled E-Form as provided in the application for the preceding school year. As the SFO will release the Grant for School-related Expenses for Kindergarten Students, School Textbook Assistance, Student Travel Subsidy, Subsidy for Internet Access Charges, Diploma of Applied Education / Diploma Yi Jin Fee Reimbursement and Fee Reimbursement (Financial Assistance Scheme for Designated Evening Adult Education Courses) by auto-pay, applicant should verify the pre-filled bank account information carefully. If any amendment is required, the applicant may re-enter the correct bank account information in the relevant fields accordingly and provide supporting document. Please note that the SFO bears no responsibility for any delay in receipt of payment / loss in subsidy amount / any additional bank charges arising from any errors the applicant committed in providing the bank code and / or account number.
- 7.2 The bank account must be valid local saving account <u>solely</u> under the name of applicant. (It must be recently in use.) Joint account, credit card account, loan account, fixed-deposit account and foreign currency account are not accepted.
- 7.3 The account number, including the bank code, normally does not exceed 18 characters (except for virtual bank account).
- 7.4 For enquiries of "Bank Code", applicant may approach the bank concerned for assistance.
- 7.5 If applicant needs to change the bank account number after submission of the Pre-filled E-Form, please advise the SFO of the change in writing with supporting document showing the name of the bank account holder and account number as soon as possible so as to avoid any delay in the disbursement of financial assistance.

Applicant is not required to provide the relevant supporting document if the requirements mentioned in Note 2 of Paragraph 13.4 are met.

Part VII Applicant's Supplementary Information

Please provide other special family information or details regarding family members in receipt of CSSA in this part. Otherwise, please leave this part blank.

1. If you have filled in Part II particulars of any student-applicant who is not a self-bearing child of yours, please specify his/her name and explain in detail with proof why the application is not submitted by the parent of the student.

2. If your family is receiving / has received CSSA any time during the period from 1 April 2022 to the time of submission of application, please specify the relevant duration, names of the family members in receipt of CSSA and quote the CSSA reference number.

3. If you have special financial hardship, please state details of the situation, relevant duration and submit supporting documents.

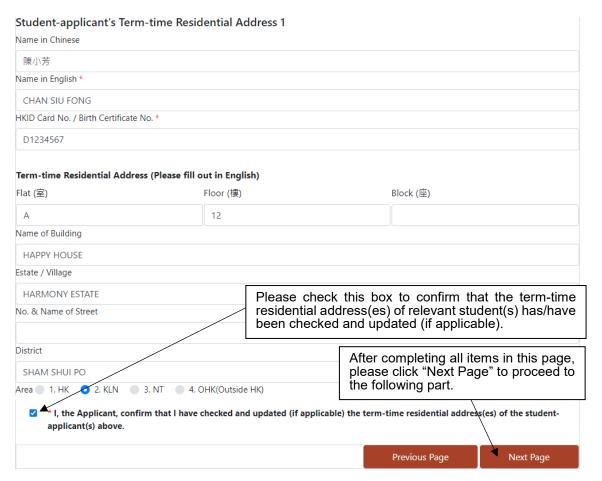
After completing all items in Part VII, please click "Next Page" to proceed to the following part.

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8.1 If there are substantial changes in the applicant's family particulars after the assessment period (e.g. unemployment or substantial drop in income of a family member, etc.), please provide the relevant information in Item (3) of this part with copy of supporting documents.

Student-applicant's Term-time Residential Address (Applicable to applicants of STS only)

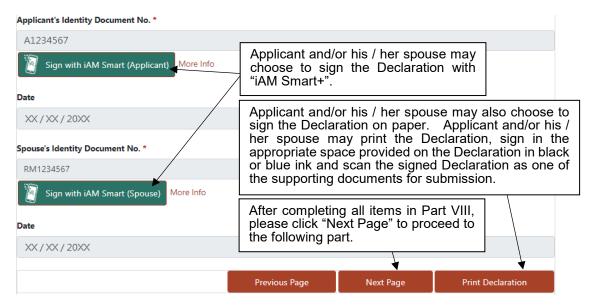


9.1 For assessment of STS, the SFO has pre-filled the term-time residential address of student who has successfully applied for STS in the preceding school year on the "Student-applicant's Term-time Residential Address" page of the Pre-filled E-Form. If applicant wishes to continue to apply for STS in this school year, please verify the pre-filled address. If there is any amendment to the address or the pre-printed address is not the student-applicant's term-time residential address (e.g. the student-applicant is living in hostel provided by schools, parents or other organizations, or living with other relatives in another location), please re-enter the student-applicant's residential address in full. The SFO may require the applicant to submit proof of the residential address at a later stage. Please check the box at the bottom of the page to confirm that the term-time residential address(es) of relevant student(s) has/have been checked and updated (if applicable).

