

4. 怎樣填寫補充資料表格

4.1 第一部 — 個人資料

- 4.1.1 請依照「課程編號一覽表」，在有關位置填寫學生資助處課程編號。有關課程編號一覽表，你可向香港都會大學或學資處查詢，或瀏覽職學處網頁 (http://www.wfsfaa.gov.hk/faspccs_c.htm) 查閱。

4.2 第二部 — 修讀的科目

- 4.2.1 在情況甲下，請在有關位置填寫你在 2025 年秋季學期所修讀的科目，並在相應的「2025 年秋季學期」方格加「✓」號。在情況乙下，請在有關位置填寫你在 2025 年秋季學期所修讀的科目，並在相應的「2025 年秋季學期」方格加「✓」號。如有關科目的修課學期包括 2025 年秋季及 2026 年春季學期，請你也在「2026 年春季學期」方格加「✓」號。
- 4.2.2 你只需填寫你已註冊修讀的科目。你無需填寫你計劃在以後學期才修讀的科目。在情況乙下，你應在 2026 年 2 月 4 日或之前，把由 2026 年春季學期開始註冊修讀的新科目，填寫在確認修讀科目通知書上，然後經香港都會大學交回學資處。
- 4.2.3 在遞交補充資料表格時，請附上文件以證明你所修讀的科目及已繳付的學費。

5. 應注意的重要事項

- 5.1 假如你在 2024-25 財政年度（即 2024 年 4 月 1 日至 2025 年 3 月 31 日）有全職工作及在 2025/26 學年仍然賺取全職收入，你須於資助計劃的完整版申請書的第 VII 部份或資助計劃的簡化版申請書的第 VI 部份「補充資料」欄內填報你 2024-25 財政年度的全年收入。學資處在計算你在 2025/26 學年應得的資助額時，會考慮你 2024-25 財政年度的全年收入。

有關其他申請詳情，請參閱 2025/26 學年「資助計劃申請指引」[FASP/1A(2025)] 及／或 2025/26 學年「貸款計劃申請指引」[NLSPS/1A(2025)]。

在職家庭及學生資助事務處
學生資助處

2025 年 10 月

2025/26 學年

專上學生資助計劃及專上學生免入息審查貸款計劃補充申請指引 (只適用於修讀香港都會大學於 2025 年秋季學期開辦的遙距課程[3-學分制]的學生)

These Supplementary Guidance Notes are available in English. If required, please obtain the English version [FASP/DL1B(3)_Autumn (2025/26)] from the Student Finance Office or the Hong Kong Metropolitan University.

修讀香港都會大學於 2025 年秋季學期開辦的遙距課程科目，並符合以下第 2 節所列申請資格的學生，現可向在職家庭及學生資助事務處(以下簡稱「職學處」)轄下的學生資助處(以下簡稱「學資處」)申請「專上學生資助計劃」(以下簡稱「資助計劃」)及／或「專上學生免入息審查貸款計劃」(以下簡稱「貸款計劃」)資助(適用於此申請的學期組合請參閱下文第 3 節)。請你在遞交資助計劃及／或貸款計劃申請書及香港都會大學遙距課程補充資料表格前，詳閱此份補充申請指引、2025/26 學年專上學生資助計劃申請指引[FASP/1A(2025)](以下簡稱「資助計劃申請指引」)及／或 2025/26 學年專上學生免入息審查貸款計劃申請指引[NLSPS/1A(2025)](以下簡稱「貸款計劃申請指引」)。

2. 申請資格

- 2.1 假如你符合資助計劃申請指引第一部份或貸款計劃申請指引第一部份所載的申請資格，你便可就資助計劃／貸款計劃申請資助。請注意，申請資助計劃的年齡限制為 30 歲或以下(即於 1994 年 9 月 1 日或以後出生)；申請貸款計劃則無年齡限制。
- 2.2 以每個遙距課程學分相等於 40 學習小時計算，若要符合「全日制學生」的申請資格，你必須修讀如下文第 2.3 節所規定的遙距課程，而有關科目的註冊值*必須符合下列條件：
- (a) 你必須在同一學年修讀不少於 34 註冊值(≥1 350 學習小時)的遙距課程。2025/26 學年¹可由 2025 年的秋季學期及 2026 年春季學期組成或由 2026 年春季學期及 2026 年秋季學期組成；或
- (b) 如在同一學年修讀少於 34 註冊值的遙距課程，你必須在其中一個學期修讀不少於 17 註冊值(≥675 學習小時)的遙距課程。
- *註冊值=學分値÷修畢該科目所需的學期數目
- 2.3 你所修讀的科目必須屬教育局局長認可的課程，有關的註冊值才會獲學資處接納，以決定申請人是否為全日制學生。在 2025/26 學年，資助計劃／貸款計劃只包括那些於 2025 年 12 月 31 日或之前經本地評審的課程。有關經本地評審課程的資料，可向香港都會大學或學資處查詢及／或瀏覽職學處網頁：http://www.wfsfaa.gov.hk/faspccs_c.htm。
- 2.4 資助計劃／貸款計劃不涵蓋已獲香港都會大學學費資助計劃資助(貸款／助學金)的學費，但有關科目的註冊值，在評定你是否符合全日制學生資格時，仍會被計算為你的學習時數。

FASP/DL1A(3)_Autumn (2025/26)

¹ 在 2026 年夏季學期修讀的註冊值可選擇計算在 2026 年春季學期或秋季學期內。

3. 申請方法、最高資助額、結果通知

情況 安排		甲	乙	附 註
1.相關學期所需的註冊值		2025 年秋季學期 註冊值超過或相等於 17 ^{附註 1 – 5 及 11}	2025 年秋季及 2026 年春季學期 註冊值超過或相等於 34; 及 2025 年秋季學期的註冊值超過或相等於 17 ^{附註 1 – 5 及 11}	1. 在 2025/26 學年，學資處將會邀請修讀香港都會大學開辦的遙距課程的學生提出兩次資助申請：一次是在 2025 年秋季學期開始後（即本申請）；而另一次是在 2026 年春季學期開始後。請注意，每位學生 <u>只可在 2025/26 學年作出一次申請</u> 。因此，如果你選擇以 2025 年秋季學期的註冊值作出申請（情況甲）或以 2025 年秋季學期及 2026 年春季學期的累積註冊值作出申請（情況乙）， <u>你便不應在 2026 年 2 月再次遞交申請</u> 。此外，車船津貼計劃並不適用於修讀遙距課程的學生。
2.出生日期		如申請資助計劃，你的年齡須為 30 歲或以下（即於 1994 年 9 月 1 日或以後出生）；貸款計劃則無年齡限制。		
3.資助計劃及／或貸款計劃的最高資助額	(a) 只申請資助計劃 ^{附註 6}	(i) 學費助學金 – 上限為港幣 47,545 元； (ii) 學習開支助學金 – 上限為港幣 4,600 元；及 (iii) 生活費貸款 – 上限為港幣 29,770 元。	(i) 學費助學金 – 上限為港幣 95,090 元； (ii) 學習開支助學金 – 上限為港幣 9,200 元；及 (iii) 生活費貸款 – 上限為港幣 59,540 元。	2. 假如你選擇在情況甲下作出申請，但之後發現你在 2025 年秋季學期及 2026 年春季學期共修讀不少於 34 註冊值的科目，你可轉在情況乙下作出申請。儘管如此，你必須填妥夾附在 2025 年秋季學期的申請結果通知書內的確認修讀科目通知書[FASP/DL3_Autumn (2025/26)]。有關情況乙的申請及資助發放安排，請參照下文的附註 5、6 及 7。
	(b) 同時申請資助計劃及貸款計劃 ^{附註 7 及 8}	(i) 學費助學金 – 上限為港幣 47,545 元； (ii) 學習開支助學金 – 上限為港幣 4,600 元； (iii) 生活費貸款 – 上限為港幣 29,770 元；及 (iv) 貸款計劃貸款 – 申請人於資助計劃下獲得的總資助額及兩個計劃合共的 半年 最高總資助額(即應繳學費，加上資助計劃的半年學習開支助學金上限及生活費貸款上限)之間的差額，但不得超逾應繳學費總額。	(i) 學費助學金 – 上限為港幣 95,090 元； (ii) 學習開支助學金 – 上限為港幣 9,200 元； (iii) 生活費貸款 – 上限為港幣 59,540 元；及 (iv) 貸款計劃貸款 – 申請人於資助計劃下獲得的總資助額及兩個計劃合共的 全年 最高總資助額(即應繳學費，加上資助計劃的全年學習開支助學金上限及生活費貸款上限)之間的差額，但不得超逾應繳學費總額。	3. 假如你在 2024/25 學年 已就 2025 年秋季學期的註冊值作出申請並已獲發申請結果通知書，有關註冊值便 <u>不可</u> 重覆計算在本申請內。
		專上學生免入息審查貸款計劃及全日制大專學生免入息審查貸款計劃下設有一個合併計算的個人終身貸款限額。2025/26 學年的限額為 413,600 元。		
	(c) 只申請貸款計劃 ^{附註 9}	申請人應繳學費。 專上學生免入息審查貸款計劃及全日制大專學生免入息審查貸款計劃下設有一個合併計算的個人終身貸款限額。2025/26 學年的限額為 413,600 元。		
4.所需遞交的申請表格 ^{附註 10}	(a) 申請資助計劃	資助計劃的完整版申請書[FASP/FA(2025)] / 資助計劃的簡化版申請書[FASP/SA(2025)]		
	(b) 申請貸款計劃	貸款計劃申請表[NLSPS/2A(2025)]		
5.所需遞交的補充資料表格		FASP/DL2_Autumn (2025/26)		
6.申請方法	(a) 遞交申請表格及補充資料表格的截止日期	2025 年 11 月 10 日或之前 ^{附註 12}		
	(b) 家庭入息及資產審查的年度	2024 年 4 月 1 日至 2025 年 3 月 31 日		
	(c) 遞交確認修讀科目通知書的時段	不適用	FASP/DL3_Autumn (2025/26) ^{附註 5} 由 2026 年 1 月 22 日至 2026 年 2 月 4 日	4. 如你已／將會在 2026 年春季學期註冊修讀其他科目，並且會在 2026 年春季及 2026 年秋季學期共修讀不少於 34 註冊值的科目，你可選擇以 2026 年春季及 2026 年秋季作為你的 2025/26 學年而並不是 2025 年秋季及 2026 年春季作為你的 2025/26 學年。在此情況下，情況甲或乙的安排並不適用於你。請你於 2026 年春季學期開始後才作出申請。
7. 結果通知		會就 2025 年秋季學期發出一次結果通知	會發出兩次結果通知： -- 就 2025 年秋季學期發出一次結果通知 -- 於接獲確認修讀科目通知書後，就 2026 年春季學期發出一次結果通知	5. 倘若你在情況乙下作出申請，或由情況甲轉去情況乙下作出申請，你無需再 2026 年 2 月再次填寫申請書，但屆時你必須填妥夾附在 2025 年秋季學期的申請結果通知書內的確認修讀科目通知書[FASP/DL3_Autumn (2025/26)]，並在 2026 年 2 月 4 日或之前把填妥的確認修讀科目通知書[FASP/DL3_Autumn (2025/26)]經香港都會大學交回學資處，否則學資處將假設你在 2026 年春季學期並不符合全日制學生的資格，而學資處亦不會就你 2025/26 學年的 2026 年春季學期發放任何資助。
		12. 填妥的申請表格及補充資料表格，需連同有關證明文件的影印本，於指定的截止申請日期前 親身 交往到香港都會大學學生事務處(地址：九龍何文田香港都會大學 A0626 室。辦公時間：星期一至五上午九時至下午一時；下午二時至五時三十分)。 <u>在截止日期後收到的申請書概不受理</u> 。		

4. HOW TO COMPLETE THE SUPPLEMENTARY INFORMATION SHEET

4.1 Part I – Personal Particulars

- 4.1.1 Please fill in the SFO Course Code shown in the “Course Coding Sheet” in the space provided. The Course Coding Sheet is available for reference at HKMU, SFO and the relevant webpage (http://www.wfsfaa.gov.hk/faspcas_e.htm).

