

Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS)
Additional academic expenses grant for
students with special educational needs (2024/25 academic year)

Request Form

Applicants should complete and return this request form to the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency by 31 December 2024 by one of the following means:

- (a) by post to the Application Processing Registry of Vetting Section 1A at 11/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon;
- (b) by fax to 2519 8512; **OR**
- (c) by submitting online form (<https://eform.cefs.gov.hk/form/sfo028/en/>).

In any case, the request form should reach SFO on 31 March 2025 the latest.

(A) Personal Information

1. Name in English (Mr/Ms/Miss*) : _____
(in block letters as shown on HKID card)
- Name in Chinese (if applicable) : _____
2. Hong Kong Identity Card No. : _____
3. TSFS Application Reference No.^ : _____
4. Correspondence Address : _____

5. Contact Telephone No. : _____

**Please delete where inappropriate.*

^Your request for the additional academic expenses grant will be processed only after SFO has received your TSFS application for the 2024/25 academic year.

(B) Types of special educational needs (SEN)

Please tick “✓” in the appropriate box below. If more than one SEN type is applicable to you, **please tick the major SEN type** -

1.	Specific Learning Difficulties	
2.	Intellectual Disability	
3.	Autism Spectrum Disorder	
4.	Attention Deficit / Hyperactivity Disorder	
5.	Physical Disability	
6.	Visual Impairment	
7.	Hearing Impairment	
8.	Speech and Language Impairment	
9.	Mental Illness	

(C) Documentary proof

A relevant documentary proof of your SEN is required for the purpose of processing your request for the additional academic expenses grant, such as the medical report / professional certificate issued by a relevant assessment organisation or specialist. **Please submit the relevant documentary proof together with this request form.** SFO may check with the Education Bureau, relevant government bureaux/departments, and/or public body(ies)/organisation(s) (e.g. Hospital Authority) about the record(s) concerning your SEN.

(D) Declaration

I declare that the information provided in this form including any supporting document(s) is complete and true. I also give my consent for the Education Bureau, relevant government bureaux/departments, and/or public body(ies)/organisation(s) (e.g. Hospital Authority) to provide the record(s) concerning my SEN to SFO if necessary.

I am aware that SFO will rely on the information provided in this form and the supporting document(s) to determine my eligibility for the additional academic expenses grant. I am also aware that any person who obtains the aforesaid grant by dishonest means must refund the full amount to SFO and may be liable to prosecution.

Signature : _____

Name of applicant : _____

Date : _____

(E) Enquiry

Telephone : 2152 9000 (TSFS)

Email : wg_sfo@wfsfaa.gov.hk

End

Personal Information Collection Statement

- (1) SFO will use the personal information collected in this form and all supporting document(s) for the following purposes:
 - (a) processing and reviewing of the application for the additional academic expenses grant for students with SEN, including verification of the personal information of the applicant with the information contained in other database for the purpose of ascertaining his/her eligibility;
 - (b) activities relating to the recovery of the grant overpaid to the applicant (if applicable); and
 - (c) conducting of statistical study and user survey.
- (2) The provision of personal information to SFO by the applicant is voluntary. However, SFO may not be able to process an application if the personal information provided is incomplete.
- (3) An applicant has the right to request access to and/or correction of his/her personal data provided in this form and the supporting document(s). Enquiries concerning such data may be made in writing to the Access to Information Officer of the Working Family and Student Financial Assistance Agency at General Administration Section, 19/F, 181 Hoi Bun Road, Kwun Tong, Kowloon, or by email to aio@wfsfaa.gov.hk.
- (4) The personal information provided by an applicant may be disclosed to the relevant person(s) or organisation(s) by SFO for the purpose(s) stated in (1) above, including those parties authorised to receive the personal information for the purposes of law enforcement or legal proceedings.

特殊教育需要	評估機構／專業人士 ^{註1}
特殊學習困難	教育心理學家(EP)或臨床心理學家(CP)
智力障礙	EP、CP 或衛生署／醫院管理局兒童體能智力測驗中心
自閉症	精神科醫生或衛生署／醫院管理局兒童體能智力測驗中心
注意力不足／過度活躍症	- 同上 -
肢體傷殘	普通科醫生
視覺障礙 ^{註2}	眼科醫生或香港盲人輔導會普通眼科及低視能中心
聽力障礙 ^{註3}	聽力學家
言語障礙 ^{註4}	言語治療師
精神病	精神科醫生或相關評估機構／專業人士

^{註1} 報告須由本地評估機構／專業人士發出。倘若評估報告由香港以外的評估機構／專業人士發出，學資處會在諮詢本地相關專業機構後決定是否接納有關報告作為本申請之證明。如有需要，學資處可要求申請人提供較近期的評估報告或證明。

^{註2} 色盲並不納入為特殊教育需要的類別。

^{註3} 評估報告須由聽力學家在申請日之前最多兩年半內發出。

^{註4} 評估報告須由言語治療師在申請日之前最多兩年內發出。

Special Educational Needs (SEN)	Assessment Organisation / Specialist ^{Note 1}
Specific Learning Difficulties	Educational Psychologist (EP) or Clinical Psychologist (CP)
Intellectual Disability	EP, CP or Child Assessment Service of the Department of Health / Hospital Authority
Autism Spectrum Disorder	Psychiatrist or Child Assessment Service of the Department of Health / Hospital Authority
Attention Deficit / Hyperactivity Disorder	-ditto-
Physical Disability	Medical Doctor
Visual Impairment ^{Note 2}	Ophthalmologist or the General Eye and Low Vision of the Hong Kong Society for the Blind
Hearing Impairment ^{Note 3}	Audiologist
Speech and Language Impairment ^{Note 4}	Speech Therapist
Mental Illness	Psychiatrist or relevant assessment organisation / specialist

^{Note 1} The report should be issued by a local assessment organisation / specialist. If the report was issued by an assessment organisation / specialist operated in a place outside Hong Kong, SFO may accept such report as the proof for the claim after consulting the relevant local professional organisation. SFO may request the applicant to submit a more recent assessment report or proof if necessary.

^{Note 2} Colour blindness is not classified as an SEN.

^{Note 3} An assessment report should be issued by an audiologist within two and a half years prior to the date of application.

^{Note 4} An assessment report should be issued by a speech therapist within two years prior to the date of application.