

Student Finance Office Working Family and Student Financial Assistance Agency

Household Application for Student Financial Assistance Schemes



Household Application for Student Financial Assistance Schemes

- **“Household Application Form for Student Financial Assistance Schemes”** is a **family-based application form** which facilitates families with child(ren) attending primary and secondary school(s) or kindergarten(s) / child care centre(s) to apply for student financial assistance.



Household Application for Student Financial Assistance Schemes

- **Eligibility Criteria**
- **Financial Assistance Schemes for Primary and Secondary Students**
- **The Means Test**
- **Levels of Assistance**
- **Amount of Assistance**
- **Application Procedures**
- **How to complete Household Application Form**
- **Submission Deadlines**
- **Enquiry**



Eligibility Criteria

Student-applicant

- must be unmarried Hong Kong Resident, with right of abode, right to land or valid permission to remain without any condition of stay in Hong Kong.

Applicant

- must be the parent or guardian of the student-applicant.

(Note: Families currently in receipt of the Comprehensive Social Security Assistance should apply directly to the Social Welfare Department for school-related assistance for their children.)



Financial Assistance Schemes for Primary and Secondary Students

Financial Assistance Scheme	Details of the scheme
School Textbook Assistance Scheme (STAS)	<ul style="list-style-type: none"> • for needy Primary 1 to Secondary 6 students in government, aided, per caput grant schools and local schools under the Direct Subsidy Scheme • cover the costs of essential textbooks and miscellaneous school-related expenses
Student Travel Subsidy Scheme (STSS)	<ul style="list-style-type: none"> • Home-school travel subsidy to needy primary and secondary students or students attending a full-time day course up to first degree level in a recognised institution • residing more than 10 minutes' walking distance from school and need to travel to school by public transport
Subsidy Scheme for Internet Access Charges (SIA)	<ul style="list-style-type: none"> • for needy families whose children are full-time students receiving education at primary or secondary level, or full-time students pursuing Diploma of Applied Education (DAE) programmes or equivalent courses of the Vocational Training Council (VTC) • to meet the internet access charges for e-learning at home for their children (for example, the charges on broadband Internet service or SIM cards provided by operators of fixed or mobile telecommunications services). • <u>the subsidy is granted on a household basis</u>

The Means Test

- Adjusted Family Income (AFI)

$$AFI = \frac{\text{Gross annual income of the family}}{\text{Number of family members} + (1)}$$

- Gross annual income of the family includes the annual income of the applicant and his / her spouse; 30% of the annual income of unmarried child / children residing with the family if applicable; and the contribution from relatives / friends if applicable.
- The members of a family normally refer to the applicant, his / her spouse, unmarried child / children residing with the family and the dependent parent(s) who are supported by the applicant and/or his / her spouse.
- For single-parent families of 2 to 3 members, the 'plus 1 factor' in the divisor of the AFI formula will be increased to 2.



Levels of Assistance

2024/25 school year - AFI Between (HK\$)	Level of Assistance
0 – 44,495	Full*
44,496 – 86,039	Half
> 86,039	Ineligible (applications not successful)

- * **AFI thresholds** for **full level** of assistance for **3-member** and **4-member** families are **\$53,868** and **\$49,559** respectively in the 2024/25 school year.
- For 2-member single-parent families and 3-member single-parent families, they are regarded as 3-member families and 4-member families respectively for determining the AFI thresholds for full level of assistance and calculation of AFI.
- Please note that the AFI is not the average monthly income of a family.

Amount of Assistance

School Textbook Assistance

- For the 2023/24 school year, the TA grant rates for various class levels are listed as follows :

	Primary 1-6	S1-S3	S4	S5	S6
Full Grant	\$ 5,804	\$ 6,100	\$ 6,108	\$ 5,594	\$ 3,522
Half Grant	\$ 2,902	\$ 3,050	\$ 3,054	\$ 2,797	\$ 1,761

- For the 2024/25 school year, the TA grant rates for various class levels will be announced later.



Amount of Assistance

Student Travel Subsidy

- The subsidy is calculated on the basis of the average unit fare relevant to the districts in which the student studies and resides during term-time.

