

(This Points to Note is for information only and not required to be submitted together with the late application.)

2024/25 Academic Year
Non-means-tested Loan Scheme for Post-secondary Students (“NLSPS”)
Points to Note for Submission of Late Application

The NLSPS application for the 2024/25 academic year (“AY”) is closed. With effect from 18 January 2024, the “SFO E-link – My applications” online platform has ceased to accept NLSPS applications for the 2024/25 AY.

If applicants still need to submit application for the 2024/25 AY, please use the “NLSPS Paper-based Application Form” [NLSPS 2B(2024)]. **All late applications should be supported with written explanation which will be considered on individual merits upon submission of the duly completed application form and whole set of the required documents by applicants.** If the information provided in the application is incomplete or inconsistent with that in the supporting documents, the Student Finance Office (“SFO”) under the Working Family and Student Financial Assistance Agency may contact the applicant, the respective institution, other bureaux / departments of the Government of the Hong Kong Special Administrative Region (“Hong Kong”), or other organisations to obtain the information required and the application processing time will be extended correspondingly. **The SFO bears no responsibility for the delay so caused.**

SFO will only process late applications under circumstances that are beyond the control of individual applicants. All applications for the 2024/25 AY must be submitted to the SFO **on or before 31 March 2025.**

Required Documents:

- (1) a duly completed “NLSPS Paper-based Application Form” [NLSPS 2B(2024)] (Annex 1);
- (2) a duly completed “Explanation Letter for Late Application” (Annex 2);
- (3) a copy of the administrative fee (HK\$216) payment proof (The SFO only accepts payment through Automated Teller Machines of the Hongkong and Shanghai Banking Corporation (“HSBC”) or Hang Seng Bank, or by cash in person at branch of HSBC. Please refer to the “Points to Note for Paying Administrative Fee” (https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/nls/NLSPS_PNPAF_E.pdf) for details.
- (4) a copy of the applicant’s Hong Kong Identity (HKID) Card ^{Note};
- (5) a copy of bank account proof ^{Note}: such proof should bear the applicant’s name (same as the name shown on the HKID Card) and bank account number, for example, the first page of the bank passbook of the savings account, a bank ATM card or a bank statement issued within the last three months. The relevant bank account should be a **personal savings / current account** of the applicants who must be the **sole holder** of the account. Time deposit account, credit card account, foreign currency account, personal loan account and security / investment account will **not** be accepted; and
- (6) *(For applicants without the right of abode in Hong Kong)* a copy of documentary evidence proving that the applicants or their families have resided in Hong Kong continuously for three complete years prior to the commencement of the course in the current AY: such as the “Permit for Proceeding to Hong Kong and Macao” (commonly known as the “One-way Permit”), but **not** covering the following visas / entry permits:
 - (i) student visas / entry permits;
 - (ii) visas / entry permits under the Immigration Arrangements for Non-local Graduates; or
 - (iii) dependant visas / entry permits which were issued by the Director of Immigration when the relevant students have reached 18 years old.

Submission Methods

Please submit the required documents to the SFO through one of the following means **by 31 March 2025**:

- by mail to the SFO at the following address:
Student Finance Office,
Working Family and Student Financial Assistance Agency,
Room 1204, 12/F, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road, Kowloon
(Attn.: NLSPS APU); or
- by using the SFO drop-in boxes located on 11/F (during office hours) or in the G/F lift lobby (outside office hours) of the Cheung Sha Wan Government Offices (“CSWGOs”). The SFO’s office hours are 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:45 p.m. from Monday to Friday, except public holidays. Please enter the CSWGOs through the side entrance near the security counter outside office hours.

If applicants do not receive the “Acknowledgment of Receipt of Application” issued by the SFO within 10 calendar days after submission of the late application, please call the hotline of the NLSPS Application Processing Unit at 2150 6222 during office hours immediately.

Note

If the following requirements are met, applicants **are not required to submit** the relevant copy of supporting document(s). If necessary, applicants may still be requested to submit the relevant copy of document(s). **In case of any disputes, the decision of the SFO will be final.**

Criteria for exempting provision of a copy of the HKID Card:

1. having a successful application over the past 3 AYs under the Financial Assistance Scheme for Post-secondary Students (“FASP”) / NLSPS / Tertiary Student Finance Scheme Publicly-funded Programmes (“TSFS”) / Non-means-tested Loan Scheme for Full-time Tertiary Students (“NLSFT”) / Extended Non-means-tested Loan Scheme (“ENLS”); and
2. a copy of the Permanent HKID Card has been submitted together with the above application and there is no change in personal particulars on the Permanent HKID Card.

Criteria for exempting provision of a copy of the bank account proof:

1. having a successful application over the past 3 AYs under the NLSPS / FASP / TSFS / ENLS / Working Family Allowance Scheme and payment of grant and/or loan and/or allowance has been made and disbursed to the applicant’s bank account; and
2. the bank account number of the above application is the same as that of the application for the current AY.

PART B COURSE INFORMATION

(Please refer to the "Course Coding Sheet" available on the WFSFAA website at <https://www.wfsfaa.gov.hk/en/sfo/postsecondary/fasp/coding.php> to complete the information below.)