9.2 For a student who was not disbursed with STS in the preceding school year but wishes to apply for STS in this school year, the applicant should select "(4) STS" under item 9 of Part IIB for the student. The applicant should also check the appropriate box(es) under items 5 and 8 of Part IIB and provide the term-time residential address of the student in Part III (if different from the correspondence address) so that the SFO may verify the data with the school concerned.

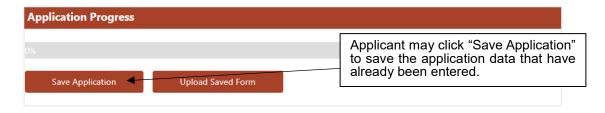
Part VIII Declaration

- 10.1 Applicant and his / her spouse (if applicable) should read through the paragraphs carefully and sign the Declaration digitally or on paper as follows -
 - (i) signing the Declaration with "iAM Smart+" digitally; or
 - (ii) printing the Declaration, signing in the appropriate space provided on the Declaration in black or blue ink and scanning the signed Declaration as one of the supporting documents for submission.

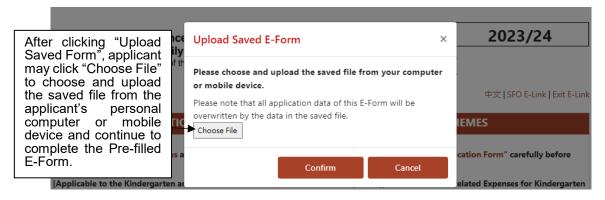


Saving and Uploading Pre-filled E-Form

11.1 If applicant needs to save the unfinished Pre-filled E-Form for completion later, please click "Save Application" to download the application data that have already been entered. The application data will be saved in the applicant's personal computer or mobile device as a ".sfo" file. Applicant should record the location of the saved file to facilitate subsequent retrieval and continual completion of the Pre-filled E-Form.



11.2 If applicant wants to restore the application data from a saved file, please click "Upload Saved Form" to choose and upload the saved file from the applicant's personal computer or mobile device. Applicant may continue to complete the Pre-filled E-Form after uploading the saved file.



Reviewing Completed Pre-filled E-Form

12.1 Applicant should review all the information on the Pre-filled E-Form to ensure that all the data entered are correct.

Part VIII Declaration

(Applicant and spouse of applicant may choose to provide electronic signatures by "iAM Smart" or click "Print Declaration" to print and sign on the printed copy of the declaration. If applicant and spouse of applicant choose to sign on the printed declaration, applicant should attach and submit the signed declaration under the "Supporting Documents" page.)

I / We have read the "Household Application for Student Financial Assistance Schemes - Guidance Notes" (GN) and "Notes on How to Complete and Return Electronic Household Application Form" (Notes). I / We fully understand and agree to the arrangements stated therein in relation to my / our application. I / We undertake and warrant that I / we shall comply with all provisions in the GN and Notes as may be amended by the Government of the Hong Kong Special Administrative Region (HKSAR) from time to time and such other requirements and directions as specified from time to time by the Government of the HKSAR. I / We hereby declare that