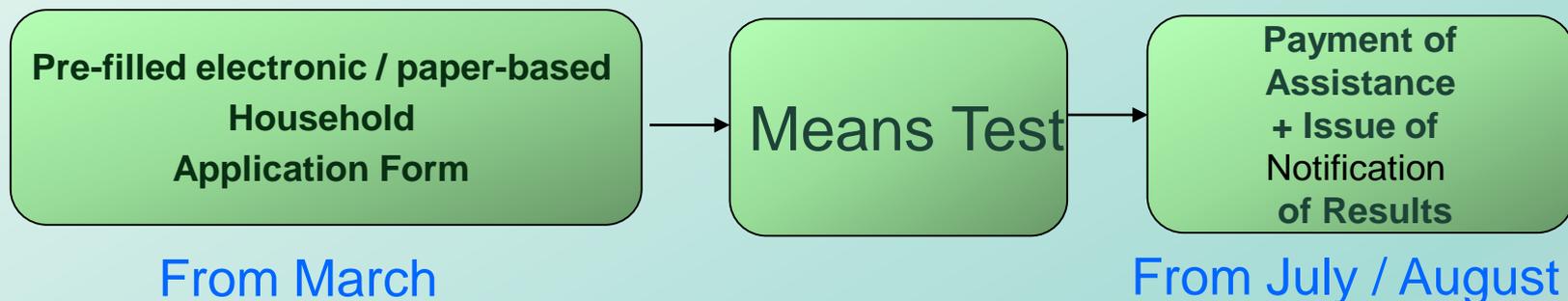
Subsidy for Internet Access Charges

- Full rate of subsidy for SIA in the 2024/25 school year is \$1,700 per household while half rate is \$850 per household.

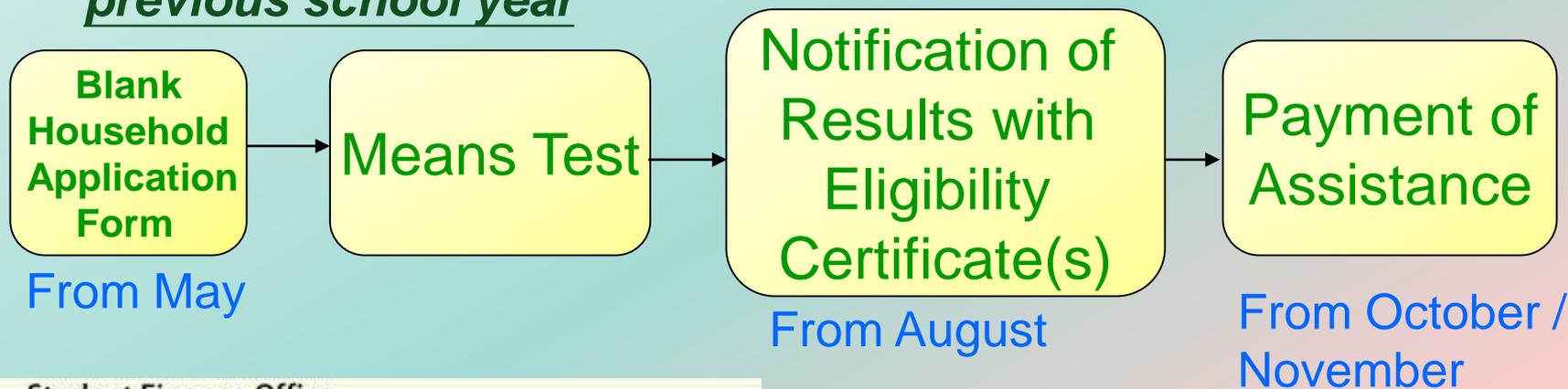


Application Procedures

For applicants who have been disbursed with textbook assistance (TA) in previous school year



For applicants who have NOT been disbursed with TA in previous school year



How to Complete Household Application Form



SFO E-link
(<https://ess.wfsfaa.gov.hk/espps>)



- Applicants may complete and submit the **electronic application online**, or submit the completed **paper-based application form** with copies of **supporting documents** to the SFO direct by post or in person to SFO's Cheung Sha Wan office and Mong Kok office.
- If applicants have submitted their electronic application forms and copies of relevant supporting documents online, they need **not** submit paper-based application forms and copies of relevant supporting documents separately.
- **Applicants are encouraged to use electronic application form (e-form).**



Benefits of e-submission of application



How to Complete Household Application Form

(E-form)

(Paper-based form)

Part I Particulars of the Applicant
(The Applicant must be the parent or guardian (as recognised under Guardianship of Minors Ordinance, Cap 13) of the student-applicant(s).)