4.2 Part II – Courses taken

- 4.2.1 For Scenario A, please fill in the name of the courses that you have taken in the 2025 Autumn term in the space provided and tick against the “2025 Autumn” boxes as appropriate. For Scenario B, please fill in the name of the courses that you have taken in the 2025 Autumn term in the space provided and tick against the “2025 Autumn” box. If the course covers both the 2025 Autumn and 2026 Spring terms, please also put a tick in the “2026 Spring” box.
- 4.2.2 You should only fill in those courses that you have already **registered**. Please do not fill in the courses you intend to take in the coming school terms. **For Scenario B, information on new courses commencing in the 2026 Spring term should be provided in the “Confirmation of Courses Taken” and submit through HKMU on or before 4 February 2026.**
- 4.2.3 Please attach supporting documents for the courses taken and the amount of tuition fees paid when you submit the Supplementary Information Sheet.

5. OTHER IMPORTANT POINT TO NOTE

- 5.1 If you had a full-time job in the 2024-25 financial year (i.e. 1 April 2024 – 31 March 2025) and you still receive income from your full-time job in the 2025/26 academic year, you have to report the annual income earned in the 2024-25 financial year at Part VII (Additional Information) of Full Version FASP Application Form or Part VI (Additional Information) of the Simplified Version FASP Application Form. SFO **will** take this into account for calculating your entitled financial assistance.

For other details of application, please refer to the Guidance Notes for FASP 2025/26 [FASP/1B(2025)] and/or the Guidance Notes for NLSPS for 2025/26 [NLSPS/1B(2025)].

Student Finance Office

Working Family and Student Financial Assistance Agency

October 2025

**Supplementary Guidance Notes for
Financial Assistance Scheme for Post-secondary Students and
Non-means-tested Loan Scheme for Post-secondary Students for 2025/26
(Only Applicable to Students Taking Distance-learning Programmes [3-Credit System]
Organised by the Hong Kong Metropolitan University in 2025 Autumn Term)**

本補充申請指引備有中文版本 [FASP/DL1A(3)_Autumn (2025/26)]。

如有需要，可向學生資助處或香港都會大學索取。

Applications for the Financial Assistance Scheme for Post-secondary Students (FASP) and / or Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) are now invited from students of the Hong Kong Metropolitan University (HKMU) taking distance-learning programmes in the 2025 Autumn term who fulfill the eligibility criteria stated in paragraph 2 below (please refer to paragraph 3 below for school terms covered under this application). You should study the Guidance Notes for FASP for 2025/26 [FASP/1B(2025)], and / or the Guidance Notes for NLSPS for 2025/26 [NLSPS/1B(2025)] in conjunction with these Supplementary Guidance Notes before you submit your application for financial assistance under FASP and / or NLSPS and the Supplementary Information Sheet for HKMU Distance-learning Programmes.

2. ELIGIBILITY

- 2.1 You may be eligible for assistance under FASP / NLSPS if you fulfil the criteria stated in Part I of the Guidance Notes for FASP or Part I of the Guidance Notes for NLSPS. Please note that the age limit for FASP is 30 or below (i.e. born on or after **1 September 1994**) while there is no age limit for NLSPS.
- 2.2 On the basis of one distance-learning credit equals 40 study hours, you may be regarded as a full-time student if you are taking a distance-learning programme as specified in paragraph 2.3 having Registration Value* (RV) of -
- (a) not less than 34 ($\geq 1\ 350$ study hours) in one academic year. The 2025/26 academic year¹ may be taken to comprise the 2025 Autumn term and the 2026 Spring term; or the 2026 Spring term and the 2026 Autumn term; or
- (b) not less than 17 (≥ 675 study hours) for any one term if the aggregate RV for a whole academic year is less than 34.

* Registration Value (RV) = credit value taken \div number of school terms required to complete the course

- 2.3 Only RV counting towards courses leading to a locally-accredited programme recognised by the Secretary for Education will be taken into consideration when the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency (WFSFAA) considers if an applicant qualifies as a full-time student. For the 2025/26 academic year, only those programmes accredited on or before 31 December 2025 will be covered by FASP / NLSPS. Information on locally-accredited programmes is available for reference at HKMU, SFO and the relevant webpage (http://www.wfsfaa.gov.hk/faspcas_e.htm).
- 2.4 Tuition fees already covered by HKMU’s Student Financial Assistance Scheme (loan / bursary) are not taken into account for calculating financial assistance under FASP / NLSPS. Nevertheless, the RV of the corresponding courses can be counted towards your total study hours for the purpose of determining your full-time student status.

FASP/DL1B(3)_Autumn (2025/26)

¹ The Registration Value taken in the 2026 Summer term may be counted either in the 2026 Spring or Autumn term.

3. HOW TO APPLY, FINANCIAL ASSISTANCE CEILING, NOTIFICATION OF RESULT

Scenario		A		B		Notes	
Arrangement							
1. Required Registration Value (RV) of related school terms		The aggregate RV for <u>2025 Autumn</u> term equals or exceeds 17 <small>notes 1 – 5 & 11</small>		The aggregate RV for <u>2025 Autumn and 2026 Spring</u> terms equals or exceeds 34; and RV for 2025 Autumn term equals or exceeds 17 <small>notes 1 – 5 & 11</small>		1. SFO will invite applications from students taking distance-learning programmes organised by HKMU twice for the 2025/26 academic year - one after the commencement of the 2025 Autumn term (i.e. this application) and the other after the commencement of the 2026 Spring term. However, students can <u>only submit one application</u> for the 2025/26 academic year. In other words, if you choose to use the RV of the 2025 Autumn term (Scenario A) or the aggregate RV of the 2025 Autumn term and 2026 Spring term (Scenario B) in this application, <u>you should not respond to the 2nd application exercise in February 2026.</u> Students pursuing distance-learning programmes are not eligible to apply for the Student Travel Subsidy Scheme.	
2. Date of Birth		To apply for FASP, you must be aged 30 or below (i.e. born on or after 1 September 1994). There is no age limit for NLSPS.				2. If you choose to apply under Scenario A and subsequently find that the total RV you acquire in the 2025 Autumn and 2026 Spring terms is 34 or more, you can shift to apply under Scenario B. In such case, you should complete the Confirmation of Courses Taken [FASP/DL3_Autumn (2025/26)] which will be issued to you with the Notification of Result for the 2025 Autumn term. For details of the application and assistance disbursement arrangements under Scenario B, please refer to notes 5, 6 and 7 below.	
3. Ceiling of Financial Assistance	(a) FASP only <small>note 6</small>	(i) Tuition fees (TF) grant, capped at HK\$47,545;	(ii) academic expenses (AE) grant, capped at HK\$4,600; and	(iii) living expenses (LE) loan, capped at HK\$29,770.	(i) TF grant, capped at HK\$95,090;	(ii) AE grant, capped at HK\$9,200; and	(iii) LE loan, capped at HK\$59,540.
	(b) FASP and NLSPS <small>notes 7 & 8</small>	(i) TF grant capped at HK\$47,545;	(ii) AE grant capped at HK\$4,600;	(iii) LE loan capped at HK\$29,770; and	(i) TF grant capped at HK\$95,090;	(ii) AE grant capped at HK\$9,200;	(iii) LE loan capped at HK\$59,540; and
		(iv) NLSPS loan which equals the difference between an applicant’s entitlement under FASP and half of the maximum amount of financial assistance the applicant may receive under the two schemes (i.e. TF payable, half of the maximum of AE grant and LE loan), but capped at TF payable.			(iv) NLSPS loan which equals the difference between an applicant’s entitlement under FASP and full maximum amount of financial assistance the applicant may receive under the two schemes (i.e. TF payable, full maximum AE grant and LE loan), but capped at TF payable.		
	(c)NLSPS only <small>note 9</small>	<i>There is a combined life-time loan limit imposed on students eligible for receiving loans under NLSPS and the Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT). The loan limit for 2025/26 is \$413,600.</i>					
4. Application Form to be submitted <small>note 10</small>		(a) FASP	Full Version FASP Application Form [FASP/FB(2025)] / Simplified Version FASP Application Form [FASP/SB(2025)]				6. Upon receipt of your Confirmation of Courses Taken [FASP/DL3_Autumn (2025/26)] in February 2026, if the total RV you acquire in the 2025 Autumn and 2026 Spring terms is 34 or more, your entitlement of financial assistance will be adjusted to (i) TF grant based on the TF payable for the 2025 Autumn and 2026 Spring terms, capped at \$95,090; (ii) AE grant up to \$9,200; and (iii) LE loan up to \$59,540.
		(b) NLSPS	NLSPS Application Form [NLSPS/2B(2025)]				7. Upon receipt of your Confirmation of Courses Taken [FASP/DL3_Autumn (2025/26)] in February 2026, if the total RV you acquire in the 2025 Autumn and 2026 Spring terms is 34 or more, your entitlement of financial assistance will be adjusted to (i) TF grant based on the TF payable for the 2025 Autumn and 2026 Spring terms, capped at \$95,090; (ii) AE grant up to \$9,200; (iii) LE loan up to \$59,540; and (iv) NLSPS loan which equals the difference between your entitlement under FASP and full maximum amount of financial assistance the applicant may receive under these two schemes (i.e. TF payable, full maximum AE grant and LE loan), but capped at TF payable.
5. Supplementary Information Sheet to be submitted		FASP/DL2_Autumn (2025/26)				8. If you obtained the NLSPS loan and subsequently receive financial assistance under the FASP and the total amount of financial assistance you obtained under these two schemes exceeds the maximum level of financial assistance, your NLSPS loan amount will have to be adjusted. Please refer to Part I of the Guidance Notes for NLSPS [NLSPS/1B(2025)] for details of the offsetting arrangement.	
6. How to Apply	(a) Deadline for submission of Application Form and Supplementary Information Sheet	On or before 10 November 2025 <small>note 12</small>				9. Upon receipt of your Confirmation of Courses Taken [FASP/DL3_Autumn (2025/26)] in February 2026, if the total RV you acquire in the 2025 Autumn and 2026 Spring terms is 34 or more, your loan entitlement will be adjusted to NLSPS loan at TF payable for the 2025 Autumn and 2026 Spring terms.	
	(b) Assessment Period of Family Income and Assets	1 April 2024 - 31 March 2025				10. The online submission of application is <u>not applicable</u> to students of distance-learning programmes of HKMU. Students can obtain the relevant application forms from HKMU. If you have not applied for NLSPS, you will be informed of the loan amount you are entitled under NLSPS, if any, simultaneously in your FASP Notification of Result. If you wish to apply for and be offered with the NLSPS loan earlier, you may consider submitting an NLSPS application separately. Please refer to the NLSPS Guidance Notes [NLSPS/1B(2025)] for details.	
	(c) Period for submission of Confirmation of Courses Taken	N.A.	FASP/DL3_Autumn (2025/26) <small>note 5</small> [From 22 January 2026 to 4 February 2026]				11. The RV of the courses you are taking in a school term will normally be counted towards the term and taken into account in the calculation of your financial assistance. However, if you have successfully obtained financial assistance under FASP and / or NLSPS but subsequently not continue your studies according to the schedule specified by HKMU, SFO will re-calculate the RV to determine if you are still eligible for the assistance offered. Refund of overpaid financial assistance to the Government may be required. Details are as follows: (a) <u>At the time of your application</u> - The RV of courses with the following course status will <u>not</u> be counted – courses from which you have withdrawn / de-registered; courses involving refund of TF / deferment of payment of TF / examination resit / examination deferred; and courses the study of which you have deferred. (b) <u>After your application</u> - The RV of courses with the following course status will <u>not</u> be counted and <u>refund of overpaid financial assistance may be required</u> – courses from which you have withdrawn / de-registered; courses the study of which you have deferred; courses involving refund of TF / deferment of payment of TF. For example, if your aggregate RV for the 2025 Autumn term equals 17 (i.e. application under Scenario A) at the time of your application, and subsequently you defer your studies with HKMU’s approval, your RV for the deferred course will <u>not</u> be counted and <u>refund of the total amount of financial assistance will be required as you are no longer qualified as a full-time student.</u> Please note that the course status mentioned above may not be exhaustive and in case of disputes over the interpretation of the course status, the decision of SFO shall be final and binding on you. Besides, the calculation of RV illustrated here is solely for determining your study load and hence your eligibility to apply for FASP and / or NLSPS, and may differ from that required for HKMU’s registration and other administrative purposes.
7. Notification of Result		Will be issued once for 2025 Autumn term		Will be issued twice : - once for 2025 Autumn term - once for 2026 Spring term upon receipt of the Confirmation of Courses Taken		12. Application Forms and Supplementary Information Sheets should be returned with photocopies of supporting documents <u>in person</u> by the respective deadline to The Student Affairs Office, the Hong Kong Metropolitan University (Address: Room A0626, the Hong Kong Metropolitan University, Homantin, Kowloon. Office hours: Monday to Friday, 9:00 a.m. – 1:00 p.m.; 2:00 p.m. – 5:30 p.m.). <u>Late applications will not be accepted.</u>	

