(This Points to Note is for information only and not required to be submitted together with the late application.)

### 2024/25 Academic Year

# Non-means-tested Loan Scheme for Full-time Tertiary Students ("NLSFT") <u>Points to Note for Submission of Late Application</u>

**The NLSFT application for the 2024/25 academic year ("AY") is closed.** With effect from 1 January 2025, the "SFO E-link – My Applications" online platform has ceased to accept online applications for NLSFT for the 2024/25 AY.

If applicants still need to submit application for the 2024/25 AY, please use the "NLSFT Paper-based Application Form" [NLSFT 112B(2024)].

All late applications should be supported with written explanation which <u>will be considered on</u> <u>individual merits</u> upon submission of <u>the duly completed application form</u> and <u>whole set of the</u> <u>required documents</u> by applicants. If the information provided in the application is incomplete or inconsistent with that in the supporting documents, the Student Finance Office ("SFO") under the Working Family and Student Financial Assistance Agency may contact the applicant, the respective institution, other bureaux / departments of the Government of the Hong Kong Special Administrative Region ("Hong Kong"), or other organisations to obtain the information required and the application processing time will be extended correspondingly. <u>The SFO bears no responsibility for the delay so caused.</u>

SFO will only process late applications under circumstances that are beyond the control of individual applicants. All applications for the 2024/25 AY must be submitted to the SFO on or before 31 March 2025.

# **Required Documents:**

- (1) a duly completed "NLSFT Paper-based Application Form" [NLSFT 112B(2024)] <sup>Note 1</sup>;
- (2) an explanation letter for the late application Note 1;
- (3) a copy of the applicant's Hong Kong Identity ("HKID") Card <sup>Note 2</sup>;
- (4) a copy of the administrative fee (HK\$296) payment proof (The SFO only accepts payment through Automated Teller Machines of the Hongkong and Shanghai Banking Corporation ("HSBC") or Hang Seng Bank, or by cash in person at branch of HSBC. Please refer to the "<u>Points to Note for</u> Paying Administrative Fee" for details.); and
- (5) (*For applicants without the right of abode in Hong Kong*) a copy of documentary evidence proving that the applicants or their families have resided in Hong Kong continuously for three complete years prior to the commencement of the programme in the current AY: Such as the "Permit for Proceeding to Hong Kong and Macao" (commonly known as the "One-way Permit"), but not covering the following visas / entry permits:
  - (i) student visas / entry permits;
  - (ii) visas / entry permits under the Immigration Arrangements for Non-local Graduates; or
  - (iii) dependant visas / entry permits which were issued by the Director of Immigration when the relevant students have reached 18 years old.

# Submission Methods:

• by mail to the SFO <sup>Note 3</sup> at the following address:

Student Finance Office, Working Family and Student Financial Assistance Agency, Room 1204, 12/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon (Attn.: NLSFT APU); or

• by using the SFO drop-in boxes 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.

If applicants do not receive the "Acknowledgment of Receipt of Application" issued by the SFO within ten calendar days after submission of the late application, please call the hotline of our Application Processing Unit at 2150 6222 during office hours immediately.

# Note 1

Application form [NLSFT 112B(2024)] is only applicable **between 1 January and 31 March 2025**. Any amendment to the information completed on the application form or the explanation letter (including addition, deletion and alteration) must be counter-signed by the applicant.

# Note 2

If the following requirements are met, applicants <u>are not required to submit</u> a copy of the HKID Card. If necessary, applicants may still be requested to submit a copy of the relevant supporting document. In case of any disputes, the decision of the SFO will be final.

- having a <u>successful application</u> over the past 3 AYs under the Financial Assistance Scheme for Post-secondary Students ("FASP") / Non-means-tested Loan Scheme for Post-secondary Students ("NLSPS") / Tertiary Student Finance Scheme – Publicly-funded Programmes ("TSFS") / NLSFT / Extended Non-means-tested Loan Scheme ("ENLS"); <u>and</u>
- 2. <u>a copy of the Permanent HKID Card has been submitted</u> together with the above application and there is no change in personal particulars on the Permanent HKID Card.

