

Sample 1: Notification of application for TSFS/NLSFT issued by SFO ^{TSFS}

在職家庭及學生資助事務處
學生資助處
九龍旺角道 1 號
旺角道壹號商業中心十二樓



WORKING FAMILY AND
STUDENT FINANCIAL ASSISTANCE AGENCY
STUDENT FINANCE OFFICE
12/F, One Mong Kok Road Commercial Centre,
1 Mong Kok Road, Kowloon

申請參考編號 APP REF. NO.: BG200.
電話 TELEPHONE.: 2150 6000



14/09/2015

網上申請

2015/16 學年資助專上課程學生資助計劃

學生資助處(學資處)收到你在 2015 年 09 月 14 日 10 時 46 分 25 秒通過學資處電子通—我的申請系統遞交的 2015/16 學年資助專上課程學生資助計劃網上申請。以便學資處開始處理上述申請，請按下列指示準備及遞交相關文件：

- 1 根據你已遞交的申請、資助專上課程學生資助計劃申請指引及證明文件清單(附件 I)，預備相關證明文件副本。申請人及家庭成員的香港身份證及學生證(如適用)副本須貼於附件 II

- 2 填妥並簽署夾附於本函的聲明(附件 III)

(如你為未婚申請人，你及父母須簽署聲明最後一頁；如選擇遞交簡化版申請書，已申請資助專上課程學生資助計劃／專上學生資助計劃的兄弟姐妹亦須簽署；如你為已婚申請人，你及配偶須簽署該頁)

- 3 把簽妥的聲明及證明文件和回條(附件 IV)在 21/09/2015 或之前郵寄或送交至學資處以下地址：

(請翻後頁)

九龍旺角道 1 號
旺角道壹號商業中心十二樓
在職家庭及學生資助事務處
學生資助處
資助課程學生資助組(處理申請總務組)

有關其他遞交證明文件的方法，請參閱學資處網頁
(<http://www.wfsfaa.gov.hk/sfo/tc/deadline/tsfs.htm>)。你亦應留意所屬院校
公布的個別安排。

請注意，學資處會在收妥相關聲明及證明文件後方處理你的申請。
請確保所遞交的證明文件完整並與網上申請填報的資料一致。如提供的
資料不全或不一致，學資處會與你聯絡，以索取更多資料或邀請你到學
資處面談，而處理申請的時間亦會延長。

如對所遞交的申請有任何疑問，請致電學資處熱線 2150 6000 查
詢。查詢時請提供申請參考編號。

在職家庭及學生資助事務處
學生資助處

(本信件由電腦印發，無須簽署)

Sample 3: Notification of result of application for financial assistance issued by SFO

APP. NO. :

TELEPHONE : 2150 6000

FAXLINE NO. : 2519 8512

24/08/2015

Dear _____,

If there are any discrepancies in the data shown below, please inform the Student Finance Office immediately.

HKID No. : _____ Student No. : _____ Bank A/C No. : _____

Institution : HONG KONG BAPTIST UNIVERSITY

Course : Bachelor of Social Sciences (Hons) in China Studies- History Option

Tuition Fee paid / payable for 2015/16 Academic year : \$42,100.00

2015/16 Academic Year

Notification of Result of Application for Financial Assistance under the Tertiary Student Finance Scheme - Publicly-funded Programmes (TSFS) and Offer of Loan under the Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT)

I wish to inform you that processing of your application for the financial assistance under the TSFS for the 2015/16 academic year has been completed and the result is as follows:

Tuition fee grant	:	\$0.00
Academic expenses grant	:	\$0.00
Loan under TSFS	:	\$0.00
NLSFT Loan	:	\$42,100.00

Your application for the financial assistance under the TSFS for the 2015/16 academic year is not successful because your "Adjusted Family Income", as calculated under the existing formula, exceeded the cut off point. You may refer to the TSFS Guidance Notes (TSFS/1B) for the details on the calculation of the "Adjusted Family Income" and the level of financial assistance entitled.

If you are not satisfied with the result of your application with sufficient grounds / justifications, you may apply for a review within 3 weeks from the date of this notification. You should give sufficient reasons in the "Application for Review" form and return it to this Office together with any documentary evidence in support of your appeal. The form can be downloaded from this Office's website at [http://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tsfs/Appeal_Form_\(Eng\).pdf](http://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tsfs/Appeal_Form_(Eng).pdf).