Part IV: Declaration 第四部份：聲明
<p>I, _____, have read and fully understood the Supplementary Guidance Notes (name)</p> <p>for the Financial Assistance Scheme for Post-secondary Students and Non-means-tested Loan Scheme for Post-secondary Students for 2025/26 (only applicable to students taking distance-learning programmes organised by the Hong Kong Metropolitan University in the 2025 Autumn term), Guidance Notes for the Financial Assistance Scheme for Post-secondary Students (FASP) for 2025/26 [FASP/1B(2025)] and/or Guidance Notes for Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) for 2025/26 [NLSPS/1B(2025)]. I agree that in case of disputes over the interpretation of the Guidance Notes and the Supplementary Guidance Notes, the decision of the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency shall be final and binding on me. I declare that the information provided in this supplementary information sheet is complete and true to the best of my knowledge. I am aware that the HKSAR Government will rely, and consent to the HKSAR Government relying on the information provided by me to determine the eligibility and the level of financial assistance to be offered to me under FASP and NLSPS. 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 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).</p> <p>I hereby consent and authorise the HKSAR Government [including SFO and any Government Policy Bureaux and Departments] (the Government) using the personal data or other information (Information) provided in this supplementary information sheet in accordance with Part I of the Guidance Notes for the Financial Assistance Scheme for Post-secondary Students for 2025/26 or Part I of Guidance Notes for Non-means-tested Loan Scheme for Post-secondary Students for 2025/26. I also consent and authorise my institution to handle the data provided in this application and release my personal data to SFO for the purpose of processing my application or verifying the information provided in this supplementary information sheet.</p> <p>I understand that the Government has the right to review my application for student financial assistance and adjust my financial assistance or withdraw the Government’s offer of assistance if necessary. I undertake to refund to the Government any overpayment of grant(s) and / or loan(s) made to me upon demand.</p> <p>本人_____已細閱「2025/26 學年專上學生資助計劃及專上學生 (姓名)</p> <p>免入息審查貸款計劃補充申請指引（只適用於修讀香港都會大學於 2025 年秋季學期開辦的遙距課程的學生）」、「2025/26 學年專上學生資助計劃申請指引」[FASP/1A(2025)]及／或「2025/26 學年專上學生免入息審查貸款計劃申請指引」[NLSPS/1A(2025)]，並完全明白其內容。本人同意，如本人與在職家庭及學生資助事務處轄下的學生資助處對申請指引及補充申請指引有任何爭議，學生資助處的決定將會是最終決定，並對我有約束力。現特此聲明，本人在這份補充資料表格所填報的各項資料，據本人所知，均屬真確無訛。本人知道並同意特區政府將根據本人所提供的資料，來評定本人是否符合資格申請專上學生資助計劃及專上學生免入息審查貸款計劃及可獲得的資助金額。本人亦知道，根據香港法例第 210 章《盜竊罪條例》，任何人以欺騙手段不誠實地為自己或另一人取得任何金錢利益，即屬犯罪，循公訴程序定罪後，可處監禁 10 年。</p> <p>本人同意及授權特區政府（包括學生資助處、任何政府政策局及部門）將本人就此補充資料表格所提供的個人資料或其他資料（資料）用作 2025/26 學年專上學生資助計劃申請指引第一部份或 2025/26 學年專上學生免入息審查貸款計劃申請指引第一部份所載及其他與該段有關的用途。本人亦同意及授權我所屬院校可處理申請書內的資料和向學生資助處透露由院校所儲存我的個人資料，以便學生資助處核對我在補充資料表格內提供的資料。</p> <p>本人明白特區政府有權覆檢我的申請及在有需要時調整／撤消本人的資助額。本人承諾如在特區政府要求下，願意將多發給我的助學金及／或貸款歸還予特區政府。</p> <p>Applicant’s Signature 申請人簽署: _____ Date 日期: _____</p>

Supplementary Information Sheet for HKMU Distance-learning Programmes for 2025/26 (only applicable to students taking distance-learning programmes in the 2025 Autumn term) 2025/26 學年 香港都會大學遙距課程補充資料表格 (只適用於修讀 2025 年秋季學期開辦的遙距課程的學生)	FOR INSTITUTION USE 由院校填寫 Application No. 申請編號 <table><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
<p>Please complete this Supplementary Information Sheet with reference to the Supplementary Guidance Notes for Financial Assistance Scheme for Post-secondary Students and Non-means-tested Loan Scheme for Post-secondary Students for 2025/26 [FASP/DL1B(3)_Autumn (2025/26)] or [FASP/DL1B(5)_Autumn (2025/26)], whichever is applicable. Provision of information for all items in this Supplementary Information Sheet is mandatory. If you fail to provide the required information without reasons, your application will not be processed.</p> <p>在填寫本補充資料表格前請先參閱 2025/26 學年專上學生資助計劃及專上學生免入息審查貸款計劃補充申請指引 [FASP/DL1A(3)_Autumn (2025/26)] 或 [FASP/DL1A(5)_Autumn (2025/26)]，以適用者為準。本補充資料表格所有項目均須填寫。如你無充分理由而不提供所需資料，你的申請將不予處理。</p>							
Part I: Personal Particulars (To be completed by the Applicant) 第一部份：個人資料（由申請人填寫）							
<p>Name of Student 學生姓名: _____ (English 英文)</p> <p>_____ (Chinese 中文)</p> <p>HKIC No. 香港身份證號碼: _____</p> <p>Student No. 學生證號碼: _____</p> <p>Intended Programme of Study 擬修讀課程名稱: [5-Credit System 5 學分制 / 3-Credit System 3 學分制^] _____</p> <p>SFO Course Code* 學生資助處課程編號*: _____</p> <p>Contact Telephone Number 聯絡電話: _____</p>							

* Please refer to the relevant webpage for the SFO Course Code concerned
(http://www.wfsfaa.gov.hk/faspcas_e.htm).