# Note 3

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.

# WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY ("WFSFAA") STUDENT FINANCE OFFICE ("SFO")

Application Reference No.

# APPLICATION FORM FOR THE 2024/25 ACADEMIC YEAR

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#### **IMPORTANT NOTES**

- Please study the "Guidance Notes" [NLSFT 111B(2024)] (<u>https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/nls/NLSFT111B.pdf</u>) carefully to understand the eligibility criteria for the NLSFT and the terms and conditions of borrowing the NLSFT loan including the maximum level of loan amount and life-time loan limit, interest and administrative fee, acceptance of loans and arrangement on repayment of loans, etc.
- 2. Please complete this application form in BLOCK LETTERS using black or dark blue ballpoint pen. All items in this application form are mandatory except those specified otherwise. If you fail to provide the required information without sufficient reasons, your application will not be processed. Any amendment to the information completed (including addition, deletion and alteration) must be counter-signed. You are required to submit a whole set of duly completed application form (3 pages in total).
- 3. Please refer to the "Checklist of Supporting Documents" (<u>https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/nls/NLSFT SD E.pdf</u>) and prepare the required documents. If you fail to submit the "Declaration Form" and the required supporting documents without sufficient reasons, the relevant application will not be processed.
- 4. Please pay the administrative fee (HK\$296) through Automated Teller Machines of the Hongkong and Shanghai Banking Corporation ("HSBC") or Hang Seng Bank, or by cash in person at branch of HSBC, and submit a copy of the administrative fee payment proof, together with the duly completed application form, to the SFO. Please refer to the "Points to Note for Paying Administrative Fee" (<u>https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/nls/NLSFT\_PNPAF\_E.pdf</u>) for details. Please keep the original copy of the administrative fee payment proof properly and consider making a photocopy for record.
- 5. You must complete the application documents fully and truthfully. Any misrepresentation or omission may lead to disqualification from application and/or full recovery of loan(s) already disbursed, and court proceedings. It is an offence to obtain property and/or pecuniary advantage by deception. Any person who does so commits an offence and shall be liable on conviction upon indictment to imprisonment for ten years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong). If any person being required or authorised by law to make any statement on oath for any purpose and being lawfully sworn (otherwise than in a judicial proceeding) wilfully makes a statement which is material for that purpose and which he knows to be false or does not believe to be true, he shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for seven years and to a fine under the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong).
- 6. Before full settlement of loans, should there be subsequent changes of the information in PARTS A to C on the application form that will affect your loan application / disbursement / repayment, you are obliged to notify the SFO in writing <u>immediately</u>. Please refer to paragraph 7.2 of the "Guidance Notes" [NLSFT 111B(2024)] for details. Failure to serve timely notification of changes of information to the SFO may cause delay in processing the applications and disbursing the loan to respective institutions, or lead to additional loan being drawn down and extra interest accrued therefrom. The SFO accepts no responsibility for any loss, charge or expense so caused.