If you would like to accept the TSFS and / or NLSFT loan(s), you are required to click "SFO E-link – My Bills" service at this Office's website at <http://e-link.wfsfaa.gov.hk> and login your "MyGovHK" account, then proceed to register for "SFO E-link – My Bills" service by using the Link-up Code. Please print the acknowledgement of receipt / confirmation message as the proof of successful registration and submit it together with the loan documents to this Office for processing of your loan application. If assistance is required during registration, please contact 1823 Call Centre helpdesk hotline at 183 5500.

We offer the NLSFT loan to you simultaneously in this notification. The NLSFT loan will be disbursed to your Institution by instalment(s) for the settlement of your tuition fees. The prevailing interest rate for the NLSFT loan as at the date of this notification is 1.282%. You can choose to accept the NLSFT loan offered **in full or in part**. A combined life-time loan limit has been imposed on students eligible for receiving loans under the NLSFT and the Non-means-tested Loan Scheme for Post-secondary Students. Please refer to the NLSFT Application

ATTENTION

Prudent Financial Management

Think twice about your need and repayment ability before you accept any loan. Early repayment may save interest. You may have a rough estimation on the repayment amount, please refer to the "Financial Calculator" at this Office's website at <http://e-link.wfsfaa.gov.hk>.

Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT)

Interest rate for the NLSFT will be adjusted with due regard to the average best lending rate of note-issuing banks. The adjustment may be **upward or downward**.

Guidance Notes (NLSFT 111B) at this Office's website at <http://www.wfsfaa.gov.hk/sfo/eng/public/index.htm#nls> for details. For acceptance of the NLSFT loan, you are required to download from this Office's website at <http://www.wfsfaa.gov.hk/sfo/pdf/common/Form/nls/nlsloandocuments.pdf> the loan documents (i.e. the Undertaking (NLSFT 15), Deed of Indemnity (NLSFT 16) and Student, Indemnifier and Witness Details Input Forms (Forms A and B) (NLSFT 116)) and the Checklist for Submission of Loan Documents (NLSFT 149). You should carefully read the Checklist, gather all the required documents and properly complete the loan documents. Please return the completed loan documents in person together with the specified documentary evidence and the original transaction advice for the administrative fee paid to this Office on or before 10/09/2015 at the following address:

11/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

In completing the three above-mentioned NLSFT loan documents, you are required to fill in the amount of NLSFT loan you wish to borrow for the whole academic year. In particular, you must specify in the Student, Indemnifier and Witness Details Input Form (Form A) (NLSFT 116) how your NLSFT loan is to be applied for the settlement of your tuition fees. Please refer to the back side of the said Form for details. Subject to the successful submission of loan documents and the specified documentary evidence on or before the above-mentioned deadline, we will arrange for the disbursement of the NLSFT loan to your Institution direct by instalment(s). We will inform you of the details of the payment arrangement in due course (Note 1). Late submission of loan documents may render the disbursement of the loan being delayed.

If you and / or your Indemnifier has / have any arrears of grant and / or loan and / or subsidy under any financial assistance / loan scheme administered by this Office, this Office reserves the right to withhold the payment of financial assistance / loan to you.

Terms and conditions applicable to the financial assistance under the NLSFT loan are set out in the Notice of Offer (NLSFT 12). The Notice of Offer can be downloaded from above-mentioned website together with the loan documents. You should keep the Notice of Offer for your future reference.

Enquiries about this notification, any matter relating to your application, loan documents, or on the payment / repayment arrangements may be addressed to this Office by mail or by phone according to the following hotlines:

General Enquiries (24-hour automated hotline)	: 2802 2345
Application Processing (Office hour hotline)	: 2150 6000 (TSFS) / 2150 6222 (NLSFT)
Loan Document Matters (Office hour hotline)	: 2152 9307
Payment Matters (Office hour hotline)	: 3102 3026 / 3102 3027
Repayment Matters (Office hour hotline)	: 2150 6211 / 2150 6212

Yours faithfully,

Ms Shirley KAM

for Head,
Working Family and Student Financial Assistance Agency

Note 1: If you fail to submit the NLSFT loan documents by the specified deadline for whatever reasons, the payment of NLSFT loan to your Institution may not be made on or before the due date(s) of your tuition fees payment. You should liaise with your Institution to see if any prior arrangements should be made in respect of your tuition fees payment.

