

## 2024/25 Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS)

### Provision of Complete Information and Supporting Documents

You must **accurately report all the required information** in the **application form**, and submit the corresponding **supporting documents** with suitable remarks in a timely manner. Any omissions in the application form or supporting documents will delay the vetting process, even render the application being rejected.

Even if you have submitted the supporting documents of family income / asset items, **you are** required to report such income / asset items in the relevant field of the application form. Otherwise, such income and assets will be treated as **not-properly-filled-in** items.

If you omitted or failed to properly fill in family income and / or assets in the application form, the Student Finance Office (SFO) may **reject your application** and / or **demand full recovery of financial assistance disbursed**. You and your family members may also be **liable to prosecution**.

Types of commonly omitted family income and assets include –

Family income (You should report the employment information and actual total annual incomes in the assessment period of you, your parent(s), your unmarried sibling(s) residing with you and / or your parent(s), or your spouse)	<ul style="list-style-type: none"><li>☐ wrongly report the monthly salary or an estimated value as the total annual income</li><li>☐ only report the income of one of the jobs</li><li>☐ part-time income</li><li>☐ monthly pension</li><li>☐ business profit</li><li>☐ contribution provided by any person to your family (including alimony and any amount to pay for family expenses)</li></ul>
Family assets (You should report all assets wholly or partly owned by you and your parents or your spouse in Hong Kong or outside Hong Kong in the assessment period)	<ul style="list-style-type: none"><li>☐ time-deposit / joint / current / foreign currency savings account</li><li>☐ virtual bank account</li><li>☐ stocks and shares / funds</li><li>☐ insurance / annuity plan</li><li>☐ loan to others and not yet repaid by the borrower</li><li>☐ cash in hand</li></ul>

Please read the following reference materials, and report all the family income and assets in the application form carefully and accurately –

☐ [TSFS Guidance Notes](#)



☐ [Checklist of Documentary Proofs Required](#)



☐ [Quick Reference for Completing Application Forms](#)



☐ [Common Mistakes in Completing Application Forms](#)



For enquiries, please contact SFO's hotline at 2152 9000 or visit the following website - <http://www.wfsfaa.gov.hk/en/sfo/index.htm>.



Student Finance Office

Working Family and Student Financial Assistance Agency