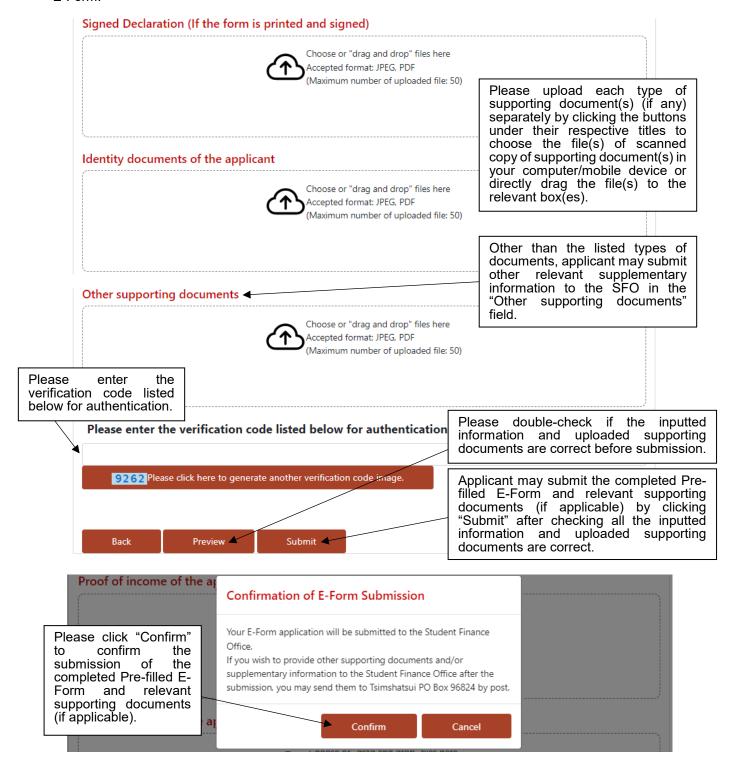
- (a) The information in this application form, supplementary form(s) (if any) and the supporting documents and all other information and representation provided or made by me / us in relation to my / our application are true, complete and accurate. I / We understand and consent that (i) the Working Family and Student Financial Assistance Agency (WFSFAA) will assess the eligibility and assistance level of my family based on the information provided by me / us; (ii) the WFSFAA may conduct authentication of my / our application (including home visits and random checking and take other actions as necessary) to investigate and verify whether the information provided in relation to my / our application is true, complete and accurate. I shall fully cooperate, and shall procure my family members to fully cooperate with staff of the WFSFAA; and (iii) the WFSFAA may make adjustment to the assistance level / amount of financial assistance granted based on the findings of the authentication. Any misrepresentation, concealment of facts, provision of misleading or false information or intentional obstruction of the authentication conducted by WFSFAA staff may lead to revocation of an issued eligibility certificate and withdrawal of the letter notifying the result of my / our application, restitution in full of the assistance granted and possible prosecution. I / We undertake to refund in full the Government of the HKSAR any overpayment of financial assistance granted to me / us under any of the financial assistance schemes and loan schemes administered by the WFSFAA, regardless of the cause for such overpayment, immediately upon request. I / We also agree that if any overpayment was made to me / us or any amount was due to be paid by me / us to the Government under or in connection with any of the financial assistance schemes and loan schemes administered by the WFSFAA, the WFSFAA may set off the amount overpaid or the amount due against the financial assistance which I am / we are entitled to under any financial assistance scheme(s) administered by the WFSFAA.
- (b) I / We give consent to the WFSFAA and its authorized bodies (including but not limited to relevant government bureaux / departments such as the Education Bureau (EDB), the Immigration Department (ImmD), Social Welfare Department (SWD), the agents of the WFSFAA / EDB, the schools / institutions concerned, etc.) to process my / our application and use the personal data provided to the WFSFAA in connection with this application form and supplementary form(s) (if any) in accordance with Paragraph 5 of the GN and to liaise with related parties to verify and disclose the information provided by me / us. I / We agree that the relevant Government bureaux/departments/organisations (including but not limited to EDB, ImmD and SWD) to release my/our personal data to the WFSFAA for the purpose of processing and vetting any information in this application.
- (c) I am / We are authorized by all the family members listed in this application form to give consent and hereby give consent on their behalf to the WFSFAA and its authorized bodies to access such family members' personal data in accordance with Paragraph 5 of the GN and to liaise with related parties to verify and disclose the information provided to the WFSFAA. I / We consent to the WFSFAA and the relevant government bureaux/departments/organisations (including but not limited to EDB, ImmD and SWD) to carry out the matching procedure for the purposes of processing the application and the granting of other student financial assistance, which may include the recovery of overpayment(s) (if applicable) from me / us.

This declaration shall be governed by and construed in accordance with the laws of the HKSAR. I / We and the Government of the HKSAR shall irrevocably submit to the jurisdiction of the Courts of the HKSAR. I / We have read the provisions of this declaration carefully and fully understood my / our obligations and liabilities under this declaration.

Applicant's Identity Document No. * A1234567 XX/XX/20XX Spouse's Identity Document No. * RM1234567 Date XX/XX/20XX If applicant needs to amend the information of the Pre-filled E-Form, please click "Modify" at the relevant Part and reenter the relevant information. reviewing and confirming Modify Next Page completed information on the Pre-filled E-Form is correct, please go to Part VIII and click "Next Page" to proceed to the following part.

Submitting Pre-filled E-Form and Supporting Documents

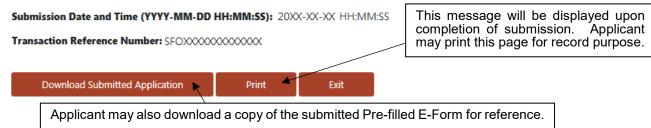
13.1 Applicant may upload necessary supporting document(s) and submit them together with the completed Pre-filled E-Form.