(TSFS_REJ_6AI)
(sap35220)



在職家庭及學生資助事務處
學生資助處

WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY
STUDENT FINANCE OFFICE

九龍長沙灣道 303 號長沙灣政府合署十一樓

11/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon

Sample 4a: Confirmation of Submission of Loan Documents <Date of Issuance> (NLSFT)

Case Number: <Case No.>

<Mr / Miss / Ms><Student Full English Name> :

<20XX/XX> Academic Year

Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT)

Confirmation of Submission of Loan Documents

Below are the details of your loan documents submitted for the captioned scheme –

Name of Educational Institution: <Full English Name of EI>
Name of Student: <Student Full English Name>
HKID of Student: <Partial HKID of Student (e.g. A123XXXX)>
Loan Amount Accepted: \$<Loan Amount Accepted (e.g. 42,100.00)>

Your loan documents have been preliminarily vetted and will be counter-vetted afterwards. Should there be any problem, we shall contact you by phone as soon as possible for appropriate follow-up.

In addition, random verification of indemnifiers will be conducted on the successfully counter-vetted loan documents either today or on the next working day. If your case is selected for verification, we shall contact your nominated indemnifier during office hours to verify his/her agreement to be the indemnifier, awareness of the liability as well as the loan amount concerned, and so forth. If the indemnifier receives our call during the said period, he/she is requested to answer it, or else we shall only resume the processing of your loan documents upon successful contact with the indemnifier. If your case is not selected for verification, we shall not make separate calls to the indemnifier.

After completion of the counter-vetting of the loan documents and random verification of indemnifiers (if applicable), we shall proceed with other internal procedures and arrange the disbursement of loan to your educational institution to settle your tuition fee. We shall then issue a “Remittance Advice” to you stipulating the loan amount to be disbursed and the loan disbursement date for your reference.

(P.T.O.)

Please note that if the payment of the loan to your educational institution cannot be made by the tuition fee instalment due date, you have to liaise with your educational institution for your tuition fee payment. If you have already paid your educational institution part or all of your tuition fee, you have to liaise with your educational institution for the refund arrangement on the extra tuition fee you have paid.

For enquiries, please contact us by the following means –

Counter Service Unit

Submission of Loan Documents

Telephone: 2152 9307

Fax: 2111 0432

Email: csu_vet_sfo@wfsfaa.gov.hk

Payment Unit

Disbursement of Loan

Telephone: 3102 3026 or 3102 3027

Fax: 2511 2657

Email: wg_sfo@wfsfaa.gov.hk

Counter Service Unit
Student Finance Office
Working Family and Student Financial Assistance Agency

(This is a computer-generated letter and no signature is required)

表格 A
Form A

2017/18 學年資助專上課程學生資助計劃
Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) 2017/18

此欄由學生資助處填寫
For SFO use only

Sample 4b: "Student, Indemnifier and Witness Details Input Form" with receiving date stamped by SFO(TSFS) T

學生、彌償人及見證人資料表格
STUDENT, INDEMNIFIER AND WITNESS DETAILS INPUT FORM
(供資料輸入用途 For Data Input Purpose)

- (I) 在填寫/遞交接受貸款文件前，請先細閱「資助專上課程學生資助計劃提供 2017/18 學年助學金及/或貸款通知書」(TSFS 12C (Rev. 2017))及「遞交接受貸款文件前的覆核清單」(TSFS 148C (Rev. 2017))。
Before filling out / submitting documents for the acceptance of TSFS Loan, please read carefully the "Notice of Offer of Financial Assistance under the Tertiary Student Finance Scheme – Publicly-funded Programmes for 2017/18" (TSFS 12 (Rev. 2017)) and the "Checklist for Submission of Loan Documents" (TSFS 148 (Rev. 2017)).
- (II) 此表格必須以英文正楷填寫，連同承諾書、彌償契據及有關證明文件交回在職家庭及學生資助事務處學生資助處。
This form should be completed in English in BLOCK letters and submitted together with the Undertaking, the Deed of Indemnity and documentary proofs to the Student Finance Office (SFO), Working Family and Student Financial Assistance Agency.
- (III) 除特別註明外，本表格所有項目均須填寫。如你無充分理由而不提供所需資料，你的貸款文件將不獲處理。
All items in this form are mandatory except those specified otherwise. If you fail to provide the required information without reasons, your loan documents will not be processed.

日期 Date _____

學生資料 Details of Student (資料須與承諾書及彌償契據內所填相同) (Details should be the same as those filled in the Undertaking and the Deed of Indemnity)

注意: 申請人本人不能為自己的貸款申請作彌償人或見證人

Attention: The applicant himself/herself is not acceptable to act as the Indemnifier or Witness for his/her own application

學生香港身份證號碼 Hong Kong Identity Card No. of Student

英文字母 Letter(s)	數字 Numbers	核對號碼 Check Digit	
1 8 Z	1 2 3 4 5 6 (7)	(7)	院校 Institution <u>Hong Kong Baptist University</u>

(英文字母請寫正楷及請靠右填寫 BLOCK letter(s) and Right align)

接受的貸款額 (港幣) Loan Amount Accepted (HK\$)

2 17	\$ 4 0 0 0 0	(請靠右填寫 Right align)
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附註: 你可選擇接受全部或部分貸款。

Note: You can choose to accept the loan offered either in full or in part.