*有關學生資助處課程編號，請參閱相關網頁(http://www.wfsfaa.gov.hk/faspcas_c.htm)。

^ Delete where not applicable 請刪去不適用者

FASP/DL2_Autumn (2025/26)

Part II: Courses taken 第二部份：修讀科目					Part III: Certification by the Hong Kong Metropolitan University 第三部份：香港都會大學證明						
To be completed by the Applicant 由申請人填寫					To be completed by the Institution 由院校填寫						
No. 編號	Course Code of HKMU 院校科目編號	Course Title 科目名稱	Actual Tuition Fees Paid (excluding any discount given and refundable deposit fees) (HK\$) 已繳交的學費（扣除任何學費優惠及可退還的按金）（港幣）	Please tick against the term(s) in which the course is studied 〔請在修讀有關科目的學期加上「✓」號〕		Please tick against the course which is not a locally-accredited programme at sub-degree or degree level 如有關科目不屬經本地評審的副學位或學士學位程度學歷課程，請在方格內加上「✓」號	Amount of tuition fees covered by HKMU's loan/bursary scheme (HK\$) 已獲香港都會大學資助的學費（港幣）	Registration Value (RV) in the corresponding term(s) 在有關學期修讀的總註冊值		Tuition fees for corresponding RV after deducting the amount covered by HKMU's loan/bursary scheme (HK\$) 扣除獲香港都會大學資助後的相關註冊值的學費（港幣）	
				2025 Autumn 2025 年秋季	2026 Spring 2026 年春季			2025 Autumn 2025 年秋季	2026 Spring 2026 年春季	2025 Autumn 2025 年秋季	2026 Spring 2026 年春季
1.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
2.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
3.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
4.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
5.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
6.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
7.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
8.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
9.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
10.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
11.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
12.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
Total 總數：			\$			Total 總數：				\$	\$
<div>I would like to apply for financial assistance under (please choose one by putting a tick in the relevant box) 本人希望就下列學期申請資助（請選擇其中一項，並在相關的空格加上「✓」號） <input type="checkbox"/> Scenario A as specified in paragraph 3 of the Supplementary Guidance Notes 補充申請指引第三節所註明的情況甲 <input type="checkbox"/> Scenario B as specified in paragraph 3 of the Supplementary Guidance Notes 補充申請指引第三節所註明的情況乙</div>					<div>This is to certify that the above information is correct. 茲證明上述資料正確無誤。 <div><div>Signature 簽署:</div><div>Name 姓名:</div><div>Post 職位:</div><div>Contact Tel. No. 聯絡電話:</div><div>Fax No. 傳真號碼:</div><div>Date 日期:</div></div><div></div></div>						
<div><input type="checkbox"/> If you have already applied for Extended Non-means-tested Loan in the <u>2025/26 academic year</u> for the above course(s) (i.e. No. _____), please put a tick in the box and fill in the relevant Course Code(s) of HKMU. 如果你在 <u>2025/26 學年</u>已經就上述課程（即編號 _____）申請了擴展的免入息審查貸款，請在空格內加上「✓」號及填寫有關的院校科目編號。</div>											

Part IV: Declaration 第四部份：聲明	
<p>I, _____, have read and fully understood the Supplementary Guidance Notes (name)</p> <p>for the Financial Assistance Scheme for Post-secondary Students and Non-means-tested Loan Scheme for Post-secondary Students for 2025/26 (only applicable to students taking distance-learning programmes organised by the Hong Kong Metropolitan University in the 2025 Autumn term), Guidance Notes for the Financial Assistance Scheme for Post-secondary Students (FASP) for 2025/26 [FASP/1B(2025)] and/or Guidance Notes for Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) for 2025/26 [NLSPS/1B(2025)]. I agree that in case of disputes over the interpretation of the Guidance Notes and the Supplementary Guidance Notes, the decision of the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency shall be final and binding on me. I declare that the information provided in this form is complete and true to the best of my knowledge. I am aware that the HKSAR Government will rely, and consent to the HKSAR Government relying on the information provided by me to determine the eligibility and the level of financial assistance to be offered to me under FASP and NLSPS. 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 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).</p> <p>I hereby consent and authorise the HKSAR Government [including SFO and any Government Policy Bureaux and Departments] (the Government) using the personal data or other information (Information) provided in this form in accordance with Part I of the Guidance Notes for the Financial Assistance Scheme for Post-secondary Students for 2025/26 or Part I of Guidance Notes for Non-means-tested Loan Scheme for Post-secondary Students for 2025/26. I also consent and authorise my institution to handle the data provided in this application and release my personal data to SFO for the purpose of processing my application or verifying the information provided in this form.</p> <p>I understand that the Government has the right to review my application for student financial assistance and adjust my financial assistance or withdraw the Government's offer of assistance if necessary. I undertake to refund to the Government any overpayment of grant(s) and / or loan(s) made to me upon demand.</p> <p>本人_____已細閱「2025/26 學年專上學生資助計劃及專上學生 (姓名)</p> <p>免入息審查貸款計劃補充申請指引（只適用於修讀香港都會大學於 2025 年秋季學期開辦的遙距課程的學生）」、「2025/26 學年專上學生資助計劃申請指引」[FASP/1A(2025)] 及／或「2025/26 學年專上學生免入息審查貸款計劃申請指引」[NLSPS/1A(2025)]，並完全明白其內容。本人同意，如本人與在職家庭及學生資助事務處轄下的學生資助處對申請指引及補充申請指引有任何爭議，學生資助處的決定將會是最終決定，並對我有約束力。現特此聲明，本人在此表格所填報的各項資料，據本人所知，均屬真確無訛。本人知道並同意特區政府將根據本人所提供的資料，來評定本人是否符合資格申請專上學生資助計劃及專上學生免入息審查貸款計劃及可獲得的資助金額。本人亦知道，根據香港法例第 210 章《盜竊罪條例》，任何人以欺騙手段不誠實地為自己或另一人取得任何金錢利益，即屬犯罪，循公訴程序定罪後，可處監禁 10 年。</p> <p>本人同意及授權特區政府（包括學生資助處、任何政府政策局及部門）將本人就此表格所提供的個人資料或其他資料（資料）用作 2025/26 學年專上學生資助計劃申請指引第一部份或 2025/26 學年專上學生免入息審查貸款計劃申請指引第一部份所載及其他與該段有關的用途。本人亦同意及授權我所屬院校可處理申請書內的資料和向學生資助處透露由院校所儲存我的個人資料，以便學生資助處核對我在此表格內提供的資料。</p> <p>本人明白特區政府有權覆檢我的申請及在有需要時調整／撤消本人的資助額。本人承諾如在特區政府要求下，願意將多發給我的助學金及／或貸款歸還予特區政府。</p> <p>Applicant's Signature 申請人簽署: _____ Date 日期: _____</p>	

<p>Confirmation of Courses Taken for HKMU Distance-learning Programmes for 2025/26 <i>(only applicable to students who have applied for</i> <i>financial assistance for the 2025 Autumn term)</i></p> <p>2025/26 學年 香港都會大學遙距課程確認修讀科目通知書 (只適用於曾就 2025 年秋季學期遞交申請的學生)</p>	<p>FOR INSTITUTION USE</p> <p>由院校填寫</p> <p>Application No. 申請編號</p> <div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div>
<p>Please complete this form with reference to the Supplementary Guidance Notes for Financial Assistance Scheme for Post-secondary Students and Non-means-tested Loan Scheme for Post-secondary Students for 2025/26 [FASP/DL1B(3)_Autumn (2025/26)] or [FASP/DL1B(5)_Autumn (2025/26)], whichever is applicable. Provision of information for all items in this form is mandatory. If you fail to provide the required information without reasons, no financial assistance will be disbursed to you for the concerned school term.</p> <p>在填寫本表格前請先參閱 2025/26 學年專上學生資助計劃及專上學生免入息審查貸款計劃補充申請指引[FASP/DL1A(3)_Autumn (2025/26)] 或[FASP/DL1A(5)_Autumn (2025/26)]，以適用者為準。本表格所有項目均須填寫。如你無充分理由而不提供所需資料，學資處不會就有關學期向你發放任何資助。</p>	
<p>Part I: Personal Particulars (To be completed by the Applicant) 第一部份：個人資料（由申請人填寫）</p>	
<p>Name of Student 學生姓名: _____</p> <p style="text-align: right;">(English 英文)</p> <p>_____</p> <p style="text-align: right;">(Chinese 中文)</p>	
<p>HKIC No. 香港身份證號碼: _____</p>	
<p>Student No. 學生證號碼: _____</p>	
<p>Intended Programme of Study 擬修讀課程名稱: [5-Credit System 5 學分制 / 3-Credit System 3 學分制^] _____</p>	
<p>SFO Course Code* 學生資助處課程編號*: _____</p>	
<p>Contact Telephone Number 聯絡電話: _____</p>	

* Please refer to the relevant webpage for the SFO Course Code concerned (http://www.wfsfaa.gov.hk/faspccs_e.htm).

* 有關學生資助處課程編號，請參閱相關網頁(http://www.wfsfaa.gov.hk/faspccs_c.htm)。

[^] Delete where not applicable 請刪去不適用者

Part II: Courses taken 第二部份：修讀科目					Part III: Certification by the Hong Kong Metropolitan University 第三部份：香港都會大學證明						
To be completed by the Applicant 由申請人填寫					To be completed by the Institution 由院校填寫						
No. 編號	Course Code of HKMU 院校科目編號	Course Title 科目名稱	Actual Tuition Fees Paid (excluding any discount given and refundable deposit fee) (HK\$) 已繳交的學費（扣除任何學費優惠及可退還的按金）（港幣）	Please tick against the term(s) in which the course is studied 請在修讀有關科目的學期加上「✓」號		Please tick against the course which is not a locally-accredited programme at sub-degree or degree level 如有關課程不屬經本地評審的副學位或學士學位程度學歷課程，請在方格內加上「✓」號	Amount of tuition fees covered by HKMU's loan/bursary scheme (HK\$) 已獲香港都會大學資助的學費（港幣）	Registration Value (RV) in the corresponding term(s) 在有關學期修讀的總註冊值		Tuition fees for corresponding RV after deducting the amount covered by HKMU's loan/bursary scheme (HK\$) 扣除獲香港都會大學資助後的相關註冊值的學費（港幣）	
				2025Autumn 2025 年秋季	2026 Spring 2026 年春季			2025Autumn 2025 年秋季	2026 Spring 2026 年春季	2025 Autumn 2025 年秋季	2026 Spring 2026 年春季
1.	<div></div>		\$			<div></div>	\$			\$	\$
2.	<div></div>		\$			<div></div>	\$			\$	\$
3.	<div></div>		\$			<div></div>	\$			\$	\$
4.	<div></div>		\$			<div></div>	\$			\$	\$
5.	<div></div>		\$			<div></div>	\$			\$	\$
6.	<div></div>		\$			<div></div>	\$			\$	\$
7.	<div></div>		\$			<div></div>	\$			\$	\$
8.	<div></div>		\$			<div></div>	\$			\$	\$
9.	<div></div>		\$			<div></div>	\$			\$	\$
10.	<div></div>		\$			<div></div>	\$			\$	\$
11.	<div></div>		\$			<div></div>	\$			\$	\$
12.	<div></div>		\$			<div></div>	\$			\$	\$
			Total 總數：	\$			Total 總數：			\$	\$
Notes 附註: 1. Please fill in the courses you take in the 2025 Autumn and 2026 Spring terms. 請填上你在 2025 年秋季及 2026 年春季學期修讀的科目。 2. Please provide supporting documents for the courses taken in the 2026 Spring term and the amount of tuition fees paid. 請附上文件以證明你在 2026 年春季學期所修讀的科目及已繳付的學費。					This is to certify that the above information is correct. 茲證明上述資料正確無誤。 Signature 簽署: Name 姓名: Post 職位: Contact Tel. No. 聯絡電話: Fax No. 傳真號碼: Date 日期: <div>Institution Chop 院校印章</div>						

