

Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) and Financial Assistance Scheme for Post- secondary Students (FASP)

Quick Reference for Completing Application Forms



Working Family and Student Financial Assistance Agency

Get prepared for the **TSFS / FASP** application



Where can I get
reference for
filling in the
application form?

What information
do I need to collect
in advance?



1. Spend time to read the TSFS application materials



TSFS Website

<https://www.wfsfaa.gov.hk/en/sfo/postsecondary/tsfs/overview.php>

Guidance Notes (GN)

https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tsfs/Guidance_Note_Eng.pdf

Provision of Complete Information and Supporting Documents

https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tsfs/OM_ENG.pdf

Checklist of Documentary Proofs Required

https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tsfs/RM_Eng.pdf



1. Spend time to read the FASP application materials

FASP Website

<https://www.wfsfaa.gov.hk/en/sfo/postsecondary/fasp/overview.php>

Guidance Notes (GN)

https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/fasp/FASP_1B.pdf

Provision of Complete Information and Supporting Document

https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/fasp/FASP-OM_Eng.pdf

Checklist of Documentary Proofs Required

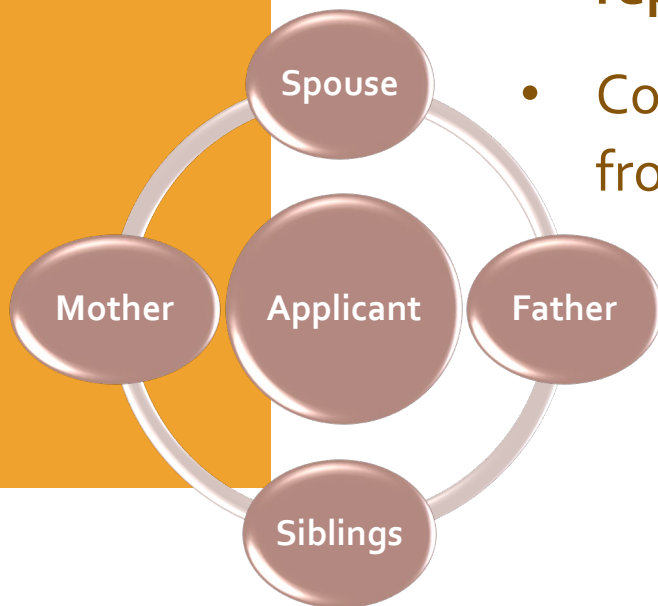
https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/fasp/FASP_RM_English.pdf



2. Enlist your family's support

Tell your family members that you are going to apply for TSFS / FASP. It is **very important** to **communicate in advance** with **your family members** and **enlist** their **support** for your application. In doing so, you have to -

- Explain to your family members that they need to **fully and accurately report all** their **income** and **assets**;
- Collect the **supporting documents** from them.



Refer to **paras. 3.4 to 3.6 in Part II of the Guidance Notes** on “Communicate in advance with your parents / spouse and family members” for details.



3. Take a look at these online materials



Online demonstration of completing application form

<https://ess.wfsfaa.gov.hk/demo/en/>

Pamphlet on “Common Mistakes in Completing Application Forms”

https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/Common_Mistakes_E.pdf

Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS)
Financial Assistance Scheme for Post-secondary Students (FASP)

Common Mistakes in Completing Application Forms

Student Finance Office
Working Family and Student Financial Assistance Agency



Let's get started



How many steps are involved in the application process?

What "Additional Information" do I need to provide in the application?



1. Select the correct version of application form

TSFS / FASP application form

Full Version

For general applicants

Simplified Version

If you have unmarried sibling residing together who has submitted Full Version, you may choose to submit the Simplified Version

Simplified Version for CSSA Families

If your family is receiving CSSA and meets certain criteria, you may choose to submit the Simplified Version for CSSA Families

**CSSA: Comprehensive Social Security Assistance*

Refer to **para. 3.1 in Part I of the Guidance Notes** on versions of application forms for details.



2. Take time to fill in the application form

- Do **not** complete the application in a rush.
- You can **save** the partially completed application form anytime and go through the reference materials for **accurate reporting** afterwards.
- For the Full Version Application Form, at most there are 14 steps involved.



Refer to the following parts of the **Guidance Notes** for details -

- **Part II** - Overview on how to complete the application form and points to note when filling in individual steps; and
- **Appendix (VIII)** - Frequently asked questions and answers



3. Do not omit any items in the application form

- Applicants **must complete** each and every step of the application form. Any unreported information but provided upon request by the Agency will be regarded as omission.
- You can make good use of **Step 12 “Additional Information”** in the application form by -
 - Reporting at Step 12 **any family income or asset items you cannot ascertain when you submit the application form** (e.g. exact amount of total income, details of asset items).
 - Also stating when such information and supporting documents will be available.



Take a few
more steps
before
submitting
the
application



What shall I do to
make sure the
reported information
is complete and
accurate?

Am I ready to
submit the
application?



Counter-check the application

Counter-check

- Cross-check items and information reported in the application form against –
 - application form in previous years
 - reminder / warning / rejection letters issued by SFO
 - the supporting documents

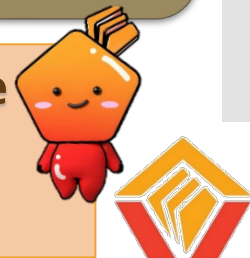
Examine

- Examine the transactions in bank accounts and take the initiative to put up remarks (if necessary)

Ask

- Ask yourself and family members questions on incomes / assets to avoid omissions

Refer to **paras. 3.7 and 3.8 in Part II of the Guidance Notes** on counterchecking of information for details



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Requiring assistance



Can I talk to someone if I still have questions after reading the online materials?

I realised that I need to report latest changes. What should I do?



What to do if the **TSFS** application has to be revised



After submitting the application, you should notify the Agency **in writing immediately, quoting your application reference number**, when any of following situations happened -

- **discrepancies / omission** in the information reported in the application form; or
- **changes** in your **financial** (have applied for Individual Voluntary Arrangement (IVA)), **legal** (have declared bankrupt) and **residential** (change of address) **status** -
 - By post (mailing address: Vetting Section 1A, 11/F Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon)
- **changes** in your **study information** (e.g. cessation of study or change of programme) -
 - By filling in TSFS form no. TSF/C/18B



What to do if the **FASP** application has to be revised



After submitting the application, you should notify the Agency **in writing immediately, quoting your application reference number**, when any of following situations happened -

- **discrepancies / omission** in the information reported in the application form; or
- **changes** in your **financial** (have applied for Individual Voluntary Arrangement (IVA)), **legal** (have declared bankrupt) and **residential** (change of address) **status** -
 - By post (mailing address: Vetting Section 1B, 4/F Trade and Industry Tower, 3 Concorde Road, Kai Tak, Kowloon)
- **changes** in your **study information** (e.g. cessation of study or change of programme) -
 - By filling in FASP form no. FASP/C/1B



Enquiry and assistance



Enquiry hotline:

2152 9000

Office hours:

Mondays to Fridays

8:45 a.m. – 1:00 p.m.

2:00 p.m. – 5:45 p.m.



E-mail address:

wg_sfo@wfsfaa.gov.hk