1. Name in Chinese

2. Title@#
 A. Mr B. Ms C. Miss

3. Name in English *

4. Correspondence Address (Please fill out in English)
Flat _____ Floor _____
Name of Building *
Estate / Village *
No. & Name of Street *
District
Area *
 1. HK 2. KLN 3. NT 4. OHK(Outside HK)

5. Year of Birth *

6. HKID Card No. *

(If HKID Card No. is not available, please provide Other Identity Document No. with copy of relevant proof)

Part I Particulars of the Applicant
(The Applicant must be the parent or guardian (as recognised under Guardianship of Minors Ordinance, Cap 13) of the student-applicant(s).)

1. Name in Chinese _____ 2. Title @# A. Mr. B. Ms. C. Miss

3. Name in English _____

4. Correspondence Address (Please fill out in English)
Flat _____ Floor _____ Block _____
Name of Building _____
Estate / Village _____
No. & Name of Street _____
District _____
Area # 1. HK 2. KLN 3. NT 4. OHK (Outside HK)

5. Year of Birth _____

6. HKID Card No. _____ ()
(If HKID Card No. is not available, please provide Other Identity Document No. with copy of relevant proof)
Other Identity Document Type: _____ (Please refer to paragraph 1.1 of "Notes on How to Complete and Return Household Application Form")
Other Identity Document No.: _____

7. Home Tel No. @ _____

8. HK Mobile Phone No. _____ (The SFO will send various notifications by means of SMS. Please fill in the phone number that can receive SMS.)

9. Email Address _____

10. Your marital status during the period from 1.4.2023 to 31.3.2024
A. Married B. * Divorced / Separated / Widowed / Single / Others (Please specify : _____)
(Please provide spouse's information in Part II) (Please provide copies of supporting documents, and spouse's information need not be provided in Part II)

11. Paper-based application form is needed in the next school year
(Note: Applicants who do not put "✓" in the box will be treated as opting for electronic application form in the next school year. To facilitate application and for environmental protection, the SFO encourages applicants to submit electronic application.)

Part I: Particulars of the Applicant

How to Complete Household Application Form

(E-form)

Part I Particulars of the Applicant

Part II Particulars of Family Members and Financial Assistance Schemes being Applied for

Part III Residential Address

Part IV Family Members

Part V Medical Expenses Incurred by Family Member(s) with Chronic Illness

Part VI Applicant's Bank Account for Payment of Assistance

Part VII Applicant's Supplementary Information

Part VIII Declaration

A. Spouse

1. Applicant-spouse 1 / Unmarried child residing with the applicant

C. Subsidy for Internet Access Charges (SIA)

D. Dependent Parent

Part II Particulars of Family Members and Financial Assistance Schemes being Applied for

A. Spouse

1. Name in Chinese

2. Name in English *

3. Year of Birth*

4. HKID Card No. *

(If HKID Card No. is not available, please provide Other Identity Document No. with copy of relevant proof.)

Other Identity Document Type*
(Please refer to paragraph 2.1 of "Notes on How to Complete and Return Electronic Household Application Form")

Other Identity Document No.*

5. HK Mobile Phone No. @

Previous Page Next Page

(Paper-based form)

Part II Particulars of Family Members and Financial Assistance Schemes being Applied for

A. Spouse

1. Name in Chinese

2. Name in English

3. Year of Birth

4. HKID Card No.

(If HKID Card No. is not available, please provide Other Identity Document No. with copy of relevant proof.)

Other Identity Document Type: _____ (Please refer to paragraph 1.1 of "Notes on How to Complete and Return Household Application Form")

Other Identity Document No.: _____

5. HK Mobile Phone No. @

Part II :
Particulars of Family Members
(A) Spouse (if applicable)

How to Complete Household Application Form

(E-form)

C. Subsidy for Internet Access Charges (SIA)

(On household basis and only applicable to families with students of primary and secondary levels. Not applicable to families with pre-primary students only.)

SIA will be disbursed to eligible families.

For families which **do not need** SIA, please put ✓ in the box.

Do not need

(Paper-based form)

C. Subsidy for Internet Access Charges (SIA)

(On household basis and only applicable to families with primary and secondary students. Not applicable to families with pre-primary students only.)

SIA will be disbursed to eligible families.

For families which **do not need** SIA, please put "✓" in the box on right-hand side.

Do not need

**Part II (C):
-Subsidy for Internet Access
Charges**

**Put a "✓" if you do not need
SIA**

How to Complete Household Application Form

(E-form)

(Paper-based form)

Part I Particulars of the Applicant **Part II Particulars of Family Members and Financial Assistance Schemes being Applied for**

Part III Residential Address Part IV Family Income Part V Medical Expenses Incurred by Family Member(s) with Chronic Illness

Part VI Applicant's Bank Account for Payment of Assistance Part VII Applicant's Supplementary Information Part VIII Declaration

A. Spouse B. Student-applicant 1 / Unmarried child residing with the family 1

B. Student-applicant 2 / Unmarried child residing with the family 2 C. Subsidy for Internet Access Charges (SIA) **D. Dependent Parent**

D. Dependent Parent

(If Applicant or his/her spouse have no dependent parent, please do not fill out the spaces below.)