4. 怎樣填寫補充資料表格

4.1 第一部 — 個人資料

- 4.1.1 請依照「課程編號一覽表」，在有關位置填寫學生資助處課程編號。有關課程編號一覽表，你可向香港都會大學或學資處查詢，或瀏覽職學處網頁 (http://www.wfsfaa.gov.hk/faspccs_c.htm) 查閱。

4.2 第二部 — 修讀的科目

- 4.2.1 在情況甲下，請在有關位置填寫你在 2025 年秋季學期所修讀的科目，並在相應的「2025 年秋季學期」方格加「✓」號。在情況乙下，請在有關位置填寫你在 2025 年秋季學期所修讀的科目，並在相應的「2025 年秋季學期」方格加「✓」號。如有關科目的修課學期包括 2025 年秋季及 2026 年春季學期，請你也在「2026 年春季學期」方格加「✓」號。
- 4.2.2 你只需填寫你已註冊修讀的科目。你無需填寫你計劃在以後學期才修讀的科目。在情況乙下，你應在 2026 年 2 月 4 日或之前，把由 2026 年春季學期開始註冊修讀的新科目，填寫在確認修讀科目通知書上，然後經香港都會大學交回學資處。
- 4.2.3 在遞交補充資料表格時，請附上文件以證明你所修讀的科目及已繳付的學費。

5. 應注意的重要事項

- 5.1 假如你在 2024-25 財政年度（即 2024 年 4 月 1 日至 2025 年 3 月 31 日）有全職工作及在 2025/26 學年仍然賺取全職收入，你須於資助計劃的完整版申請書的第 VII 部份或資助計劃的簡化版申請書的第 VI 部份「補充資料」欄內填報你 2024-25 財政年度的全年收入。學資處在計算你在 2025/26 學年應得的資助額時，會考慮你 2024-25 財政年度的全年收入。

有關其他申請詳情，請參閱 2025/26 學年「資助計劃申請指引」 [FASP/1A(2025)] 及／或 2025/26 學年「貸款計劃申請指引」 [NLSPS/1A(2025)]。

在職家庭及學生資助事務處
學生資助處

2025 年 10 月

2025/26 學年

專上學生資助計劃及專上學生免入息審查貸款計劃補充申請指引
(只適用於修讀香港都會大學於 2025 年秋季學期開辦的遙距課程[5-學分制]的學生)

These Supplementary Guidance Notes are available in English. If required, please obtain the English version [FASP/DL1B(5)_Autumn (2025/26)] from the Student Finance Office or the Hong Kong Metropolitan University.

修讀香港都會大學於 2025 年秋季學期開辦的遙距課程科目，並符合以下第 2 節所列申請資格的學生，現可向在職家庭及學生資助事務處(以下簡稱「職學處」)轄下的學生資助處（以下簡稱「學資處」)申請「專上學生資助計劃」(以下簡稱「資助計劃」)及／或「專上學生免入息審查貸款計劃」(以下簡稱「貸款計劃」)資助（適用於此申請的學期組合請參閱下文第 3 節）。請你在遞交資助計劃及／或貸款計劃申請書及香港都會大學遙距課程補充資料表格前，詳閱此份補充申請指引、2025/26 學年專上學生資助計劃申請指引[FASP/1A(2025)]（以下簡稱「資助計劃申請指引」)及／或 2025/26 學年專上學生免入息審查貸款計劃申請指引[NLSPS/1A(2025)]（以下簡稱「貸款計劃申請指引」)。

2. 申請資格

- 2.1 假如你符合資助計劃申請指引第一部份或貸款計劃申請指引第一部份所載的申請資格，你便可就資助計劃／貸款計劃申請資助。請注意，申請資助計劃的年齡限制為 30 歲或以下（即於 1994 年 9 月 1 日或以後出生）；申請貸款計劃則無年齡限制。
- 2.2 以每個遙距課程學分相等於 30 學習小時計算，若要符合「全日制學生」的申請資格，你必須修讀如下文第 2.3 節所規定的遙距課程，而有關科目的註冊值*必須符合下列條件：
- (a) 你必須在同一學年修讀不少於 45 註冊值（≥1 350 學習小時）的遙距課程。2025/26 學年¹可由 2025 年的秋季學期及 2026 年春季學期組成或由 2026 年春季學期及 2026 年秋季學期組成；或
- (b) 如在同一學年修讀少於 45 註冊值的遙距課程，你必須在其中一個學期修讀不少於 25 註冊值（≥675 學習小時）的遙距課程。
- *註冊值=學分値÷修畢該科目所需的學期數目
- 2.3 你所修讀的科目必須屬教育局局長認可的課程，有關的註冊值才會獲學資處接納，以決定申請人是否為全日制學生。在 2025/26 學年，資助計劃／貸款計劃只包括那些於 2025 年 12 月 31 日或之前經本地評審的課程。有關經本地評審課程的資料，可向香港都會大學或學資處查詢及／或瀏覽職學處網頁：http://www.wfsfaa.gov.hk/faspccs_c.htm。
- 2.4 資助計劃／貸款計劃不涵蓋已獲香港都會大學學費資助計劃資助（貸款／助學金）的學費，但有關科目的註冊值，在評定你是否符合全日制學生資格時，仍會被計算為你的學習時數。

FASP/DL1A(5)_Autumn (2025/26)

¹ 在 2026 年夏季學期修讀的註冊值可選擇計算在 2026 年春季學期或秋季學期內。

3. 申請方法、最高資助額、結果通知

情況 安排		甲	乙	附 註
1.相關學期所需的註冊值		2025 年秋季學期 註冊值超過或相等於 25 ^{附註 1 – 5 及 11}	2025 年秋季及 2026 年春季學期 註冊值超過或相等於 45; 及 2025 年秋季學期的註冊值超過或相等於 25 ^{附註 1 – 5 及 11}	1. 在 2025/26 學年，學資處將會邀請修讀香港都會大學開辦的遙距課程的學生提出兩次資助申請：一次是在 2025 年秋季學期開始後（即本申請）；而另一次是在 2026 年春季學期開始後。請注意，每位學生 <u>只可在 2025/26 學年作出一次申請</u> 。因此，如果你選擇以 2025 年秋季學期的註冊值作出申請（情況甲）或以 2025 年秋季學期及 2026 年春季學期的累積註冊值作出申請（情況乙）， <u>你便不應在 2026 年 2 月再次遞交申請</u> 。此外，車船津貼計劃並不適用於修讀遙距課程的學生。
2.出生日期		如申請資助計劃，你的年齡須為 30 歲或以下（即於 1994 年 9 月 1 日或以後出生）；貸款計劃則無年齡限制。		
3.資助計劃及／或貸款計劃的最高資助額	(a) 只申請資助計劃 ^{附註 6}	(i) 學費助學金 – 上限為港幣 47,545 元； (ii) 學習開支助學金 – 上限為港幣 4,600 元；及 (iii) 生活費貸款 – 上限為港幣 29,770 元。	(i) 學費助學金 – 上限為港幣 95,090 元； (ii) 學習開支助學金 – 上限為港幣 9,200 元；及 (iii) 生活費貸款 – 上限為港幣 59,540 元。	2. 假如你選擇在情況甲下作出申請，但之後發現你在 2025 年秋季學期及 2026 年春季學期共修讀不少於 45 註冊值的科目，你可轉在情況乙下作出申請。儘管如此，你必須填妥夾附在 2025 年秋季學期的申請結果通知書內的確認修讀科目通知書[FASP/DL3_Autumn (2025/26)]。有關情況乙的申請及資助發放安排，請參照下文的附註 5、6 及 7。
	(b) 同時申請資助計劃及貸款計劃 ^{附註 7 及 8}	(i) 學費助學金 – 上限為港幣 47,545 元； (ii) 學習開支助學金 – 上限為港幣 4,600 元； (iii) 生活費貸款 – 上限為港幣 29,770 元；及 (iv) 貸款計劃貸款 – 申請人於資助計劃下獲得的總資助額及兩個計劃合共的 半年 最高總資助額(即應繳學費，加上資助計劃的半年學習開支助學金上限及生活費貸款上限)之間的差額，但不得超逾應繳學費總額。	(i) 學費助學金 – 上限為港幣 95,090 元； (ii) 學習開支助學金 – 上限為港幣 9,200 元； (iii) 生活費貸款 – 上限為港幣 59,540 元；及 (iv) 貸款計劃貸款 – 申請人於資助計劃下獲得的總資助額及兩個計劃合共的 全年 最高總資助額(即應繳學費，加上資助計劃的全年學習開支助學金上限及生活費貸款上限)之間的差額，但不得超逾應繳學費總額。	3. 假如你在 2024/25 學年 已就 2025 年秋季學期的註冊值作出申請並已獲發申請結果通知書，有關註冊值便 <u>不可</u> 重覆計算在本申請內。
		專上學生免入息審查貸款計劃及全日制大專學生免入息審查貸款計劃下設有一個合併計算的個人終身貸款限額。2025/26 學年的限額為 413,600 元。		
	(c) 只申請貸款計劃 ^{附註 9}	申請人應繳學費。 專上學生免入息審查貸款計劃及全日制大專學生免入息審查貸款計劃下設有一個合併計算的個人終身貸款限額。2025/26 學年的限額為 413,600 元。		
4.所需遞交的申請表格 ^{附註 10}	(a) 申請資助計劃	資助計劃的完整版申請書[FASP/FA(2025)] / 資助計劃的簡化版申請書[FASP/SA(2025)]		
	(b) 申請貸款計劃	貸款計劃申請表[NLSPS/2A(2025)]		
5.所需遞交的補充資料表格		FASP/DL2_Autumn (2025/26)		
6.申請方法	(a) 遞交申請表格及補充資料表格的截止日期	2025 年 11 月 10 日或之前 ^{附註 12}		
	(b) 家庭入息及資產審查的年度	2024 年 4 月 1 日至 2025 年 3 月 31 日		
	(c) 遞交確認修讀科目通知書的時段	不適用	FASP/DL3_Autumn (2025/26) ^{附註 5} 由 2026 年 1 月 22 日至 2026 年 2 月 4 日	4. 如你已／將會在 2026 年春季學期註冊修讀其他科目，並且會在 2026 年春季及 2026 年秋季學期共修讀不少於 45 註冊值的科目，你可選擇以 2026 年春季及 2026 年秋季作為你的 2025/26 學年而並不是 2025 年秋季及 2026 年春季作為你的 2025/26 學年。在此情況下，情況甲或乙的安排並不適用於你。請你於 2026 年春季學期開始後才作出申請。
7. 結果通知		會就 2025 年秋季學期發出一次結果通知	會發出兩次結果通知： -- 就 2025 年秋季學期發出一次結果通知 -- 於接獲確認修讀科目通知書後，就 2026 年春季學期發出一次結果通知	5. 倘若你在情況乙下作出申請，或由情況甲轉去情況乙下作出申請，你無需再 2026 年 2 月再次填寫申請書，但屆時你必須填妥夾附在 2025 年秋季學期的申請結果通知書內的確認修讀科目通知書[FASP/DL3_Autumn (2025/26)]，並在 2026 年 2 月 4 日或之前把填妥的確認修讀科目通知書[FASP/DL3_Autumn (2025/26)]經香港都會大學交回學資處，否則學資處將假設你在 2026 年春季學期並不符合全日制學生的資格，而學資處亦不會就你 2025/26 學年的 2026 年春季學期發放任何資助。
		12. 填妥的申請表格及補充資料表格，需連同有關證明文件的影印本，於指定的截止申請日期前 親身 交往到香港都會大學學生事務處(地址：九龍何文田香港都會大學 A0626 室。辦公時間：星期一至五上午九時至下午一時；下午二時至五時三十分)。 <u>在截止日期後收到的申請書概不受理</u> 。		