Submission Details

Your Electronic Household Application Form for Student Financial Assistance Schemes has been received by the Student Finance Office. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

As you have submitted your electronic application form already, please do not complete and submit other paper-based application forms.



- 13.2 For online uploading of documents, please ensure that the scanned documents are clear and legible and take note of the following file formats and uploading limit:
 - (i) File types: Portable Document Format (PDF) or Joint Photographic Expert Group (JPEG); or
 - (ii) Image resolution: 150 300 dots per inch (dpi); and
 - (iii) Total File Uploading Limit for all the documents: 40 Megabytes²
- 13.3 If applicant wishes to submit supporting documents by post after submission of the Pre-filled E-Form, applicant may send copy of the relevant supporting documents separately by post to Tsimshatsui PO Box 96824. Please state clearly the Household Application Number (or the HKID Card No. of the applicant) on the supporting documents and affix sufficient postage on the envelopes. Insufficient postage will lead to non-delivery of the supporting documents, in which case the SFO will not be able to process the application. Applicants should write their correspondence address at the back of envelopes to avoid wrong / unsuccessful delivery.
- 13.4 If the pre-filled data is accurate, applicant is not required to provide copies of the family members' identity documents again (except those who have replaced / obtained the Hong Kong Smart Identity Card which has never been provided to the SFO before). Other supporting documents that **must** be submitted include:
 - (i) Copy of identity documents for any amended and additional family members, including dependent parents (if applicable) (Please refer to Paragraph 3.3.2) (Note 1);
 - (ii) (For **single-parent families**) Copy of supporting documents for separation / divorce or the spouse's Death Certificate. If applicants are unable to provide the supporting documents, please explain in writing the reasons and sign on an explanatory note; if applicant is unable to provide the required supporting documents, the SFO reserves the right to process the application on the basis that the applicant is not treated as a single parent. If applicant has declared the situation and submitted relevant supporting documents for separation / divorce or spouse's Death Certificate in the preceding school year, the applicant is <u>still required</u> to declare in writing again that the single-parent family situation remains unchanged in this school year. Where deemed necessary, the SFO may request the applicant to provide such proofs again;
 - (iii) (if applicable) Copy of documentary proof on supporting the dependent parents;
 - (iv) (If applicable) Copy of documentary proof on unavoidable **medical expenses** (for family members who are chronically ill or permanently incapacitated) in the assessment year;
 - (v) (If applicable) Copy of the **bank statement** / **first page of bank book** if it is required to update the bank account information (Note 2); and
 - (vi) **Documentary proof on annual income** for the assessment year. Please submit the document in accordance with the requirements listed below:

Salaried employed person	(1) Tax Demand Note issued by the Inland Revenue Department; if not available
	(2) Employer's Return of Remuneration and Pensions Form; if not available
	(3) Salary Statement; if not available
	(4) Bank transaction record showing payment of salary, allowance,
	etc. (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks. For any entries other than income, please also make necessary remarks next to them, or else the SFO may include the amount in calculating family income); if not available
	(5) Income Certificate certified by the employer (See Sample I), etc.
Self-employed driver or person running business (including	(1) Profit and Loss Account verified by a Certified Public Accountant; if not available
sole proprietorship business / partnership business / limited	(2) Profit and Loss Account prepared on your own (See Sample II or III) and
company)	(3) Personal Assessment Notice (if applicable).
Salaried employed or self- employed person who cannot produce any income proofs	Please follow Sample IV to provide Self-prepared Income Breakdown detailing your monthly income throughout the year and explaining why income proof cannot be produced. (The SFO reserves the right to decide whether applications from those applicants who cannot provide justification for not producing income proof would be accepted.)

In case the total file size exceeds the uploading limit, please consider increasing the image compression level, or lowering the resolution of the JPEG files to decrease the file size, where appropriate.

page showing the nar the entries with color income, please also	if not available ord showing rental income (together with the me of bank account holder) (Please highlight our and remarks. For any entries other than make necessary remarks next to them, or include the amount in calculating family
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Note 1: If applicant and the family member(s) meet the following requirements, it is not required to submit the supporting document(s):

- Applicant / the family member(s) has / have a successful application under the financial assistance scheme of the SFO and has / have submitted a copy of their HKID Card in the above successful application; and
- There is no change in personal particulars on the HKID Card.