(i) Is/Are the dependent parent(s) currently in receipt of the Comprehensive Social Security Assistance (CSSA) and/or (ii) under employment during the assessment period?#

Yes (Need not complete Part 'D')

No (Continue to complete Part 'D')

Dependent Parent 1

Name in Chinese

Name in English

HKID Card No.*

OR Other Identity Document Type * (Please refer to paragraph 2 of Application Form)

Other Identity Document No. *

Year of Birth

Dependency Status (Please put "✓" in the appropriate boxes at least 6 months during 1.4.2023 to 31.3.2024)

Please select one of the following dependency status

Resided with the applicant's family

Resided in premises owned or rented by the applicant or his/her spouse

Resided in an elderly home and the expenses were fully paid by the applicant or his/her spouse OR totally supported by the applicant or his/her spouse

D. Dependent Parent (If you / your spouse have dependent parent(s), please fill out this section, otherwise do not fill out the spaces below.)

(i) Is/Are the dependent parent(s) currently in receipt of the Comprehensive Social Security Assistance (CSSA) and/or (ii) under employment during the assessment period?

Yes (Need not complete Part 'D') No (Continue to complete Part 'D' and refer to Paragraph 2.3 of 'Notes on How to Complete and Return Household Application Form' on the definition of 'Dependency')

Name of Dependent Parent	HKID Card No. (Please provide copy and Year of Birth)	Dependency Status (Please put "✓" in the appropriate boxes at least 6 months during 1.4.2023 to 31.3.2024)		
		Resided with the applicant's family	Resided in premises owned or rented by the applicant or his / her spouse	Resided in an elderly home and the expenses were fully paid by the applicant or his / her spouse OR totally supported by the applicant or his / her spouse
(1) Name in Chinese Name in English	HKID Card No. or Other Identity Document Type: (Please refer to paragraph 1.1 of "Notes on How to Complete and Return Household Application Form") Other Identity Document No.: Year of Birth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Name in Chinese Name in English	HKID Card No. or Other Identity Document Type: (Please refer to paragraph 1.1 of "Notes on How to Complete and Return Household Application Form") Other Identity Document No.: Year of Birth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part II (D):

- Dependent Parent (parents of applicant or spouse)
- Dependency Status

How to Complete Household Application Form

(E-form)

(Paper-based form)

Part I Particulars of the Applicant Part II Particulars of Family Members and Financial Assistance Schemes being Applied for

Part III Residential Address **Part IV Family Income** Part V Medical Expenses Incurred by Family Member(s) with Chronic Illness

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Part IV Family Income
(Please provide a copy of supporting document)

Please provide information on your position and relevant actual income (including part-time income and no need to fill in decimal places) and those of your family member(s) during the period from 1 April 2023 to 31 March 2024 (please refer to Paragraph 13.4(vi) of "Notes on How to Complete and Return Electronic Household Application Form" (Notes)). If you / your family member(s) was a housewife, was unemployed, has retired or was not working a whole year during the period, please specify the status and relevant duration. Additional sheet may be added if there is insufficient space to provide the information. For self-employed persons, please provide the relevant income proof (e.g. receipt for services rendered, profit and loss account (please refer to Sample II of the "Notes" or Personal Assessment Notice issued by the Inland Revenue Department). The SFO may make adjustment and apply benchmark figures on the basis of statistical information provided by relevant government departments (e.g. Census and Statistics Department) to assess your income and those of your family member(s) if you are unable to provide income proof or detailed calculation of income earned during the assessment period.

(For the income fields below with (\$) sign, such as salary, business profit, contribution, etc., please input the correct amount. If there is no relevant income, please input '0' in the field(s).)