4. HOW TO COMPLETE THE SUPPLEMENTARY INFORMATION SHEET

4.1 Part I – Personal Particulars

- 4.1.1 Please fill in the SFO Course Code shown in the “Course Coding Sheet” in the space provided. The Course Coding Sheet is available for reference at HKMU, SFO and the relevant webpage (http://www.wfsfaa.gov.hk/faspcas_e.htm).

4.2 Part II – Courses taken

- 4.2.1 For Scenario A, please fill in the name of the courses that you have taken in the 2025 Autumn term in the space provided and tick against the “2025 Autumn” boxes as appropriate. For Scenario B, please fill in the name of the courses that you have taken in the 2025 Autumn term in the space provided and tick against the “2025 Autumn” box. If the course covers both the 2025 Autumn and 2026 Spring terms, please also put a tick in the “2026 Spring” box.
- 4.2.2 You should only fill in those courses that you have already **registered**. Please do not fill in the courses you intend to take in the coming school terms. **For Scenario B, information on new courses commencing in the 2026 Spring term should be provided in the “Confirmation of Courses Taken” and submit through HKMU on or before 4 February 2026.**
- 4.2.3 Please attach supporting documents for the courses taken and the amount of tuition fees paid when you submit the Supplementary Information Sheet.

5. OTHER IMPORTANT POINT TO NOTE

- 5.1 If you had a full-time job in the 2024-25 financial year (i.e. 1 April 2024 – 31 March 2025) and you still receive income from your full-time job in the 2025/26 academic year, you have to report the annual income earned in the 2024-25 financial year at Part VII (Additional Information) of Full Version FASP Application Form or Part VI (Additional Information) of the Simplified Version FASP Application Form. SFO **will** take this into account for calculating your entitled financial assistance.

For other details of application, please refer to the Guidance Notes for FASP 2025/26 [FASP/1B(2025)] and/or the Guidance Notes for NLSPS for 2025/26 [NLSPS/1B(2025)].

Student Finance Office

Working Family and Student Financial Assistance Agency

October 2025

**Supplementary Guidance Notes for
Financial Assistance Scheme for Post-secondary Students and
Non-means-tested Loan Scheme for Post-secondary Students for 2025/26
(Only Applicable to Students Taking Distance-learning Programmes [5-Credit System]
Organised by the Hong Kong Metropolitan University in 2025 Autumn Term)**

本補充申請指引備有中文版本 [FASP/DL1A(5)_Autumn (2025/26)]。

如有需要，可向學生資助處或香港都會大學索取。

Applications for the Financial Assistance Scheme for Post-secondary Students (FASP) and / or Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) are now invited from students of the Hong Kong Metropolitan University (HKMU) taking distance-learning programmes in the 2025 Autumn term who fulfill the eligibility criteria stated in paragraph 2 below (please refer to paragraph 3 below for school terms covered under this application). You should study the Guidance Notes for FASP for 2025/26 [FASP/1B(2025)], and / or the Guidance Notes for NLSPS for 2025/26 [NLSPS/1B(2025)] in conjunction with these Supplementary Guidance Notes before you submit your application for financial assistance under FASP and / or NLSPS and the Supplementary Information Sheet for HKMU Distance-learning Programmes.

2. ELIGIBILITY

- 2.1 You may be eligible for assistance under FASP / NLSPS if you fulfil the criteria stated in Part I of the Guidance Notes for FASP or Part I of the Guidance Notes for NLSPS. Please note that the age limit for FASP is 30 or below (i.e. born on or after **1 September 1994**) while there is no age limit for NLSPS.
- 2.2 On the basis of one distance-learning credit equals 30 study hours, you may be regarded as a full-time student if you are taking a distance-learning programme as specified in paragraph 2.3 having Registration Value* (RV) of -
- (a) not less than 45 ($\geq 1\ 350$ study hours) in one academic year. The 2025/26 academic year¹ may be taken to comprise the 2025 Autumn term and the 2026 Spring term; or the 2026 Spring term and the 2026 Autumn term; or
- (b) not less than 25 (≥ 675 study hours) for any one term if the aggregate RV for a whole academic year is less than 45.

* Registration Value (RV) = credit value taken \div number of school terms required to complete the course

- 2.3 Only RV counting towards courses leading to a locally-accredited programme recognised by the Secretary for Education will be taken into consideration when the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency (WFSFAA) considers if an applicant qualifies as a full-time student. For the 2025/26 academic year, only those programmes accredited on or before 31 December 2025 will be covered by FASP / NLSPS. Information on locally-accredited programmes is available for reference at HKMU, SFO and the relevant webpage (http://www.wfsfaa.gov.hk/faspcas_e.htm).
- 2.4 Tuition fees already covered by HKMU’s Student Financial Assistance Scheme (loan / bursary) are not taken into account for calculating financial assistance under FASP / NLSPS. Nevertheless, the RV of the corresponding courses can be counted towards your total study hours for the purpose of determining your full-time student status.

FASP/DL1B(5)_Autumn (2025/26)

¹ The Registration Value taken in the 2026 Summer term may be counted either in the 2026 Spring or Autumn term.