Note 2: If applicant meets the following requirements, it is not required to submit the supporting document:

- Applicant has a successful application under the financial assistance scheme of the WFSFAA and
 was disbursed with payment of grant and/or loan to his / her bank account while the applicant has
 submitted a copy of bank account proof in the above successful application; and
- Applicant uses the same bank account in the application for the 2023/24 school year (i.e. the above bank account which has been disbursed with grant and/or loan).

Regarding to the above exemption mentioned in Notes 1 and 2, applicant must write correctly and clearly the information of the Identity Card and bank account number on the Application Form. If necessary, the applicant may still be required to resubmit the relevant document(s). In case of any disputes, the decision of the SFO will be final.

Enquiries

14.1 If applicant has any enquiry relating to the completion and submission of Pre-filled E-Form or has not received any acknowledgement of receipt of application by means of SMS or in writing from the SFO within 20 working days after submitting Pre-filled E-Form online, please call our 24-hour enquiry hotline at 2802 2345.

Sample I: Income Certificate

(For salaried employed person who cannot provide items 1-4 of income proof as listed in Paragraph 13.4 (vi) of the "Notes on How to Complete the Form")

(Can be filled in directly)

WARNING: The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

This is to certify that	(1	HKID Card No.) is employed by this company
			allowance, bonus, double pay, leave pay
			s), but excluding Mandatory Provident
Fund / Provident Fund cont	ribution by e	employee, in actual figu	re) during the period from 1 April 2022 to
· · · · · · · · · · · · · · · · · · ·	•		the above-mentioned period if it was less
than 12 months:	to) is *HK\$	·
l		•	e in this company (120 working hours or ergarten / child care centre fee remission
Signature of Employer : _		Name of	Employer :
Company Chop : _		Telepho	ne No. :
Company Address :			
_			
Date:			
		nust bear the company c red against any deletion	chop and telephone number of the / / amendment.)
* Please specify the currency # Please delete the inappropr	if salary paid	is not in Hong Kong doll	,

INCOME CERTIFICATE							
This is to certify that	(HKID (Card No) is employed by this company				
			allowance, bonus, double pay, leave pay				
and other income (including Hong Kong, the Mainland and overseas), but excluding Mandatory Provident							
Fund / Provident Fund con	tribution by emplo	yee, in actual figu	ure) during the period from 1 April 2022				
to 31 March 2023 (please sp	ecify the exact emp	loyment period with	nin the above-mentioned period if it was				
less than 12 months:	to) is *HK\$					
# The above employee workshours per month / full-time in this company (120 working hours or above per month) (only applicable to application of whole-day kindergarten / child care centre fee remission for the group aged 0-3). Signature of Employer: Name of Employer:							
Company Chop : _		Telephone I	No. :				
Company Address : -							
Date:							
(Note: The <u>original copy</u> of this Certificate must bear the company chop and telephone number of the employer. Employer's initial is required against any deletion / amendment.)							
* Please specify the currency if salary paid is not in Hong Kong dollars. # Please delete the inappropriate sentence.							

WARNING: The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

Sample II: Profit & Loss Account
(For self-employed taxi driver / lorry driver / minibus driver etc.)
(Can be filled in directly)

Sample III: Profit & Loss Account

(For person running business (including sole proprietorship / partnership business))

(Can be filled in directly)

