

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 sub-degree and 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/economy<sup>1</sup>, 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 sub-degree and undergraduate (including top-up degree) 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, if the applicant is an undergraduate student; or lasting for at least two weeks/5 days for SSE & Means-tested SSEBR respectively and is related to his/her discipline/field of study if the applicant is a sub-degree student; 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.

---

<sup>1</sup> 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.

- 4 Completed application form AND Declaration for Exchange Subsidy Claim Form should be submitted to Student Affairs Office by email ([saosfa@eduhk.hk](mailto:saosfa@eduhk.hk)) 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.
- 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/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 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](mailto: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))

*\*Grant/ loan Result Notification Letter should normally be available at the commencement of the academic year (around August/September) for continuing students and at the end of the fall semester of the academic year (around December/January) for new applicants. 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 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 <https://www.eduhk.hk/main/tc/privacy-policy/>.*

Student Affairs Office

January 2024

在職家庭及學生資助事務處  
學生資助處  
九龍長沙灣道303號  
長沙灣政府合署十一樓

Working Family and Student Financial Assi  
Student Finance Office  
11/F, Cheung Sha Wan Government Offices,  
303 Cheung Sha Wan Road,  
Kowloon.

APP. NO. : 22FSG  
TELEPHONE : 2152 9000  
FAXLINE NO. : 2519 8512

3A2A\_0106

Dear CHAN

21/06/2022

If there are any changes in the data shown below, you should inform this Office immediately.

HKID No. : Student No. :  
Bank A/C No. :  
Institution : THE EDUCATION UNIVERSITY OF HONG KONG  
Course : Bachelor of Education (Honours) (Primary) - General Studies / Mathematics (Five-year Full-time)  
Tuition Fee paid / payable for 2022/23 Academic year : \$42,100.00

**2022/23 Academic Year  
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 for Full-time Tertiary Students (NLSFT)**

I wish to inform you that processing of your application for the financial assistance under the TSFS for the 2022/23 academic year has been completed and the result is as follows:

Tuition fee grant	: \$42,100.00
Academic expenses grant	: \$8,290.00
Loan under TSFS	: \$55,560.00
NLSFT Loan	: \$0.00

Disbursement of the grant and loan as set out above is subject to the condition that you and/or your indemnifier has/have no arrears of grant and/or loan and/or subsidy under any financial assistance/loan scheme administered by this Office. 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 2 weeks. The second instalment will normally be paid during December 2022 to February 2023 (Note 1).

If you would like to accept the TSFS and / or NLSFT loan(s), you are required to click "SFO E-link – My Bills" service at the relevant webpage (<http://e-link.wfsfaa.gov.hk>) and login your "iAM Smart" or "MyGovHK" account, then proceed to register for "SFO E-link – My Bills" service by using the Link-up Code **V8110792**. **Please make sure that you have successfully registered for the service for processing of your loan application.** If assistance is required during registration, please contact 1823 Call Centre helpdesk hotline at 183 5500.

For acceptance of the TSFS loan, you are required to download from the relevant webpage (<http://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tsfs/tsfsloandocuments.pdf>) the loan documents (i.e. the Undertaking (TSFS 15), Deed of Indemnity (TSFS 16) and Student, Indemnifier and Witness Details Input Forms (Forms A and B) (TSFS 29)) and the Checklist for Submission of Loan Documents (TSFS 148). You should carefully read the Checklist, gather all the required documents and properly complete the loan documents. Please return the duly completed loan documents and the specified documentary evidence to this Office **by mail (Address: Counter Service Unit, Student Finance Office, Working Family and Student Financial Assistance Agency, 11/F, Cheung Sha Wan Government Offices (CSWGOs), 303 Cheung Sha Wan Road, Kowloon)** or **through the drop-in boxes at this Office** on or before **15/07/2022**. Please read the attached "Important Reminder for Submission of Loan Documents" before you submit a complete set of loan documents.

In completing the above-mentioned TSFS loan 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**.

**ATTENTION**

**Think twice about your need and repayment ability before you accept any loan. Early repayment may save interest.** To have a rough estimation on the repayment amount, please refer to the "Financial Calculators" in this website - <http://e-link.wfsfaa.gov.hk>.

Subject to the successful submission of loan documents and the specified documentary evidence by the above-mentioned deadline, the first instalment of the loan will be paid to your bank account within 3 weeks from the deadline. The second instalment will be disbursed to your bank account during December 2022 to February 2023 (Note 1).

**If you submit the loan documents after the above-mentioned deadline, you may receive the financial assistance at a later date. If you do not submit the duly completed and signed loan documents to this Office for the acceptance of loan offered under the TSFS within 2 calendar months from the date of this letter or on or before 30 June 2023, whichever is later, this Office shall assume that you do not wish to accept the loan and the loan offered to you will be automatically cancelled.**

If you and / or your Indemnifier has / have any arrears of grant and / or subsidy under any financial assistance / loan scheme administered by this Office, this Office reserves the right to withhold the payment of financial assistance to you and set-off the overpaid amount from the financial assistance to which you are entitled to in the year. The balance of the financial assistance after such set-off, if any, will be released to you. In addition or as an alternative, this Office shall require you to refund the overpaid amount immediately upon the request of this Office.

Terms and conditions applicable to the financial assistance under the TSFS loan are set out in the Notice of Offer (TSFS 12). The Notice of Offer can be downloaded from the above-mentioned website together with the loan documents. You should keep the Notice of Offer for your future reference.

If you are not satisfied with the result of your application with sufficient grounds / justifications, you may apply for a review within 3 weeks from the date of this notification. You should give sufficient reasons in the "Application for Review" form and return it to this Office together with any documentary evidence in support of your appeal. The form can be downloaded from the relevant webpage ([http://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tsfs/Appeal\\_Form\\_\(Eng\).pdf](http://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tsfs/Appeal_Form_(Eng).pdf)).

As a measure to verify the truthfulness and completeness of the information provided in the applications, this Office will conduct counter-checking on some of the successful applications, through home visits, bank search or other means. During these counter-checks, our staff may need to obtain clarifications or additional evidence related to the information provided in the current as well as previous application(s), if any. If you are selected, I hope you will co-operate with our staff. Please note that intentional obstruction to our staff in the course of their verification, concealment of information or failure to provide the information / clarification as required may lead to full recovery of the financial assistance already awarded and even court proceedings.

As you have obtained the maximum level of financial assistance under the TSFS, you are therefore not entitled to any financial assistance under the NLSFT.

Enquiries about this notification of result, any matter relating to loan documents, or on the payment / repayment arrangements may be addressed to this Office by mail or by phone according to the following hotlines:

General Enquiries (24-hour automated hotline)	: 2802 2345
Submission of Loan Documents (Office hour hotline)	: 2152 9307 (TSFS / NLSFT)
Payment Matters (Office hour hotline)	: 3102 3026 / 3102 3027 (TSFS / NLSFT)
Repayment Matters (Office hour hotline)	: 2150 6226 (TSFS) / 2150 6211 / 2150 6212 (NLSFT)

Yours sincerely,

*Arthur AO*

for Head,  
Working Family and Student Financial Assistance Agency

Note 1: Depending on the issuance date of notification and the date of submitting the loan documents, the grant and loan (if applicable) may be credited to your designated bank account later than February 2023 in one single instalment.

( TSFS\_NOT\_3A2A )  
( sap3512g )