3. HOW TO APPLY, FINANCIAL ASSISTANCE CEILING, NOTIFICATION OF RESULT

Scenario		A		B		Notes	
Arrangement							
1. Required Registration Value (RV) of related school terms		The aggregate RV for <u>2025 Autumn</u> term equals or exceeds 25 <small>notes 1 – 5 & 11</small>		The aggregate RV for <u>2025 Autumn and 2026 Spring</u> terms equals or exceeds 45; and RV for 2025 Autumn term equals or exceeds 25 <small>notes 1 – 5 & 11</small>		1. SFO will invite applications from students taking distance-learning programmes organised by HKMU twice for the 2025/26 academic year - one after the commencement of the 2025 Autumn term (i.e. this application) and the other after the commencement of the 2026 Spring term. However, students can <u>only submit one application</u> for the 2025/26 academic year. In other words, if you choose to use the RV of the 2025 Autumn term (Scenario A) or the aggregate RV of the 2025 Autumn term and 2026 Spring term (Scenario B) in this application, <u>you should not respond to the 2nd application exercise in February 2026.</u> Students pursuing distance-learning programmes are not eligible to apply for the Student Travel Subsidy Scheme.	
2. Date of Birth		To apply for FASP, you must be aged 30 or below (i.e. born on or after 1 September 1994). There is no age limit for NLSPS.				2. If you choose to apply under Scenario A and subsequently find that the total RV you acquire in the 2025 Autumn and 2026 Spring terms is 45 or more, you can shift to apply under Scenario B. In such case, you should complete the Confirmation of Courses Taken [FASP/DL3_Autumn (2025/26)] which will be issued to you with the Notification of Result for the 2025 Autumn term. For details of the application and assistance disbursement arrangements under Scenario B, please refer to notes 5, 6 and 7 below.	
3. Ceiling of Financial Assistance	(a) FASP only <small>note 6</small>	(i) Tuition fees (TF) grant, capped at HK\$47,545;	(i) TF grant, capped at HK\$95,090;			3. If your RV of the 2025 Autumn term has been used for application under FASP and / or NLSPS in the 2024/25 academic year and you have been notified of the result of that application, the RV of the 2025 Autumn term <u>cannot</u> be further counted for the purpose of this application.	
		(ii) academic expenses (AE) grant, capped at HK\$4,600; and	(ii) AE grant, capped at HK\$9,200; and			4. If you have registered or intend to take courses for the 2026 Spring term, and the aggregate RV of the 2026 Spring and 2026 Autumn terms also equals or exceeds 45 RV, you have a choice of taking the 2026 Spring and 2026 Autumn terms instead of the 2025 Autumn term and 2026 Spring term as your 2025/26 academic year. In such case, both Scenarios A or B do not apply to you. You should only apply after the commencement of the 2026 Spring term.	
	(iii) living expenses (LE) loan, capped at HK\$29,770.	(iii) LE loan, capped at HK\$59,540.			5. If you apply for financial assistance under Scenario B or if you change from Scenario A to B, you <u>need not</u> fill in the application form again in February 2026 but have to submit the Confirmation of Courses Taken [FASP/DL3_Autumn (2025/26)], which will be issued to you with the Notification of Result for the 2025 Autumn term, through HKMU on or before 4 February 2026 to SFO. Otherwise, it will be assumed that you do not fulfill the criteria of a full-time student in the 2026 Spring term and no financial assistance will be disbursed to you for that school term in the 2025/26 academic year.		
	(b) FASP and NLSPS <small>notes 7 & 8</small>	(i) TF grant capped at HK\$47,545;	(i) TF grant capped at HK\$95,090;			6. Upon receipt of your Confirmation of Courses Taken [FASP/DL3_Autumn (2025/26)] in February 2026, if the total RV you acquire in the 2025 Autumn and 2026 Spring terms is 45 or more, your entitlement of financial assistance will be adjusted to (i) TF grant based on the TF payable for the 2025 Autumn and 2026 Spring terms, capped at \$95,090; (ii) AE grant up to \$9,200; and (iii) LE loan up to \$59,540.	
(ii) AE grant capped at HK\$4,600;		(ii) AE grant capped at HK\$9,200;			7. Upon receipt of your Confirmation of Courses Taken [FASP/DL3_Autumn (2025/26)] in February 2026, if the total RV you acquire in the 2025 Autumn and 2026 Spring terms is 45 or more, your entitlement of financial assistance will be adjusted to (i) TF grant based on the TF payable for the 2025 Autumn and 2026 Spring terms, capped at \$95,090; (ii) AE grant up to \$9,200; (iii) LE loan up to \$59,540; and (iv) NLSPS loan which equals the difference between your entitlement under FASP and full maximum amount of financial assistance the applicant may receive under these two schemes (i.e. TF payable, full maximum AE grant and LE loan), but capped at TF payable.		
(iii) LE loan capped at HK\$29,770; and		(iii) LE loan capped at HK\$59,540; and			8. If you obtained the NLSPS loan and subsequently receive financial assistance under the FASP and the total amount of financial assistance you obtained under these two schemes exceeds the maximum level of financial assistance, your NLSPS loan amount will have to be adjusted. Please refer to Part I of the Guidance Notes for NLSPS [NLSPS/1B(2025)] for details of the offsetting arrangement.		
		(iv) NLSPS loan which equals the difference between an applicant’s entitlement under FASP and half of the maximum amount of financial assistance the applicant may receive under the two schemes (i.e. TF payable, half of the maximum of AE grant and LE loan), but capped at TF payable.	(iv) NLSPS loan which equals the difference between an applicant’s entitlement under FASP and full maximum amount of financial assistance the applicant may receive under the two schemes (i.e. TF payable, full maximum AE grant and LE loan), but capped at TF payable.			9. Upon receipt of your Confirmation of Courses Taken [FASP/DL3_Autumn (2025/26)] in February 2026, if the total RV you acquire in the 2025 Autumn and 2026 Spring terms is 45 or more, your loan entitlement will be adjusted to NLSPS loan at TF payable for the 2025 Autumn and 2026 Spring terms.	
		<i>There is a combined life-time loan limit imposed on students eligible for receiving loans under NLSPS and the Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT). The loan limit for 2025/26 is \$413,600.</i>				10. The online submission of application is <u>not applicable</u> to students of distance-learning programmes of HKMU. Students can obtain the relevant application forms from HKMU. If you have not applied for NLSPS, you will be informed of the loan amount you are entitled under NLSPS, if any, simultaneously in your FASP Notification of Result. If you wish to apply for and be offered with the NLSPS loan earlier, you may consider submitting an NLSPS application separately. Please refer to the NLSPS Guidance Notes [NLSPS/1B(2025)] for details.	
		NLSPS loan at TF payable. <i>There is a combined life-time loan limit set under NLSPS and NLSFT. The loan limit for 2025/26 is \$413,600.</i>				11. The RV of the courses you are taking in a school term will normally be counted towards the term and taken into account in the calculation of your financial assistance. However, if you have successfully obtained financial assistance under FASP and / or NLSPS but subsequently not continue your studies according to the schedule specified by HKMU, SFO will re-calculate the RV to determine if you are still eligible for the assistance offered. Refund of overpaid financial assistance to the Government may be required. Details are as follows:	
4. Application Form to be submitted <small>note 10</small>	(a) FASP	Full Version FASP Application Form [FASP/FB(2025)] / Simplified Version FASP Application Form [FASP/SB(2025)]				(a) <u>At the time of your application</u> - The RV of courses with the following course status will <u>not</u> be counted – courses from which you have withdrawn / de-registered; courses involving refund of TF / deferment of payment of TF / examination resit / examination deferred; and courses the study of which you have deferred.	
	(b) NLSPS	NLSPS Application Form [NLSPS/2B(2025)]				(b) <u>After your application</u> - The RV of courses with the following course status will <u>not</u> be counted and <u>refund of overpaid financial assistance may be required</u> – courses from which you have withdrawn / de-registered; courses the study of which you have deferred; courses involving refund of TF / deferment of payment of TF.	
5. Supplementary Information Sheet to be submitted		FASP/DL2_Autumn (2025/26)				For example, if your aggregate RV for the 2025 Autumn term equals 25 (i.e. application under Scenario A) at the time of your application, and subsequently you defer your studies with HKMU’s approval, your RV for the deferred course will <u>not</u> be counted and <u>refund of the total amount of financial assistance will be required as you are no longer qualified as a full-time student.</u>	
6. How to Apply	(a) Deadline for submission of Application Form and Supplementary Information Sheet	On or before 10 November 2025 <small>note 12</small>				Please note that the course status mentioned above may not be exhaustive and in case of disputes over the interpretation of the course status, the decision of SFO shall be final and binding on you. Besides, the calculation of RV illustrated here is solely for determining your study load and hence your eligibility to apply for FASP and / or NLSPS, and may differ from that required for HKMU’s registration and other administrative purposes.	
	(b) Assessment Period of Family Income and Assets	1 April 2024 - 31 March 2025				12. Application Forms and Supplementary Information Sheets should be returned with photocopies of supporting documents <u>in person</u> by the respective deadline to The Student Affairs Office, the Hong Kong Metropolitan University (Address: Room A0626, the Hong Kong Metropolitan University, Homantin, Kowloon. Office hours: Monday to Friday, 9:00 a.m. – 1:00 p.m.; 2:00 p.m. – 5:30 p.m.). <u>Late applications will not be accepted.</u>	
	(c) Period for submission of Confirmation of Courses Taken	N.A.	FASP/DL3_Autumn (2025/26) <small>note 5</small> [From 22 January 2026 to 4 February 2026]				
7. Notification of Result		Will be issued once for 2025 Autumn term		Will be issued twice : - once for 2025 Autumn term - once for 2026 Spring term upon receipt of the Confirmation of Courses Taken			

Part IV: Declaration 第四部份：聲明

I, _____, have read and fully understood the Supplementary Guidance Notes
(name)

for the Financial Assistance Scheme for Post-secondary Students and Non-means-tested Loan Scheme for Post-secondary Students for 2025/26 (only applicable to students taking distance-learning programmes organised by the Hong Kong Metropolitan University in the 2025 Autumn term), Guidance Notes for the Financial Assistance Scheme for Post-secondary Students (FASP) for 2025/26 [FASP/1B(2025)] and/or Guidance Notes for Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) for 2025/26 [NLSPS/1B(2025)]. I agree that in case of disputes over the interpretation of the Guidance Notes and the Supplementary Guidance Notes, the decision of the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency shall be final and binding on me. I declare that the information provided in this supplementary information sheet is complete and true to the best of my knowledge. I am aware that the HKSAR Government will rely, and consent to the HKSAR Government relying on the information provided by me to determine the eligibility and the level of financial assistance to be offered to me under FASP and NLSPS. 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 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).

I hereby consent and authorise the **HKSAR Government** [including SFO and any Government Policy Bureaux and Departments] (the Government) using the personal data or other information (Information) provided in this supplementary information sheet in accordance with Part I of the Guidance Notes for the Financial Assistance Scheme for Post-secondary Students for 2025/26 or Part I of Guidance Notes for Non-means-tested Loan Scheme for Post-secondary Students for 2025/26. I also consent and authorise my institution to handle the data provided in this application and release my personal data to SFO for the purpose of processing my application or verifying the information provided in this supplementary information sheet.

I understand that the Government has the right to review my application for student financial assistance and adjust my financial assistance or withdraw the Government’s offer of assistance if necessary. I undertake to refund to the Government any overpayment of grant(s) and / or loan(s) made to me upon demand.

本人_____已細閱「2025/26 學年專上學生資助計劃及專上學生
(姓名)

免入息審查貸款計劃補充申請指引（只適用於修讀香港都會大學於 2025 年秋季學期開辦的遙距課程的學生）」、「2025/26 學年專上學生資助計劃申請指引」[FASP/1A(2025)]及／或「2025/26 學年專上學生免入息審查貸款計劃申請指引」[NLSPS/1A(2025)]，並完全明白其內容。本人同意，如本人與在職家庭及學生資助事務處轄下的學生資助處對申請指引及補充申請指引有任何爭議，學生資助處的決定將會是最終決定，並對我有約束力。現特此聲明，本人在這份補充資料表格所填報的各項資料，據本人所知，均屬真確無訛。本人知道並同意特區政府將根據本人所提供的資料，來評定本人是否符合資格申請專上學生資助計劃及專上學生免入息審查貸款計劃及可獲得的資助金額。本人亦知道，根據香港法例第 210 章《盜竊罪條例》，任何人以欺騙手段不誠實地為自己或另一人取得任何金錢利益，即屬犯罪，循公訴程序定罪後，可處監禁 10 年。

本人同意及授權**特區政府**（包括學生資助處、任何政府政策局及部門）將本人就此補充資料表格所提供的個人資料或其他資料（資料）用作 2025/26 學年專上學生資助計劃申請指引第一部份或 2025/26 學年專上學生免入息審查貸款計劃申請指引第一部份所載及其他與該段有關的用途。本人亦同意及授權我所屬院校可處理申請書內的資料和向學生資助處透露由院校所儲存我的個人資料，以便學生資助處核對我在補充資料表格內提供的資料。

本人明白特區政府有權覆檢我的申請及在有需要時調整／撤消本人的資助額。本人承諾如在特區政府要求下，願意將多發給我的助學金及／或貸款歸還予特區政府。

Applicant’s Signature 申請人簽署: _____

Date 日期: _____

Supplementary Information Sheet for
HKMU Distance-learning Programmes for 2025/26
(only applicable to students taking
distance-learning programmes in the 2025 Autumn term)
2025/26 學年
香港都會大學遙距課程補充資料表格
(只適用於修讀 2025 年秋季學期開辦的遙距課程的學生)

FOR
INSTITUTION
USE
由院校填寫
Application No.
申請編號

Please complete this Supplementary Information Sheet with reference to the Supplementary Guidance Notes for Financial Assistance Scheme for Post-secondary Students and Non-means-tested Loan Scheme for Post-secondary Students for 2025/26 [FASP/DL1B(3)_Autumn (2025/26)] or [FASP/DL1B(5)_Autumn (2025/26)], whichever is applicable. Provision of information for all items in this Supplementary Information Sheet is mandatory. If you fail to provide the required information without reasons, your application will not be processed.

