

**Scheme for Subsidy on Exchange for Post-secondary Students /
Scheme for Means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-secondary Students**

Application Guidelines

Please read through the following guidelines prior to completing the application

- 1 Scheme for Subsidy on Exchange for Post-secondary Students (SSE) and Scheme for Means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-secondary Students (Means-tested SSEBR) are introduced by the Government to subsidise **financially needy local** students of full-time locally-accredited programmes at undergraduate (including top-up) levels with **means-tested grant** to participate in exchange activities outside Hong Kong. Notwithstanding, Means-tested SSEBR is specifically designed for outbound exchange activities to be held in “Belt and Road” country/economy¹, excluding the Mainland, Taiwan and Macao.
- 2 To be eligible for SSE and Means-tested SSEBR, students and exchange activities should meet the following requirement:

Eligible Students

- **Local** students enrolled in full-time locally-accredited undergraduate programmes at the time of application and throughout the duration of subsidised exchange activity;
- In receipt of **means-tested** student financial assistance (i.e. approved grant under TSFS or FASP) from Student Finance Office (SFO) OR whose families are in receipt of the Comprehensive Social Security Assistance (CSSA) by the time student applies or is nominated for an outbound exchange programme;
- Going to participate in an eligible exchange activity as detailed below; and
- Selected through a **merit-based mechanism** administered by EdUHK.

Eligible Exchange Activities

- Outbound activity comprising substantive teaching and learning elements;
 - Organised and/or endorsed by EdUHK;
 - Lasting for **at least two weeks/5 days** for SSE & Means-tested SSEBR respectively; and
 - If the exchange activity is not organised by EdUHK, the host institution must be a recognised educational institution/body either in Hong Kong or in the exchange destination.
- 3 Applicants should read carefully the details of SSE and Means-tested SSEBR while allocation of subsidy shall be based on the selection criteria set out by Government and funding availability.
 - 4 Completed application form AND Declaration for Exchange Subsidy Claim Form should be submitted to **Student Affairs Office Service Counter at B4-G/F-01 before the Application Deadline**. Applicants are responsible for ensuring accuracy and validity of all information provided. Any misrepresentation or incompleteness will lead to disqualification of application.

¹ Definition of B&R country/economy refers to the one listed at the Hong Kong Trade Development Council website at <http://beltandroad.hktdc.com/en/country-profiles/country-profiles.asp>. The list of B&R country/economy is subject to revise and update from time to time.

- 5 Applicants should submit **ALL** required documents upon application.
- 6 Applicants bear the sole responsibility to make sure that the documents submitted are complete. Assessment will only be based on information and documents provided to Student Affairs Office **BUT** not those submitted to Working Family and Student Financial Assistance Agency (WFSFAA).
- 7 Student Affairs Office may conduct counter-checking through interview or other means. Before announcement of result, applicants who are invited for such interviews are required to clarify and provide additional information on details already provided. Intentional obstruction to our staff in the course of their verification, concealment of information or failure to provide information/clarification as required may lead to rejection of the application.

Conditions of SSE/Meanstested SSEBR

The recipient is required to sign an online undertaking when s/he is notified that the application is successful. If the subsidy received is greater than actual direct costs associated with the exchange activity, EdUHK reserves the right to adjust the approved amount of subsidy or to demand return of additional subsidy granted.

Application Deadline

Applicants should complete application form **prior to the exchange activity commencement date**. Declaration for Exchange Subsidy Claim Form along with all the receipts have to be submitted **within one month after the exchange activity end date, or by 31 August of the academic year that they join the exchange activity, whichever is earlier.** On the condition that the application is submitted in a timely manner, the approved subsidy will be issued in two instalments: 70% issued before exchange activity while the remaining 30% will be issued after submission of Declaration for Exchange Subsidy Claim Form and all the documentary proofs.

Student should be able to receive cheque in around 2 months after submission of a complete application and declaration form.

Announcement of Result

Successful applicants will be notified of the result by email. For enquiry, please contact us at saosfa@eduhk.hk.

Documentary Proofs – For Application

1. Proof of Applicant Identity

Photocopy of applicant's student card

2. Notification Letter of Grant/loan Application or Comprehensive Social Security Assistance (if any)

"Notification of Result of Application for Financial Assistance under Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS)/Financial Assistance Scheme for Post-secondary Students (FASP)" issued by Student Finance Office (SFO) (See sample letter in **Annex I**) **OR** documentary proof from Social Welfare Department (for applicant whose families are in receipt of Comprehensive Social Security Assistance (CSSA))

For continuing students who participate in exchange activity

- Grant/loan notification result in previous academic year is needed for application submitted on or before 30 September or
- Grant/loan notification result of current academic year is needed for application submitted after 1 October.

**Grant/ loan Result Notification Letter should normally be available at the commencement of academic year, around August/September for continuing students. Final assistance level depends on the result announced by Student Finance Office.*

3. Acceptance Letter Issued from the Overseas Exchange Institution

Acceptance letter is to certify you have been successfully accepted by the exchange institution. Your name and name of the exchange institution should be clearly shown therein.

Documentary Proofs – For Declaration for Exchange Subsidy Claim Form

Three Major Receipt Copies

Student should submit receipt copies of **(a), (b) and (c)** items as listed below together with the Declaration for Exchange Subsidy Claim Form.

