



Are you going to apply for grant and loan under FASP in 2024/25?

Please submit your application according to the recommended submission schedule and submit the documentary proofs as soon as practicable. Early submission of application with complete information will facilitate the smooth processing and early disbursement of financial assistance, if any, to you.

Checklist of Documentary Proofs Required

A

Copies of Identity Proof

If you are single, the HKID card^{Note} and student ID card of yourself, your parent(s), your unmarried sibling(s) residing with you and/or your parent(s) and your dependent grandparent(s). If you are married, the HKID card^{Note} / birth certificate of yourself, your spouse and child(ren), as well as a copy of your marriage certificate.

B

Copies of Family Income Proof

If you are single, income proof of your parent(s) and unmarried sibling(s) residing with you and/or your parent(s) for the period from 1/4/2023 to 31/3/2024. If you are married, income proof of yourself and your spouse for the same period. Examples of income proofs include salary statement, Employer's Return of Remuneration and Pensions [IR56B] / Notification by an employer of an employee who is about to cease to be employed [IR56F] / Return of payroll emoluments for civil servant [IR56C] / Notification of remuneration paid to persons other than employees [IR56M], etc..

Self-written Income Statement or Profit & Loss Account if you or your parent(s) / spouse is/are self-employed or operating your/his/her own business.

C

Copies of Family Assets Proof

(If you are single, please provide documentary proof(s) on assets owned by yourself and your parent(s). If you are married, please provide documentary proof(s) on assets owned by yourself and your spouse.)

Supporting documents for property / land / carpark / vehicle / vessel, e.g. Sales and Purchase Agreement, Demand for Rates and annual mortgage repayment schedule.

All passbooks and monthly statements of all types of bank deposits of yourself and your parent(s) / spouse, including the pages indicating the account holder's name, account number and all transactions from 1/4/2023 to 31/3/2024.

Please obtain transaction records from bank(s) if the remarks "Net Back Items" / "CBC", etc. appear on the bank passbook(s) of yourself and your parent(s) / spouse.

Certificate(s) / receipt(s) / notice(s) of time deposit(s) showing the balance as at 31/3/2024.

Certificate(s), annual statement(s) or monthly statement(s) showing the types / quantities / values of investment items as at 31/3/2024, e.g. shares / warrants / bonds / funds / annuity plans / savings or investment-linked insurance policies with cash value and dividends.

Documentary proof(s) like Business Registration Certificate, Balance Sheet, company account statements, etc., if you or your parent(s) / spouse is/are self-employed or operating your/his/her own business.

Important Points to Note

◆ **Attention:** According to FASP Guidance Notes, if an applicant fails to report the required information in the application form or provide the required supporting documents at the time of submitting the application, and the information / supporting document is/are only reported/provided upon enquiry of the Student Finance Office (SFO), this would be treated as a misrepresentation and/or omission in the application. Hence, applicants should list out in Step 12 "Additional Information" of the application form the details of all information / supporting documents which is/are not yet available and take the initiative to prepare and submit it/them to SFO as soon as practicable.

◆ All bank records should show the position as at 31/3/2024.

◆ Please ensure all copies, printed on blank A4 white paper, are clear and readable. Documents printed on used paper are not accepted.

◆ The above checklist is for general reference only, which is not exhaustive. Applicants should refer to FASP Guidance Notes for more details. For enquiries, please contact SFO's hotline at 2152 9000 or visit website of the Working Family and Student Financial Assistance Agency at <http://www.wfsfaa.gov.hk>.

◆ **Attention:** if you have not kept the original copies of passbooks and statements, the bank may charge handling fees for replacement copies.

^{Note} If you (i.e. the applicant) and/or your family member(s) meet the following requirements, you are not required to submit the relevant HKID Card copy(ies) –

Applicant

1. You have a successful application in the past three academic years under FASP / Non-means-tested Loan Scheme for Post-secondary Students (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. You have submitted a copy of your permanent HKID Card together with the above application and there is no change of the personal particulars as shown on your permanent HKID Card.

Applicant's Family Members

1. You have a successful application in the past three academic years under FASP / TSFS; and
2. There is no change of the particulars about your reported family members, and you have submitted a copy of the HKID Card of each of your family members together with the above successful application. Besides, there is no change of the personal particulars as shown on their HKID Cards.

If necessary, you may be required to re-submit the relevant HKID Card copy(ies). In case of any dispute, the decision of SFO will be final.

