

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
2021/22 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 2021/22 Academic Year

請細閱下列注意事項，然後下載全套貸款文件及其他有關文件。

Please read carefully the following notes before downloading the full set of loan documents and other relevant 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 學生資助處櫃台服務組）[或透過本處的投遞箱²](#)（地址：長沙灣政府合署 11 樓或地下）[將整套貸款文件交回本處](#)。由於本處不會即場審核貸款文件，[申請人無須親身到本處櫃台遞交貸款文件](#)。

[Please submit a complete set of loan documents to the Student Finance Office \(SFO\) by mail¹](#) (Address: Counter Service Unit, Student Finance Office, Working Family and Student Financial Assistance Agency, 11/F, Cheung Sha Wan Government Offices (CSWGOs), 303 Cheung Sha Wan Road, Kowloon) [or through SFO's drop-in boxes²](#) (Address: 11/F or G/F, CSWGOs). [Applicants are NOT REQUIRED to submit loan documents to the SFO counters in person as loan documents will not be vetted instantly over the counters.](#)

2. 在遞交貸款文件前，請細閱下載文件中的「[遞交接受貸款文件前的覆核清單 \(SFO 268C \(2021\)\)](#)」，並確保你已按照清單上的指引正確填妥貸款文件及準備一切所需文件。

Before submitting your loan documents, please read carefully the “[Checklist for Submission of Loan Documents \(SFO 268 \(2021\)\)](#)” in the downloaded documents, and ensure that you have properly completed the loan documents and prepared all the required documents stated in the Checklist.

3. 如你於填寫貸款文件時遇到問題，可參閱「[填寫貸款文件指南](#)」。

If you encounter problems in completing your loan documents, you may make reference to the “[Guide for Completing Loan Documents](#)”.

4. 貸款文件中的「[承諾書 \(SFO 264C \(2021\)\)](#)」、「[彌償契據 \(SFO 265C \(2021\)\)](#)」及「[學生、彌償人及見證人資料表格 \(表格 A & B\) \(SFO 266A&B \(2021\)\)](#)」為[可輸入資料的表格](#)。填妥表格後，申請人、彌償人及見證人須於列印本上的適當位置簽署作實，方可把文件遞交至本處。

The “[Undertaking \(SFO 264 \(2021\)\)](#)”, “[Deed of Indemnity \(SFO 265 \(2021\)\)](#)” and “[Student, Indemnifier and Witness Details Input Forms \(Form A and B\) \(SFO 266A&B \(2021\)\)](#)” in the loan documents are **fillable forms**. The completed forms should be **printed and properly signed** by the applicant, indemnifier and witness before submitting to SFO.

[按此下載全套貸款文件及其他有關文件](#)

[Click here to download the full set of loan documents and other relevant documents](#)

¹ 如你以郵寄方式遞交文件，為確保郵件能妥善送達本處，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。若郵件郵資不足，香港郵政會收取欠資及相關費用，並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)。

If you submit documents by mail, for proper delivery of the mail items to the SFO and to avoid unnecessary delay in delivery or unsuccessful delivery, [please ensure that the mail items bear sufficient postage with return address before mailing](#). Underpaid mail items are subject to surcharge by the Hongkong Post, and will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post.

² 如你透過本處的投遞箱遞交文件，請將文件投遞於長沙灣政府合署 11 樓接待處內的投遞箱(辦公時間內)，或長沙灣政府合署地下的投遞箱(辦公時間以外)。

If you submit documents through the drop-in boxes at the SFO, please use the drop-in box inside the Reception Hall on 11/F, CSWGOs during office hours or the drop-in box on G/F, CSWGOs after office hours.