

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 <u>Scheme for Subsidy on Exchange for Post-secondary Students</u> (SSE) and <u>Scheme for</u> <u>Means-tested Subsidy on Exchange to "Belt and Road" Regions for Post-secondary Students</u> (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

- <u>Local</u> 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 <u>means-tested</u> 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 <u>merit-based mechanism</u> 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 <u>Completed application form AND Declaration for Exchange Subsidy Claim Form</u> should be submitted to <u>Student Affairs Office by email (saosfa@eduhk.hk) before the Application</u> <u>Deadline</u>. Applicants are responsible for ensuring accuracy and validity of all information provided. Any misrepresentation or incompletion 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 <u>http://beltandroad.hktdc.com/en/country-profiles/country-profiles.asp</u>. 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 <u>BUT</u> 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/Means-tested 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 <u>within</u> 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/Ioan 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 <u>on</u> <u>or before 30 September</u> or
- Grant/loan notification result of current academic year is needed for application submitted <u>after 1 October</u>.

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

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 the copies of participation letter issued by host universities and boarding pass; and 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 <u>https://www.eduhk.hk/main/tc/privacy-policy/</u>.

Student Affairs Office July 2023

	STUDENT RINANCIAL ASSISTANCE & GENCY	
	311/E. Chenny Sha Wan Government Offices, 303 Chenny Sha Wan Road,	
	Kawloon.	
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	TELEPHONE:	
	FAXLINE NO.:	
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If there are any discrepancies in the data shown be		
HKIDF Student No.:	Bank A/C No.:	
Institution: THE UNIVERSITY OF HONG KON		
Course: DEGREE (ARTS DISCIPLINE) - 3-7		
Tuition Fee paid / payable for 2012-2013 Academ	ic year: \$42,100.00	
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	-2013	
Notification of Result of Appli	cation for Financial Assistance	
under the Terdary Student Finance Sche	me - Publicly-funded Programmes (TSFS)	
	-means-tested Loan Scheme (NLS)	
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has been completed and the result is as follows:		
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Academic expenses grant		
Loan under TSFS :		
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