在職家庭及學生資助事務處
學生資助處
「專上學生資助計劃」（「FASP」）
2023/24學年貸款文件

Working Family and Student Financial Assistance Agency
Student Finance Office
Financial Assistance Scheme for Post-secondary Students ("FASP")
Loan Documents for the 2023/24 Academic Year

請細閱下列注意事項，然後下載全套貸款文件。

Please read carefully the following notes before downloading the full set of loan documents.

1. **請以郵寄方式[1]（地址：九龍長沙灣道 303 號長沙灣政府合署 11 樓 在職家庭及學生資助事務處 學生資助處（經辦人：櫃台服務組））或透過學生資助處（「學資處」）的投遞箱[2]將整套已填妥的貸款文件交回學資處。由於學資處不會即場審核貸款文件，申請人無須親身到學資處櫃台遞交貸款文件。**

   Please submit the duly completed set of loan documents to the Student Finance Office ("SFO") by mail[1] (Address: Student Finance Office, Working Family and Student Financial Assistance Agency, 11/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon (Attn.: Counter Service Unit)) or through the SFO drop-in boxes[2]. Applicants are NOT REQUIRED to submit the loan documents to the SFO counters in person as no vetting of the loan documents will be conducted on the spot.

2. 遞交貸款文件前，申請人須細閱其中的**「遞交接受貸款文件前的覆核清單」(SFO 268C (2023))**，並按照該清單上的指示正確填妥貸款文件及準備其他所需證明文件。

   Before submitting the loan documents, applicants should read the **"Checklist for Submission of Loan Documents" (SFO 268 (2023))** therein carefully, as well as complete the loan documents properly and prepare the other required supporting documents according to the instructions on the Checklist.

3. 如申請人於填寫貸款文件時遇到問題，請參閱「**填寫貸款文件指南**」。

   If applicants encounter problems in completing the loan documents, please refer to the "**Guide for Completing Loan Documents**".

4. 貸款文件中的「承諾書」(SFO 264C (2023))、「彌償契據」(SFO 265C (2023))及「學生、彌償人及見證人資料表格（表格 A & B）」(SFO 266A及266B (2023))為**可輸入資料的表格**。已填妥的表格**須列印**並經申請人、彌償人及見證人**簽妥**方可遞交至學資處。

   The "Undertaking" (SFO 264 (2023)), "Deed of Indemnity" (SFO 265 (2023)) and "Student, Indemnifier and Witness Details Input Forms (Forms A and B)" (SFO 266A and 266B (2023)) in the loan documents are **fillable forms**. The completed forms **should be printed and properly signed** by the applicants, indemnifiers and witnesses before submitting to the SFO.

按此下載全套貸款文件（中文版）
Click here to download the full set of loan documents (English version)

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[1] 為確保郵件能妥善送達學資處，並免卻不必要的派遞延誤或失誤，請切記於投寄郵件前支付足額郵資及註明回郵地址。香港郵政會將郵資不足的郵件退回寄件人（有回郵地址）或予以銷毀（沒有回郵地址）。
For proper delivery of the mail items to the SFO, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure that the mail items bear sufficient postage with return address before mailing. Underpaid mail items will be returned to the senders (with return address) or disposed of (without return address) by the Hongkong Post.

[2] 投遞箱設於長沙灣政府合署 11 樓（辦公時間內）或地下大堂（辦公時間外）。學資處的辦公時間為星期一至五上午 8 時 45 分至下午 1 時及下午 2 時至下午 5 時 45 分，公眾假期除外。辦公時間以外請由長沙灣政府合署側門經保安崗位入口進入地下大堂。
The SFO drop-in boxes are 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.