在填寫本補充資料表格前請先參閱 2025/26 學年專上學生資助計劃及專上學生免入息審查貸款計劃補充申請指引 [FASP/DL1A(3)_Autumn (2025/26)] 或 [FASP/DL1A(5)_Autumn (2025/26)]，以適用者為準。本補充資料表格所有項目均須填寫。如你無充分理由而不提供所需資料，你的申請將不予處理。

Part I: Personal Particulars (To be completed by the Applicant)
第一部份：個人資料（由申請人填寫）

Name of Student 學生姓名: _____
(English 英文)

(Chinese 中文)

HKIC No. 香港身份證號碼: _____

Student No. 學生證號碼: _____

Intended Programme of Study 擬修讀課程名稱:
[5-Credit System 5 學分制 / 3-Credit System 3 學分制^] _____

SFO Course Code* 學生資助處課程編號*: _____

Contact Telephone Number 聯絡電話: _____

* Please refer to the relevant webpage for the SFO Course Code concerned
(http://www.wfsfaa.gov.hk/faspcas_e.htm).

*有關學生資助處課程編號，請參閱相關網頁(http://www.wfsfaa.gov.hk/faspcas_c.htm)。

^ Delete where not applicable 請刪去不適用者

FASP/DL2_Autumn (2025/26)

- 4 -

Part II: Courses taken 第二部份：修讀科目					Part III: Certification by the Hong Kong Metropolitan University 第三部份：香港都會大學證明						
To be completed by the Applicant 由申請人填寫					To be completed by the Institution 由院校填寫						
No. 編號	Course Code of HKMU 院校科目編號	Course Title 科目名稱	Actual Tuition Fees Paid (excluding any discount given and refundable deposit fees) (HK\$) 已繳交的學費（扣除任何學費優惠及可退還的按金）（港幣）	Please tick against the term(s) in which the course is studied 〔請在修讀有關科目的學期加上「✓」號〕		Please tick against the course which is not a locally-accredited programme at sub-degree or degree level 如有關科目不屬經本地評審的副學位或學士學位程度學歷課程，請在方格內加上「✓」號	Amount of tuition fees covered by HKMU's loan/bursary scheme (HK\$) 已獲香港都會大學資助的學費（港幣）	Registration Value (RV) in the corresponding term(s) 在有關學期修讀的總註冊值		Tuition fees for corresponding RV after deducting the amount covered by HKMU's loan/bursary scheme (HK\$) 扣除獲香港都會大學資助後的相關註冊值的學費（港幣）	
				2025 Autumn 2025 年秋季	2026 Spring 2026 年春季			2025 Autumn 2025 年秋季	2026 Spring 2026 年春季	2025 Autumn 2025 年秋季	2026 Spring 2026 年春季
1.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
2.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
3.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
4.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
5.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
6.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
7.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
8.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
9.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
10.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
11.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
12.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
Total 總數：			\$			Total 總數：				\$	\$
<div>I would like to apply for financial assistance under (please choose one by putting a tick in the relevant box) 本人希望就下列學期申請資助（請選擇其中一項，並在相關的空格加上「✓」號） <input type="checkbox"/> Scenario A as specified in paragraph 3 of the Supplementary Guidance Notes 補充申請指引第三節所註明的情況甲 <input type="checkbox"/> Scenario B as specified in paragraph 3 of the Supplementary Guidance Notes 補充申請指引第三節所註明的情況乙</div>					<div>This is to certify that the above information is correct. 茲證明上述資料正確無誤。 <div><div>Signature 簽署: _____ Name 姓名: _____ Post 職位: _____ Contact Tel. No. 聯絡電話: _____ Fax No. 傳真號碼: _____ Date 日期: _____</div><div>Institution Chop 院校印章</div></div></div>						

Part IV: Declaration 第四部份：聲明

I, _____, have read and fully understood the Supplementary Guidance Notes
(name)

for the Financial Assistance Scheme for Post-secondary Students and Non-means-tested Loan Scheme for Post-secondary Students for 2025/26 (only applicable to students taking distance-learning programmes organised by the Hong Kong Metropolitan University in the 2025 Autumn term), Guidance Notes for the Financial Assistance Scheme for Post-secondary Students (FASP) for 2025/26 [FASP/1B(2025)] and/or Guidance Notes for Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) for 2025/26 [NLSPS/1B(2025)]. I agree that in case of disputes over the interpretation of the Guidance Notes and the Supplementary Guidance Notes, the decision of the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency shall be final and binding on me. I declare that the information provided in this form is complete and true to the best of my knowledge. I am aware that the HKSAR Government will rely, and consent to the HKSAR Government relying on the information provided by me to determine the eligibility and the level of financial assistance to be offered to me under FASP and NLSPS. 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 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).

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本人_____已細閱「2025/26 學年專上學生資助計劃及專上學生
(姓名)

免入息審查貸款計劃補充申請指引（只適用於修讀香港都會大學於 2025 年秋季學期開辦的遙距課程的學生）」、「2025/26 學年專上學生資助計劃申請指引」[FASP/1A(2025)] 及／或「2025/26 學年專上學生免入息審查貸款計劃申請指引」[NLSPS/1A(2025)]，並完全明白其內容。本人同意，如本人與在職家庭及學生資助事務處轄下的學生資助處對申請指引及補充申請指引有任何爭議，學生資助處的決定將會是最終決定，並對我有約束力。現特此聲明，本人在此表格所填報的各項資料，據本人所知，均屬真確無訛。本人知道並同意特區政府將根據本人所提供的資料，來評定本人是否符合資格申請專上學生資助計劃及專上學生免入息審查貸款計劃及可獲得的資助金額。本人亦知道，根據香港法例第 210 章《盜竊罪條例》，任何人以欺騙手段不誠實地為自己或另一人取得任何金錢利益，即屬犯罪，循公訴程序定罪後，可處監禁 10 年。

本人同意及授權**特區政府**（包括學生資助處、任何政府政策局及部門）將本人就此表格所提供的個人資料或其他資料（資料）用作 2025/26 學年專上學生資助計劃申請指引第一部份或 2025/26 學年專上學生免入息審查貸款計劃申請指引第一部份所載及其他與該段有關的用途。本人亦同意及授權我所屬院校可處理申請書內的資料和向學生資助處透露由院校所儲存我的個人資料，以便學生資助處核對我在此表格內提供的資料。

本人明白特區政府有權覆檢我的申請及在有需要時調整／撤消本人的資助額。本人承諾如在特區政府要求下，願意將多發給我的助學金及／或貸款歸還予特區政府。

Applicant’s Signature 申請人簽署:

Date 日期:

Confirmation of Courses Taken for
HKMU Distance-learning Programmes for 2025/26
(only applicable to students who have applied for
financial assistance for the 2025 Autumn term)
2025/26 學年
香港都會大學遙距課程確認修讀科目通知書
(只適用於曾就 2025 年秋季學期遞交申請的學生)

FOR
INSTITUTION
USE
由院校填寫
Application No.
申請編號

Please complete this form with reference to the Supplementary Guidance Notes for Financial Assistance Scheme for Post-secondary Students and Non-means-tested Loan Scheme for Post-secondary Students for 2025/26 [FASP/DL1B(3)_Autumn (2025/26)] or [FASP/DL1B(5)_Autumn (2025/26)], whichever is applicable. Provision of information for all items in this form is mandatory. If you fail to provide the required information without reasons, no financial assistance will be disbursed to you for the concerned school term.

在填寫本表格前請先參閱 2025/26 學年專上學生資助計劃及專上學生免入息審查貸款計劃補充申請指引[FASP/DL1A(3)_Autumn (2025/26)] 或[FASP/DL1A(5)_Autumn (2025/26)]，以適用者為準。本表格所有項目均須填寫。如你無充分理由而不提供所需資料，學資處不會就有關學期向你發放任何資助。

Part I: Personal Particulars (To be completed by the Applicant)
第一部份：個人資料（由申請人填寫）

Name of Student 學生姓名:

(English 英文)

(Chinese 中文)

HKIC No. 香港身份證號碼:

Student No. 學生證號碼:

Intended Programme of Study 擬修讀課程名稱:
[5-Credit System 5 學分制 / 3-Credit System 3 學分制^]

SFO Course Code* 學生資助處課程編號*:

Contact Telephone Number 聯絡電話:

* Please refer to the relevant webpage for the SFO Course Code concerned (http://www.wfsfaa.gov.hk/faspcas_e.htm).

* 有關學生資助處課程編號，請參閱相關網頁(http://www.wfsfaa.gov.hk/faspcas_c.htm)。

^ Delete where not applicable 請刪去不適用者

FASP/DL3_Autumn (2025/26)

Part II: Courses taken 第二部份：修讀科目					Part III: Certification by the Hong Kong Metropolitan University 第三部份：香港都會大學證明						
To be completed by the Applicant 由申請人填寫					To be completed by the Institution 由院校填寫						
No. 編號	Course Code of HKMU 院校科目編號	Course Title 科目名稱	Actual Tuition Fees Paid (excluding any discount given and refundable deposit fee) (HK\$) 已繳交的學費（扣除任何學費優惠及可退還的按金）（港幣）	Please tick against the term(s) in which the course is studied 請在修讀有關科目的學期加上「✓」號		Please tick against the course which is not a locally-accredited programme at sub-degree or degree level 如有關課程不屬經本地評審的副學位或學士學位程度學歷課程，請在方格內加上「✓」號	Amount of tuition fees covered by HKMU's loan/bursary scheme (HK\$) 已獲香港都會大學資助的學費（港幣）	Registration Value (RV) in the corresponding term(s) 在有關學期修讀的總註冊值		Tuition fees for corresponding RV after deducting the amount covered by HKMU's loan/bursary scheme (HK\$) 扣除獲香港都會大學資助後的相關註冊值的學費（港幣）	
				2025Autumn 2025 年秋季	2026 Spring 2026 年春季			2025Autumn 2025 年秋季	2026 Spring 2026 年春季	2025 Autumn 2025 年秋季	2026 Spring 2026 年春季
1.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
2.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
3.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
4.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
5.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
6.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
7.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
8.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
9.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
10.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
11.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
12.	<div></div>		\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$			\$	\$
Total 總數：			\$			Total 總數：				\$	\$
Notes 附註: 1. Please fill in the courses you take in the 2025 Autumn and 2026 Spring terms. 請填上你在 2025 年秋季及 2026 年春季學期修讀的科目。 2. Please provide supporting documents for the courses taken in the 2026 Spring term and the amount of tuition fees paid. 請附上文件以證明你在 2026 年春季學期所修讀的科目及已繳付的學費。					This is to certify that the above information is correct. 茲證明上述資料正確無誤。 Signature 簽署: Name 姓名: Post 職位: Contact Tel. No. 聯絡電話: Fax No. 傳真號碼: Date 日期: <div>Institution Chop 院校印章</div>						