

## 2023/24 Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS)

### Provision of Complete Information and Supporting Documents

Applicants must **accurately report all the required information** in the **application form**, and submit the corresponding **supporting documents** with suitable remarks in a timely manner. Any omissions in the application form or supporting documents will delay the vetting process, even render the application being rejected.

Please be reminded that submitting the supporting documents of family income / asset items is not sufficient if you do not report such income / asset items in the relevant field of the application form. Such income and assets will be treated as **not-properly-filled-in** items.

If applicants omitted or failed to properly fill in family income and/or assets in the application form, Student Finance Office (SFO) has the authority to **reject their applications** and demand them to **refund the disbursed assistance**, no matter they have been warned or have a previous application being rejected. The concerned applicant and his/her family members may also be **liable to prosecution**.

Types of commonly omitted family income and assets include -

Family income	Including applicant, applicant's parent(s) and applicant's unmarried sibling(s) residing with applicant and/or applicant's parent(s), or applicant's spouse	<ul style="list-style-type: none"><li>part-time income</li><li>monthly pension</li><li>business profit</li><li>contribution provided by any person to the applicant's family</li></ul>
Family assets	Including applicant and applicant's parent(s) or applicant's spouse	<ul style="list-style-type: none"><li>time-deposit / joint bank account</li><li>stocks and shares / funds</li><li>insurance / annuity plan</li><li>loan to other and not yet repaid by the borrower</li><li>cash in hand</li></ul>


Please read the following reference materials, and report all the family income and assets in the application form carefully and accurately –

 [TSFS Guidance Notes](#)




 [Checklist of Documentary Proofs Required](#)



 [Quick Reference for Completing Application Forms](#)



 [Common Mistakes in Completing Application Forms](#)



For enquiries, please call SFO's hotline at 2152 9000 or visit the following webpage - <http://www.wfsfaa.gov.hk/en/sfo/index.htm>.

