

在職家庭及學生資助事務處
學生資助處
全日制大專學生免入息審查貸款計劃
2022/23學年貸款文件

Working Family and Student Financial Assistance Agency
Student Finance Office
Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT)
Loan Documents for the 2022/23 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)將整套已填妥的貸款文件交回本處。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 duly completed 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 the SFO's drop-in boxes² (Address: 11/F or G/F, CSWGOs). 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. 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」(NLSFT 149C (Rev. 2022))，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**’ (NLSFT 149 (Rev. 2022)) 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. 留意繳交學費到期日。即使你的全日制大專學生免入息審查貸款申請已獲批准或你已遞交貸款文件，不表示院校已經批准或將會自動批准你延期繳交學費。如全日制大專學生免入息審查貸款不能在分期學費到期日之前發放予院校，你須就繳交學費事宜聯絡院校。

Pay attention to the payment due date of your tuition fee. Neither the approval for the NLSFT loan nor the submission of your loan documents implies that the payment due date of your tuition fee has been or will be deferred automatically by your institution. If the payment of the NLSFT loan to your institution cannot be made on or before the tuition fee instalment due date, it is your own responsibility to liaise with your institution in respect of your tuition fee payment.

4. 如你在申請時已繳交行政費，請勿再次繳交。

If you have already **paid the administrative fee upon application submission**, please **do not pay again**.

5. 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**’.

6. 貸款文件中的「承諾書」(NLSFT 15C (Rev. 2022))、「彌償契據」(NLSFT 16C (Rev. 2022))及「學生、彌償人及見證人資料表格 (表格 A & B)」(NLSFT 116 (Rev. 2022))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’ (NLSFT 15 (Rev. 2022)), ‘Deed of Indemnity’ (NLSFT 16 (Rev. 2022)) and ‘Student, Indemnifier and Witness Details Input Forms (Forms A and B)’ (NLSFT 116 (Rev. 2022)) 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 the 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 delivery delay 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，請於辦公時間內(星期一至五上午 8 時 45 分至下午 1 時及下午 2 時至 5 時 45 分(公眾假期除外))使用設於長沙灣政府合署 11 樓接待處內的投遞箱，辦公時間以外則可由長沙灣政府合署側門經保安崗位入口內進，使用設於地下大堂的投遞箱。

If you submit documents through the drop-in boxes at the SFO, during office hours (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 use the drop-in boxes located inside in the Reception Hall on 11/F of the Cheung Sha Wan Government Offices (CSWGOs). For submission outside office hours, you may enter the CSWGOs through the side entrance near the security counter and use the drop-in box in the G/F lift lobby.