

**Academic Expenses Grant for Post-secondary Students
with Special Educational Needs and Financial Needs (2019/20)**

**Request Form
(for students applying for
Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS))**

Applicants of the grant are advised to complete and return this request form to the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency (WFSFAA) by 31 December 2019 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; **OR**

(b) by fax to 2519 8512

In any case, the request form should reach the SFO on 31 March 2020 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. : :

(If available)

4. Residential Address : :

5. Contact Telephone No. : :

**Please delete where inappropriate.*

(B) Type of special educational needs (SEN)

Please tick '✓' in the appropriate box below. If more than one SEN types are applicable to you, please tick the major SEN type -

1.	Specific learning difficulties	
2.	Intellectual disability	
3.	Autism spectrum disorders	
4.	Attention deficit/hyperactivity disorders	
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 academic expenses grant, such as the medical report/professional certificate issued by a relevant assessment organization or specialist. If you have the relevant documentary proof, **please submit it together with this request form**. The SFO may check with the Education Bureau or the relevant Government bureau/department, or public body/organization (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, or the relevant Government bureau/department, or public body/organization (e.g. Hospital Authority) to provide the record(s) concerning my SEN to the SFO if necessary.

I am aware that the SFO will rely on the information provided in this form and the supporting document(s) to determine my eligibility for the enhanced academic expenses grant. I am also aware that any person who obtains the aforesaid grant by dishonest means will be required to return the money to the 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) The SFO will use the personal information collected in this form and all supporting document(s) for the following purposes:
 - (a) processing of an application and reviewing an application result for the academic expenses grant provided for the needy post-secondary students with SEN, including verification of the personal information of the applicant with the information contained in other database for the purpose of ascertaining the eligibility of an applicant;
 - (b) activities (if applicable) related to the recovery of the grant overpaid to an applicant stated in (a) above; and
 - (c) conducting of statistical study and user survey.
- (2) It is voluntary for an applicant to provide the personal information to the SFO. However, the SFO may not be able to process an application if the personal information provided is incomplete.
- (3) An applicant has the right to request for access to and/or correction of his/her personal data provided in this form and the supporting document(s). A request for data access and/or correction should be forwarded in writing to the Assistant Controller (Administration) of the SFO at the following address: 12/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.
- (4) The personal information provided by an applicant may be transferred to a person or an organization contacted by the SFO for the purpose(s) stated in (1) above, including those parties authorized 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)
智障	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
專注力不足／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, 香港盲人輔導會普通科及低視能中心
聽力障礙 ^{註3}	聽力學家
言語障礙 ^{註4}	言語治療師
精神病患	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評估機構／專業人士發出，學資處會諮詢本地相關專業機構後始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
Intellectual disability	EP, CP or Child Assessment Service of the Department of Health / Hospital Authority
Autism spectrum disorders	Psychiatrist or Child Assessment Service of the Department of Health / Hospital Authority
Attention deficit/hyperactivity disorders	-ditto-
Physical disability	Medical Doctors
Visual impairment ^{Note 2}	Ophthalmologist, or the General Eye and Low Vision of the Hong Kong society for the Blind
Hearing impairment ^{Note 3}	Audiologists
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, the SFO would only accept a report as the proof for the claim after consulting the relevant local professional organization. The SFO may request the applicant to submit a more recent assessment report or proof if necessary.

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

^{Note 3} An assessment report should be issued by an audiologist no more than two and a half years prior to the date of claim.

^{Note 4} An assessment report should be issued by a speech therapist no more than two years prior to the date of claim.