Student Loan Unit (TSFS & FASP)
Student Finance Office
Working Family and Student Financial Assistance Agency
11/F., Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road, Kowloon

Tel. No. 2150 6226
Fax No. 3102 1257
Email : student_loan_sfo@wfsfaa.gov.hk
SFO E-link : https://e-link.wfsfaa.gov.hk

Early Partial / Lump Sum Repayment of Loan under Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS)

I understand and agree that my request will be processed according to the following conditions:

1. Request for early repayment of loan must be made in writing by post, fax, email or via the SFO E-link online platform. All items in this form are mandatory. If the required information is missing without reasons, the request will not be processed.
2. If the request is cancelled and another request is made within the same month, SFO may consider not accepting the second / revised application. If the "Early Partial/ Lump Sum Repayment Demand Note" was settled, cancellation request to ask for refund of the repayment will not be accepted.
3. For early partial repayment, the repayment amount shall not be less than an amount determined by the Student Finance Office ("SFO") (currently set at HK$5,000) or the amount of one repayment instalment, whichever is greater.
4. Early partial repayment is not applicable to settlement of any arrears.
5. Interest of early repayment is calculated as follows:

Loan Account Status	**Early Lump Sum Repayment Interest Cut-off Date**	**Early Partial Repayment Interest Cut-off Date**
Before commencement of repayment	Interest will not be charged	Interest will not be charged
During the repayment period	Preceding day of the date of request	Preceding day of the due date of the forthcoming instalment

6. For request by mail, the postmark date will be regarded as the request date. For proper delivery of the mail items to 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. For request by fax, email or via the "SFO E-link" online platform, the date received by SFO will be regarded as the date of request. Normally repayer have to settle the "Early Partial / Lump Sum Repayment Demand Note" in full within 14 days from its issue date.
7. The early repayment demand note will be posted to the correspondence address of repayer/ indemnifier. If the repayer/ indemnifier would like to confirm receipt of the request, or they do not receive the demand note by post 14 days after the request was made, please contact our staff of the Student Loan Unit at 2150 6226. Otherwise, SFO will assume that the demand note has been received by you.
8. If repayment has not been made duly, repayer/ indemnifier will be required to repay the Government of the Hong Kong Special Administrative Region the overdue amount together with a surcharge at the rate of 5%.
9. If the above loan account(s) have been granted approval for deferment of loan repayment, the period of deferment would be shortened accordingly. Repayer/ indemnifier would have to submit a new application if they wish to defer loan repayment for the remaining instalment(s) of the above loan account(s). All applications for deferment of loan repayment will be considered on individual merits.
10. If the above loan account(s) are currently under application for deferment of loan repayment, the deferment application would be cancelled.

I would like to make an early partial / lump sum repayment of the following TSFS loan(s)

(Please mark a tick "✓" in the box below as appropriate and write down the student loan account(s) information. If you wish to submit an application for more than three loan accounts, please fill in another application form):

(1) Loan Ref. No.(s): _____

☐ Lump Sum Repayment ☐ Partial Repayment (Amount: HK$_____)

(2) Loan Ref. No.(s): _____

☐ Lump Sum Repayment ☐ Partial Repayment (Amount: HK$_____)

(3) Loan Ref. No.(s): _____

☐ Lump Sum Repayment ☐ Partial Repayment (Amount: HK$_____)

Name of Applicant / Indemnifier (in block letters): _____ Contact Number: _____

Applicant / Indemnifier's HKID Card No.: _____ Date: _____

Correspondence Address: (Please provide in block letters) : _____

- If repayer/ indemnifier need to update the correspondece address, they are required to provide together with a copy of **documentary evidence showing the new address** in the past three months. Documentary evidence of address should be letters issued by government bureaux / departments, public organisations / utilities or authorised financial organisations. If necessary, repayer/ indemnifier may be required to produce in original your documentary evidence.

Signature: _____