### PART A PERSONAL PARTICULARS

| Name in English (Please fill in the English name as recorded in your Hong Kong Identity ("HKID") Card. Surname first, then other name.)   |   |  |  |  |  |  |
|---|---|--|--|--|--|--|
|   |   |  |  |  |  |  |
| Name in Chinese (This field is mandatory if a Chinese name is recorded in your HKID Card. Otherwise, your application may not be accepted.)   | Title (Optional)         ("1" Mr · "2" Miss · "3" Ms)   |  |  |  |  |  |
| HKID Card No. (Right-justified)   | (e.g.: A 1 2 3 4 5 6 ( 1 ))   |  |  |  |  |  |
| Right of Abode in Hong Kong   | Do you have the right of abode in the Hong Kong Special Administrative Region ("Hong ("Y" Yes - "N" No) Kong")?   |  |  |  |  |  |
|   | (If "No" for the above reply) The year in which you or your family have / has started to reside continuously in Hong Kong.  |  |  |  |  |  |
|   | Are you currently holding dependant visa / entry permit which were issued to you by the Director of Immigration?  |  |  |  |  |  |
|   | (If "Yes" for the above reply) Were you aged 18 or above when you were issued the effective ("Y" Yes - "N" No) dependant visa / entry permit?   |  |  |  |  |  |
| Month and Year of Birth   | (Month) (Year)  |  |  |  |  |  |
| Contact Phone No.   | (Please provide a valid mobile phone number which can receive text messages sent from Hong Kong.) (Residential) (Optional)  |  |  |  |  |  |
| Residential Address<br>(This field must be completed in <u>BLOCK</u><br><u>LETTERS</u> . Post Office Box numbers, Public<br>Letter Boxes, care of addresses and student<br>hostels will <u>not</u> be accepted as valid residential<br>address.)<br>(If your correspondence address is different from<br>your residential address, please provide your<br>correspondence address in Part C. For students<br>engaged in overseas exchange programmes,<br>please provide a correspondence address in<br>Hong Kong.) | Flat Floor Block  |  |  |  |  |  |
|   | Name of Building  |  |  |  |  |  |
|   | Estate / Village  |  |  |  |  |  |
|   | No. & Name of Street / Lot No.  |  |  |  |  |  |
|   | District  |  |  |  |  |  |
|   | Area 🛛 Hong Kong 🖓 Kowloon 🖓 New Territories & Islands 🖓 Outside Hong Kong  |  |  |  |  |  |
| Email Address (Please provide your person email address provided by the institution is not acc  | al email address. The student       Ethnicity (Optional) (For statistical and research purpose and will not affect the application result.)            □ Chinese         □ Pakistani         □ Nepalese         □ Others (please specify) |  |  |  |  |  |

| PART B COURSE INFORMATION<br>(Please refer to the "Course Coding Sheet" available on the WFSFAA website at <u>https://www.wfsfaa.gov.hk/en/sfo/postsecondary/tsfs/coding.php</u> to complete |   |  |  |  |  |
|--|---|--|--|--|--|
| the information below.)  |   |  |  |  |  |
| Student Identity Card No.<br>(Please fill in "0000" if not available.)   |   |  |  |  |  |
| Institution Code   |   |  |  |  |  |
| Institution Course Code  |   |  |  |  |  |
| Institution Course Name<br>(Please complete in <u>BLOCK LETTERS</u> .)   |   |  |  |  |  |
| SFO Course Code  |   |  |  |  |  |
| SFO Course Description<br>(Please complete in <u>BLOCK LETTERS</u> .)  |   |  |  |  |  |
| Class Level in the 2024/25 Academic Year   | ("1" for Year 1 , "2" for Year 2 , and so on) |  |  |  |  |
| Expected Graduation Month and Year   | (Month) (Year)                                |  |  |  |  |
| PART C ADDITIONAL INFORMATION  |   |  |  |  |  |

(Please provide any additional information below if there are any special circumstances or information that may not be reflected in the PARTS above and are deemed useful for the SFO to process your application (e.g. engaging in an overseas exchange programme in current academic year, not paying the full amount of tuition fee in the 2024/25 academic year, is bankrupt, applied for Individual Voluntary Arrangement).)

#### "DECLARATION FORM"

- 1. Please complete this "Declaration Form" with a black or dark blue ballpoint pen.
- 2. Any alteration or deletion on this "Declaration Form" or on this application upcoming, it must be counter-signed by the applicant, with the same signature on this form.

