

# 二〇二一/二二學年資助專上課程學生資助計劃



## 你有否打算申請二〇二一/二二學年資助專上課程學生資助計劃的助學金和貸款？

請在截止日期或以前遞交申請書並盡快提交證明文件，這有助學生資助處盡快審理你的申請。申請一經批准，資助可早日發放。

### 證明文件清單

#### A 個人資料

如你是未婚，請提供你本人、你父母、與你及/或你父母同住的未婚兄弟姐妹/祖父母/外祖父母的香港身份證及學生證副本。若你已婚，請提供你本人、你配偶和子女的香港身份證/出生證明書及你的結婚證書副本。

#### B 家庭收入

若你未婚，則包括你父母和與你及/或你父母同住的未婚兄弟姐妹在二〇二〇年四月一日至二〇二一年三月三十一日期間的收入證明文件副本。若你已婚，則包括你和你配偶在這段期間的收入證明文件副本。收入證明文件的例子包括糧單、僱主填報的薪酬及退休金報稅表[IR56B 表格]/由僱主填報有關其僱員行將停止受僱的通知書[IR56F 表格]/公務員薪俸表格[IR56C 表格]/支付薪酬給僱員以外人士的通知書[IR56M 表格]等。

如你或你父母/配偶屬自僱人士或自行經營業務人士，則須提交收入自述書或經營損益表。

#### C 家庭資產

(若你未婚，則包括你和你父母的資產證明文件。若你已婚，則包括你和你配偶的資產證明文件。)

有關物業/土地/車位/車輛/船隻的文件副本，例如買賣合約、差餉通知書、年度按揭還款表。

有關你及你父母/配偶的各類銀行存款的所有存摺及月結單副本，包括顯示帳戶持有人姓名及帳戶號碼的頁面，以及顯示帳戶在二〇二〇年四月一日至二〇二一年三月三十一日期間所有提存記錄的各頁。

如你或你父母/配偶的銀行存摺內註有“Net Back Items”/“CBC”等字樣(即未有列出較早時每項提存記錄，而只以一系列綜合記項顯示)，則須向銀行索取詳細提存記錄，然後提交本處。

顯示二〇二一年三月三十一日的定期存款結餘的證明書/收據/通知書副本。

投資項目(例如股票/認股證/債券/基金/有現金價值及紅利的儲蓄或與投資連繫的保險計劃)的票據/單據/月結單/年結單副本，以顯示截至二〇二一年三月三十一日止擁有的投資項目種類、數量/價值。

如你或你父母/配偶屬自僱人士或自行經營業務，則須提交商業登記證、資產負債表、公司帳戶結單等文件證明。

### 附註

- \* 請注意，根據資助專上課程學生資助計劃的申請指引，倘若申請人在遞交申請書時沒有申報/提供所需資料/證明文件，而有關資料/證明文件是在學生資助處查詢後才申報/提供的，有關申請會被視作誤報或漏報資料處理。因此，申請人應在遞交申請書時將所有暫時未能提供的資料於申請書中說明，並應盡快提交有關資料。
- \* 所有銀行帳戶副本必須顯示截至二〇二一年三月三十一日的結餘。
- \* 所有副本務須清晰可讀。
- \* 上述證明文件清單僅作參考之用，並非鉅細無遺。欲知詳細資料，請參閱申請指引。如有查詢，請致電學生資助處熱線電話 2152 9000 或瀏覽學生資助處網頁 <http://www.wfsfaa.gov.hk/sfo/>。
- \* **請注意**：如你未保存銀行結單正本/欠缺銀行存摺記錄而須要求銀行補發副本，銀行或會徵收手續費。



在職家庭及學生資助事務處  
學生資助處



## Are you going to apply for grant and loan in 2021/22 under the Tertiary Student Finance Scheme – Publicly-funded Programmes?

Please submit your application on or before the deadline and submit the documentary proof as soon as practicable. Early submission of application with complete information will facilitate the smooth processing and early payment of financial assistance, if any, to you.

### The Checklist on Documentary Proofs Required

#### A Personal Information

If you are single, the copy of your student ID card and copies of HKID card of yourself and your parent(s), your unmarried sibling(s) residing with you and/or your parent(s) and your dependent grandparent(s). If you are married, the HKID card / birth certificate copy/copies of yourself, your spouse and children, as well as a copy of your marriage certificate.

#### B Family Income

If you are single, income proof copy/copies of your parent(s) and unmarried sibling(s) residing with you and/or your parent(s) for the period 1/4/2020 – 31/3/2021. If you are married, income proof copy/copies of yourself and your spouse for the same period. Examples of income proofs include salary statement, Employer's Return of Remuneration and Pensions [IR56B] / Notification by an employer of an employee who is about to cease to be employed [IR56F] / Return of payroll emoluments for civil servant [IR56C] / Notification of remuneration paid to persons other than employees [IR56M], etc..

Self-written Income Statement or Profit & Loss Account if you or your parent(s)/spouse is/are self-employed or operating your/his/her own business.

#### C Family Assets

(If you are single, please provide documentary proof(s) on assets owned by yourself and your parent(s). If you are married, please provide documentary proof(s) on assets owned by yourself and your spouse.)

Supporting documents for property / land / carpark / vehicle / vessel, e.g. Sales and Purchase Agreement, Demand for Rates and annual mortgage repayment schedule.

Copy/copies of all passbooks and monthly statements of all types of bank deposits of yourself and your parent(s)/spouse, including the pages indicating the account holder's name, account number and all transactions from 1/4/2020 to 31/3/2021.

Please obtain transaction records from bank(s) if the remarks "Net Back Items" / "CBC", etc. appear on the bank passbook(s) of yourself and your parent(s)/spouse.

Copy/copies of certificate(s) / receipt(s) / notice(s) of time deposit(s) showing the balance as at 31/3/2021.

Copy/copies of certificate(s), annual statement(s) or monthly statement(s) showing the types / quantities / values of investment items as at 31/3/2021, e.g. shares / warrants / bonds / funds /savings or investment-linked insurance policy/policies with cash value and dividends.

Documentary proof(s) like Business Registration Certificate, Balance Sheet, company account statements, etc., if you or your parent(s)/spouse is/are self-employed or operating your/his/her own business.

#### Important Points to Note

- \* **Attention:** According to TSFS Guidance Notes, if the applicant fails to report the required information in the application form or provide the required supporting document at the time of application, and the information/supporting document is only reported/provided upon the Student Finance Office's enquiry, this would be treated as a misrepresentation and/or omission in the application. Hence, the applicant should list out in full in the application form the information which is not yet available and provide the information to the Student Finance Office once it is available.
- \* All bank records should show the position as at 31.3.2021.
- \* Please ensure all copies are clear and readable.
- \* The above checklist is for general reference only, which is not exhaustive. Students should refer to TSFS Guidance Notes for more details. For enquiries, please feel free to contact the Student Finance Office's hotline at 2152 9000 or visit Student Finance Office's homepage at <http://www.wfsfaa.gov.hk/sfo/>.
- \* **Attention:** if you have not kept the original copies of passbooks and statements, the bank may charge handling fees for replacement copies.