Student Identity Card No. (Please fill in "0000" if not available.)	<input type="text"/>
Institution Code	<input type="text"/>
Institution Name	<input type="text"/>
Institution Course Code	<input type="text"/>
Institution Course Name (Please complete in BLOCK LETTERS .)	<input type="text"/>
Class Level in the 2024/25 Academic Year	<input type="text"/> ("1" for Year 1, "2" for Year 2, and so on)
SFO Course Code	<input type="text"/>
SFO Course Description (Please complete in BLOCK LETTERS .)	<input type="text"/>
Tuition Fee Payable in the 2024/25 Academic Year	<input type="text"/> • <input type="text"/>
No. of Credit Units to be Taken in the 2024/25 Academic Year (Applicable to applicant whose tuition fees are calculated based on the no. of credit units taken)	<input type="text"/> • <input type="text"/>
Expected Graduation Month and Year	<input type="text"/> (Month) <input type="text"/> (Year)

PART C BANK ACCOUNT

Name of Bank	<input type="text"/>
Account No. (Applicant must be the sole holder of the account. Time deposit account, credit card account, foreign currency account, personal loan account and security / investment account will not be accepted. Please ensure the accuracy of the bank account number to avoid wrong or delay in payment of the NLSPS loan.)	Bank Code — <input type="text"/> (within 34 digits)

PART D ADDITIONAL INFORMATION

(Please provide any additional information below if there are any special circumstances or information that may not be reflected in the PARTS above and are deemed useful for the SFO to process your application (e.g. engaging in an overseas exchange programme in current academic year, not paying the full amount of tuition fee in the 2024/25 academic year, is bankrupt, applied for Individual Voluntary Arrangement).)

(Please use separate sheets if necessary.)

“DECLARATION FORM”

1. Please complete this “Declaration Form” with a black or dark blue ballpoint pen.
2. Any alteration or deletion on this “Declaration Form” or on this application upcoming, it must be counter-signed by the applicant, **with the same signature on this form.**

I, _____ (Name of Applicant), have read the “Guidance Notes” on application for the Non-means-tested Loan Scheme for Post-secondary Students (“NLSPS”)[NLSPS/1B(2024)]. I fully understand and agree to the arrangements stated therein in relation to this application (“Application”). I undertake and warrant that I shall comply with all requirements and specifications set out in the “Guidance Notes” in making the Application and such other requirements and directions as specified from time to time by the Hong Kong Special Administrative Region (“HKSAR”) Government. I hereby declare that -

- (a) The information of the Application and all the supporting documents provided by me are true and in full. I understand and consent that the Student Finance Office (“SFO”) under the Working Family and Student Financial Assistance Agency will assess the eligibility and the level of loan(s) of me based on the information provided by me. I also understand that any person who by any deception dishonestly obtains for himself or another any pecuniary advantage shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for ten years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).
- (b) I give consent to the SFO and its authorised bodies to use the personal data and other information provided in connection with the Application for any purpose contemplated in paragraph 15 of the “Guidance Notes” and any purpose directly relating to such purpose. I further give my consent to any HKSAR Government Bureaux and Departments or their advisory bodies or agencies, and the institution offering the programme in respect of which I am making the Application to release my personal data to the SFO for the purpose of processing my Application and for any other purpose contemplated in paragraph 15 of the “Guidance Notes”.
- (c) I also authorise and give consent to my institution to releasing personal data of which I am the subject of the data held by it to the HKSAR Government in order for the HKSAR Government to use such information to process my Application (and any other application I may make to the HKSAR Government) and for any other purpose contemplated in paragraph 15 of the “Guidance Notes” and any purpose directly related to such purpose.

I understand that the HKSAR Government has the right to review my Application for loan(s) and adjust my loan entitlement(s) or withdraw the HKSAR Government’s offer of loan(s) if necessary. I undertake to refund to the HKSAR Government any overpayment of loan(s) made to me upon demand.

I acknowledge that the Government’s payment of the loan(s) shall be subject to my honouring all the obligations, conditions, and covenants set out in my Application and the other terms by which I am bound under the NLSPS.

I declare that as at the date of the Application: (Please put a tick “✓” in the appropriate box)

- NO** bankruptcy petition is filed by or presented against me. **NO** bankruptcy order is made against me and I have **NOT** applied / am **NOT** applying for an Individual Voluntary Arrangement under the Bankruptcy Ordinance. **I am NOT aware that** a receiver, administrator, administrative receiver, trustee or similar officer has been appointed over any or all of my assets.
- A bankruptcy petition **is** filed by or presented against me; and/or a bankruptcy order **is** made against me; and/or I **have** applied / **am** applying for an Individual Voluntary Arrangement under the Bankruptcy Ordinance; and/or I **am** aware that a receiver, administrator, administrative receiver, trustee or similar officer has been appointed over any or all of my assets. I have set out the full details in relation to the above in “**ADDITIONAL INFORMATION**” Section through the application form.

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

Signature of Applicant: _____

HKID Card No.: _____

Date of Signing (DD/MM/YYYY): _____

2024/25 Academic Year
Non-means-tested Loan Scheme for Post-secondary Students (“NLSPS”)
Explanation Letter for Late Application

(All items in this form are mandatory except those specified otherwise. Please sign against any alternations or deletions on this form.)

Name in English:

Name in Chinese:

*(This field is **mandatory** if a Chinese name is recorded in your Hong Kong Identity (“HKID”) Card. Otherwise, your application may not be accepted.)*

HKID Card No.:

Name of Institution:

Institution Course Name:

Class Level in the 2024/25
Academic Year:

Reason for Late Application:

Please use separate sheets if necessary.

Signature of Applicant:

Date of Signing (DD/MM/YYYY) :