I, \_\_\_\_\_\_\_\_ (Name of Applicant), have read the "Guidance Notes" on application for the Non-means-tested Loan Scheme for Full-time Tertiary Students ("NLSFT") [NLSFT 111B(2024)]. I fully understand and agree to the arrangements stated therein in relation to this application ("Application"). I undertake and warrant that I shall comply with all requirements and specifications set out in the "Guidance Notes" in making the Application and such other requirements and directions as specified from time to time by the Hong Kong Special Administrative Region ("HKSAR") Government. I hereby declare that -

- (a) The information of the Application and all the supporting documents provided by me are true and in full. I understand and consent that the Student Finance Office ("SFO") under the Working Family and Student Financial Assistance Agency will assess the eligibility and the level of loan(s) of me based on the information provided by me. 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 ten years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).
- (b) I give consent to the SFO and its authorised bodies to use the personal data and other information provided in connection with the Application for any purpose contemplated in paragraph 15 of the "Guidance Notes" and any purpose directly relating to such purpose. I further give my consent to any HKSAR Government Bureaux and Departments or their advisory bodies or agencies, and the institution offering the programme in respect of which I am making the Application to release my personal data to the SFO for the purpose of processing my Application and for any other purpose contemplated in paragraph 15 of the "Guidance Notes".
- (c) I also authorise and give consent to my institution to releasing personal data of which I am the subject of the data held by it to the HKSAR Government in order for the HKSAR Government to use such information to process my Application (and any other application I may make to the HKSAR Government) and for any other purpose contemplated in paragraph 15 of the "Guidance Notes" and any purpose directly related to such purpose.

I understand that the HKSAR Government has the right to review my Application for loan(s) and adjust my loan entitlement(s) or withdraw the HKSAR Government's offer of loan(s) if necessary. I undertake to refund to the HKSAR Government any overpayment of loan(s) made to me upon demand.

I acknowledge that the Government's payment of the loan(s) shall be subject to my honouring all the obligations, conditions, and covenants set out in my Application and the other terms by which I am bound under the NLSFT.

I declare that as at the date of the Application: (Please put a tick "
"" in the appropriate box.)

- <u>NO</u> bankruptcy petition is filed by or presented against me. <u>NO</u> bankruptcy order is made against me and I have <u>NOT</u> applied / am <u>NOT</u> applying for an Individual Voluntary Arrangement under the Bankruptcy Ordinance. <u>I am NOT aware that</u> a receiver, administrator, administrative receiver, trustee or similar officer has been appointed over any or all of my assets.
- A bankruptcy petition **is** filed by or presented against me; and/or a bankruptcy order is made against me; and/or I <u>have</u> applied / <u>am</u> applying for an Individual Voluntary Arrangement under the Bankruptcy Ordinance; and/or I <u>am</u> aware that a receiver, administrator, administrative receiver, trustee or similar officer has been appointed over any or all of my assets. I have set out the full details in relation to the above in **"ADDITIONAL INFORMATION"** Section through the application form.

This Declaration shall be governed by and constructed in accordance with the laws of the HKSAR. I and the HKSAR Government shall irrevocably submit to the limited jurisdiction of the Courts of the HKSAR. I have read the provisions of this Declaration carefully and fully understood my obligations and liabilities under this Declaration.

Signature of Applicant:

HKID Card No.: \_\_\_\_\_

Date of Signing (DD/MM/YYYY): \_\_\_\_\_

# 2024/25 Academic Year Non-means-tested Loan Scheme for Full-time Tertiary Students ("NLSFT") <u>Explanation Letter for Late Application</u>

(All items below are mandatory except those specified otherwise.)

| Name in English:  |  |  |
|---|--|--|
| Name in Chinese:  |  |  |
| (This field is <b>mandatory</b> if a Chinese<br>name is recorded in your Hong Kong<br>Identity ("HKID") Card. Otherwise,<br>your application may not be<br>accepted.) |  |  |
| HKID Card No.:  |  |  |
| Name of Institution:  |  |  |
| Reason for Late Application:  |  |  |
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|   |  |  |
|   |  |  |
|   |  |  |
| (Please use separate sheets if necessary.)  |  |  |

Signature of Applicant:

Date of Signing (DD/MM/YYYY) :