Example of direct costs which would be funded wholly or in part by the exchange subsidies include

- (a) programme / activity fee
- (b) airfare, train fare and / or other transportation fees to and from the destination country / region (one return trip only);
- (c) accommodation fees;
- (d) local transportation fees;
- (e) living expenses incurred within the exchange period; and
- (f) other miscellaneous expenses (e.g. insurance, medical expenses, etc)

Handling of Information and Personal Data

*Information collected will be used for processing your application for **SSE/ Means-tested SSEBR**. The collected data will be purged after five years. Provision of personal data is mandatory or the University might not process your application. The personal data collected will be shared with Education Bureau and related government bureaus/departments to process your application and any other related purposes, but will not be transferred to outside parties.*

According to Personal Data (Privacy) Ordinance, you have the right of access and correction with respect to the personal data provided. If you wish to access or correct your personal data, please contact corresponding departments at EdUHK, for details, please refer to <https://www.eduhk.hk/main/tc/privacy-policy/>.

Student Affairs Office

July 2022

STUDENT FINANCIAL ASSISTANCE AGENCY
 11/E, Cheung Sha Wan Government Offices,
 303 Cheung Sha Wan Road,
 Kowloon.



APP. NO.: [REDACTED]
 TELEPHONE: [REDACTED]
 FAXLINE NO.: [REDACTED]

Dear [REDACTED]

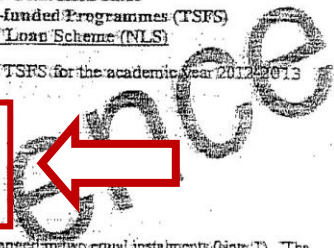
If there are any discrepancies in the data shown below, please inform this Agency immediately.

HKID No. [REDACTED] Student No.: [REDACTED] Bank A/C No.: [REDACTED]
 Institution: THE UNIVERSITY OF HONG KONG [REDACTED]
 Course: DEGREE (ARTS DISCIPLINE) - 3-YEAR STUDIES
 Tuition Fee paid/ payable for 2012-2013 Academic year: \$42,100.00

2012-2013
 Notification of Result of Application for Financial Assistance
 under the Tertiary Student Finance Scheme - Publicly-funded Programmes (TSFS)
 and Offer of Loan Under the Non-means-tested Loan Scheme (NLS)

I wish to inform you that processing of your application for the TSFS for the academic year 2012/2013 has been completed and the result is as follows:

Tuition fee grant	:	[REDACTED]
Academic expenses grant	:	[REDACTED]
Loan under TSFS	:	[REDACTED]
NLS Loan	:	\$22,770.00



The payment of financial assistance under the TSFS, if any, will be arranged in two equal instalments (Note 1). The first instalment of the tuition fee grant and the academic expenses grant will be paid to your bank account within 3 weeks. Payment of loan under the TSFS is subject to the acceptance of loan by means of successful submission of loan documents. In this connection, please download from the Agency's web page at <http://www.sfaa.gov.hk/pdf/common/Form/tsfs/TSFSloandocuments.pdf> the Undertaking (TSFS 15), Deed of Indemnity (TSFS 16) as well as Student, Indemnifier and Witness Details Input Form (Form A and B) (TSFS 25). Please return the completed documents in person together with the specified documentary evidence and the required photocopies of HKID Cards in an uncomplete set to the Student Financial Assistance Agency on or before 18/08/2012 at the following address:

11/E, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

In completing the three above-mentioned documents, you are required to fill in the amount of loan you intend to accept for the whole academic year. You may choose to accept the TSFS loan offered in full or in part. Subject to the successful submission of loan documents on or before the above-mentioned deadline, the first instalment of the loan will be paid to your bank account within 4 weeks from the deadline. The second instalment of the financial assistance will be disbursed to your designated bank account in January or February 2013 (Note 2).

If you do not submit the duly completed and signed loan documents to this Agency for the acceptance of loan offered under the TSFS within 2 calendar months from the date of this letter, this Agency shall assume that you do not wish to accept the loan and the loan offered to you will be automatically cancelled.

If you are not satisfied with the result of your application with sufficient grounds/justifications, you may apply for a review within three weeks from the date of this notification. You should give sufficient reasons in the "Application for Review" form and return it to the Agency together with any documentary evidence in support of your appeal. The form can be downloaded from the Agency's web page at [http://www.sfaa.gov.hk/pdf/common/Form/tsfs/Appeal Form \(Eng\).pdf](http://www.sfaa.gov.hk/pdf/common/Form/tsfs/Appeal Form (Eng).pdf).

Student Financial Management
 Think twice about your need and repayment ability before you accept any loan.

Non-means-tested Loan Scheme
 (1) Interest rate for the Non-means-tested Loan Scheme will be adjusted with due regard to the average best lending rate of note-issuing banks. The adjustment may be upward or downward.

ATTENTION (2) To have a rough estimation on the quarterly repayment amount, please refer to the "Quarterly Repayment Calculator" at the Agency's web page at www.sfaa.gov.hk/eng/etole/hs/index.htm.

Tertiary Student Finance Scheme - Publicly-funded Programmes
 On loan, you may have a rough estimation on the quarterly repayment amount by referring to the "Quarterly Repayment Calculator" at the Agency's web page at www.sfaa.gov.hk/eng/etole/hs/index.htm.