彌償人資料 Details of Indemnifier (資料須與彌償契據內所填相同) (Details should be the same as those filled in the Deed of Indemnity)

彌償人香港永久性居民身份證號碼 Hong Kong Permanent Identity Card No. of Indemnifier



學生資助辦事處
申請處理組
九龍長沙灣道303號
長沙灣政府合署十一樓



STUDENT FINANCIAL ASSISTANCE AGENCY
11/F Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road,
Kowloon.

**Sample 5: Acknowledge receipt of application
for review of TSFS/FASP issued by
SFO**

本處檔號 OUR REF.:
來函檔號 YOUR REF.:
電話 TELEPHONE: 2150 6024
傳真機號碼 FAXLINE NO.: 2802 4431

同學：

**資助專上課程學生資助計劃(二〇一四/二〇一五)
覆核申請**

你二零一四年十月二十九日的來信/申請，要求覆核在上述資助計劃下所獲發的資助額經已收到。

一般來說，你可於這封信發出日起計算的十星期內獲告知覆核結果。但假如資料不齊備，本處或許需要與你聯絡要求解釋或提供補充資料，審核時間可能因此而延長。

如有查詢，請致電 2150 6024 。

學生資助辦事處監督

(金秀玲 代行)

副本送：SFAA/TSF 252/9

二零一四年十月三十日



本處檔號 Our Ref. / HKBU
來函檔號 Your Ref.
電話 Telephone 2150 6049
圖文傳真 Fax No. 2519 8512

Sample 6: Notification of result of application for review of TSFS/FASP issued by SFO

申請覆核資助

資助專上課程學生資助計劃及根據

「全日制大專學生免入息審查貸款計劃」批給的貸款額 (2013/14學年)

跟進本處於二〇一三年八月二十九日的初步回覆。

經覆核你的個案後，你應得的資助額調整如下：

	資助專上課程學生資助計劃		
	學費助學金/學習助學金	貸款	全日制大專學生免入息審查貸款
原先的款額：	10,970元	6,140元	42,100元
修訂的款額：	36,570元	40,960元	36,570元
已發放的款額：	5,485元	0元	0元

本處已於二〇一三年九月初將原先第一期的助學金5,485元存入你的銀行帳戶，而額外第一期的助學金12,800元則會於二〇一三年十一月底存入你的銀行帳戶。本處會安排第二期的資助額於二〇一三年十二月初存入你的銀行帳戶。

如果你決定接受修訂的貸款40,960元(可選擇接受全部或部分貸款)，請到本處網頁 <http://www.sfaa.gov.hk/pdf/common/Form/tsfs/tsfslloandocuments.pdf> 下載承諾書 (TSFS 15)、彌償契據 (TSFS 16)、以及學生、彌償人及見證人資料表格 (表格 A 及 B) (TSFS 2)，填妥後連同指定的證明文件及所需的香港身份證影印本連同本信，全套文件在本信發出日期起計的十四天內親自交回學生資助辦事處。

請注意，你最高可借取的全日制大專學生免入息審查貸款額已經修訂為36,570元。就以上的貸款額，你可以選擇接受全部或部分貸款。全日制大專學生免入息審查貸款計劃設有個人終身最高貸款限額，詳情請到本處網頁 <http://www.sfaa.gov.hk/tc/public/index.htm#nls> 參閱該計劃申請指引 (NLSFT 111A)。如果你決定接受該修訂的貸款36,570元，你可到本處網頁 <http://www.sfaa.gov.hk/pdf/common/Form/nls/nlsloandocuments.pdf> 下載全日制大專學生免入息審查貸款計劃承諾書 (NLSFT 15)、彌償契據 (NLSFT 16)、以及學生、彌償人及見證人資料表格 (表格 A 及 B) (NLSFT 116)，填妥後連同指定的證明文件及所需的香港身份證影印本連同本信和已繳付行政費的銀行收據 (如你尚未繳交行政費，可向本處或所屬院校索取銀行入數紙)，全套文件在本信發出日期起計的十四天內親自交回學生資助辦事處。