(San Se ninea in	an couy,	(Our Do IIII	ou m un couy,		
Name of family member engaged in the following		Name of family member running the following company (Owner):			
business :		Company name :			
Taxi driver / Lorry driver / Minibus drive	r (please circle)	Nature of business :			
Vehicle owner / Vehicle lessee (please	circle)	Company address :			
License number (for vehicle owner only) :		Sole proprietorship or partnership:	(%)		
(I) Profit and Loss Account From 1 April 2022 to 31 March 2023)		(If it is a partnership, please specify the e.g. Partnership (50%))	ne profit sharing ratio,		
ncome (HK\$)		(I) Profit and Loss Account			
1. Rent (for vehicle owner only)	\$	(From 1 April 2022 to 31 March 2023)			
2. Profit from operating business	\$	(A) <u>Gross Income</u> (HK\$)	\$		
Others (please specify all items & breakdown of amounts)	\$	Expenditure (HK\$) (The following is the running cost of the household expenses.)	he company and should not cover any		
		Cost on purchasing merchandise	\$		
A) Total Income	\$	Water charges	\$		
Expenditure (excluding vehicle mortgage	roc) (HK¢)	Electricity charges	\$		
1 & 2 are applicable to vehicle lessee,	, , , , ,	Gas charges	\$		
owner)		Telephone charges	\$		
1 Vahiala vantal faa	Φ	Rent and rates	\$		
1. Vehicle rental fee	*************************************	Salary of employees other than those marked '#' below			
2. Fuel charges	\$	Transportation costs	\$ \$		
3. Insurance premium	\$	Traveling expenses	\$		
4. Maintenance fee	\$	Insurance premium	\$		
5. License fees	\$	Fees for repair and maintenance of	-		
 Others (please specify all items & breakdown of amounts) 	\$	machinery	\$		
breakdown or amounts)		Others (please specify all items & breakdown of amounts)	\$		
B) Total Expenditure	\$	Other Expenditure (HK\$) # Salary of owner			
,		paid by this company	\$		
Net profit [(A) Total Income – (B) Tota	al Expenditure*]	# Salary of other family member (Name :	paid by this company)		
	\$		\$		
This amount should be filled in Part IV of the If Total Income is less than Total Expenditure		(B) <u>Total Expenditure</u> (HK\$)	\$		
counted i.e. business loss cannot be deducted			ne – (B) Total Expenditure* +Salary of		
Remark (reason for not being able to p	rovide income proof) :	owner / other family member paid by = HK\$	this company#		
II) Monthly Working Hours (Only applicab	le to application of whole-day	(This amount should be filled in Part	IV of the Household Application Form		
kindergarten / child care centre fee remiss		* If Gross Income is less than Total Expenditure (i.e. (A) – (B) < 0), deficit will not be counted i.e. business loss cannot be deducted from the gross household income.			
Vorking hours per month.		Remark (reason for not being able to	•		
Signature of family member		, tomain (rouse), ion not zernig azio ii	, provide missing procif.		
engaged in the above		(II) Monthly Working Hours (Only ag	oplicable to application of whole-day		
business (if not the applicant) :		kindergarten / child care centre fee			
		Working hours per month.			
Applicant's Name :		Owner's Signature (if not the			
Applicant's HKID No :	_	applicant) Applicant's Name	:		
Applicant's Signature :		Applicant's HKID No			
		· ·	·		
Date :		Applicant's Signature	•		
		Date	:		

Sample IV: Self-prepared Income Breakdown (For hawker / construction worker / renovation worker / casual worker / cleaner who cannot provide income proof) (Please fill in <u>all</u> of the following items) (Can be filled in directly)

WARNING: The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

	of the family member en	gaged in the	:				
(Each s	elf-prepared income break	down <u>should c</u>	ontain t	ne income informa	tion of ONE	E family	member only.)
	ationship between this fa ase delete the inappropria		and the	applicant : * Appli	cant / Spo	use / Cl	nild
Nature	of Industry (e.g. Construc	ction)	:				
Positio	n (e.g. construction worke	r)	:				
(Please any mo	Income in fill in actual figure. If youth blank. In addition, for in May, you should fill in the	payment mad	de in arre	ears, for instance, i	f the paym		
<u>2022</u>					<u>2023</u>		
April	:HK \$	September	:HK \$		January	:HK \$	
May	:HK \$	October	:HK \$		February	:HK \$	
June	:HK \$	November	:HK \$		March	:HK \$	
July	:HK \$	December	:HK \$				
August	:HK \$						
Total A	nnual Income HK \$:					
<u>Pay</u> mer	nt method (Please put "√' By Cash / Cash cheque	' in the approp	oriate bo	x. More than one it	em may be	selecte	d)
B.	By Cheque / direct credit	showing the highlight the than income	e name ne total : e, please	copy of the transaction of the bank accommount with color also make necessible the amount in ca	unt holder, for verifica sary remar l	circle tion. For ks next	the entries and any entries other to them, or else
	for not being able to pro I have no fixed employer	vide income p	-				,
B.	The company I worked	for has woul	nd up a	nd I cannot obtair	n documer	ntary pr	oof from the ex-
	employer and do not have	e any other in	come p	oof.			
C .	Others, please specify:						
remissio	Working Hours (Only appoint for the group aged 0-3) Hours per month.	licable to appl	lication o	f whole-day kinder	rgarten / ch	ild care	centre fee
Declara	ition: I declare that the	above infor	mation	is true and compl	ete.		
Signatu	re of family member eng	aged in the al	bove bu	siness (if not the a	pplicant) :	·	
Applicar	Applicant's Name : Applicant's HKID No :						
Applica Signatu	•			Date :			