1. Applicant
Mode of employment# Full-time Part-time

Position / Other* (e.g. housewife, unemployed, retired) (Please specify period if it is not a whole year)

EXAMPLE: UNEMPLOYED (1.4.2023 - 30.4.2023); CLERK (1.5.2023 - 31.12.2023); SELF EMPLOYED DRIVER (1.5.2024 - 29.2.2024)

Total Annual Income (\$) Including bonus / allowance / part-time income (excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee) Salary (\$) *

Business profit (\$) *

2. Spouse
Mode of employment# Full-time Part-time

Position / Other* (e.g. housewife, unemployed, retired) (Please specify period if it is not a whole year)

EXAMPLE: HOUSEWIFE (1.4.2023 - 30.9.2023); PART-TIME CASHIER (1.10.2023 - 31.03.2024)

Total Annual Income (\$) Including bonus / allowance / part-time income (excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee) Salary (\$) *

Business profit (\$) *

Part IV Family Income (Please provide a copy of supporting document)

Please provide information on your position and relevant actual income (including part-time income and no need to fill in decimal places) and those of your family member(s) during the period from 1 April 2023 to 31 March 2024 (please refer to Paragraph 9.2(vi) of "Notes on How to Complete and Return Household Application Form" (Notes)). If you / your family member(s) was a housewife, was unemployed, has retired or was not working a whole year during the period, please specify the status and relevant duration. Additional sheet may be added if there is insufficient space to provide the information. For self-employed persons, please provide the relevant income proof (e.g. receipt for services rendered, profit and loss account (please refer to the enclosed Sample II) or Personal Assessment Notice issued by the Inland Revenue Department). The SFO may make adjustment and apply benchmark figures on the basis of statistical information provided by relevant government departments (e.g. Census and Statistics Department) to assess your income and those of your family member(s) if you are unable to provide income proof or detailed calculation of income earned during the assessment period.

Applicant and Family Member	Mode of employment	Position / Other (e.g. housewife, unemployed, retired) (Please specify the period if it is not a whole year)	Total Annual Income (\$)		For Office Use
			(Including bonus / allowance / part-time income (excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee))		
① Applicant	# <input type="checkbox"/> Full-time		Salary (\$)		
	# <input type="checkbox"/> Part-time		Business profit (\$)		
② Spouse	# <input type="checkbox"/> Full-time		Salary (\$)		
	# <input type="checkbox"/> Part-time		Business profit (\$)		
③ Unmarried child residing with the family (if applicable) Name:	# <input type="checkbox"/> Full-time		Salary (\$)		
	# <input type="checkbox"/> Part-time		Business profit (\$)		
④ Unmarried child residing with the family (if applicable) Name:	# <input type="checkbox"/> Full-time		Salary (\$)		
	# <input type="checkbox"/> Part-time		Business profit (\$)		
⑤ Other income (if applicable)	Contribution from children not residing together, relatives or friends (\$)		Rental income of property, land, carpark, vehicle or vessel (\$)	Interests from investments, fixed deposit (\$)	Alimony (\$)
	Pension (excluding lump sum retirement gratuity) (\$)		Widow's & Children's Compensation (\$)	Others (\$)	
Total =					

Part IV: Breakdown of Total Family Income

How to Complete Household Application Form

(E-form)

HOUSEHOLD APPLICATION FORM FOR STUDENT FINANCIAL ASSISTANCE SCHEMES

[Video on e-Submission](#)
Click [HERE](#) to watch the videos introducing how to complete and submit the electronic application form online.

(Please read the Guidance Notes and "Notes on How to Complete and Return Electronic Household Application Form" carefully before completion.)
[Applicable to the Kindergarten and Child Care Centre Fee Remission Scheme (KCFRS), Grant for School-related Expenses for Kindergarten Students (Grant-KG), School Textbook Assistance Scheme (TA), Student Travel Subsidy Scheme (STS), Subsidy Scheme for Internet Access Charges (SIA), Diploma of Applied Education Fee Reimbursement (DAEFR) / Diploma Yi Jin Fee Reimbursement (DYJFR) and Fee Reimbursement (Financial Assistance Scheme for Designated Evening Adult Education Courses) (FR(FAEAC))]

(* Please select the appropriate item,* are mandatory items and @ are optional items.)

Application Progress

50%

Save Application Upload Saved Form

Part I Particulars of the Applicant Part II Particulars of Family Members and Financial Assistance Schemes being Applied for
Part III Residential Address Part IV Family Income Part V Medical Expenses Incurred by Family Member(s) with Chronic Illness
Part VI Applicant's Bank Account for Payment of Assistance Part VII Applicant's Supplementary Information Part VIII Declaration

Part VI Applicant's Bank Account for Payment of Assistance
(The account must be under the applicant's name and please provide copy of the bank statement / first page of bank book)

Please enter the bank account number correctly. The account holder's name must be the same as that printed on the bank statement or passbook.

Account holder's name in English *

Applicant's bank account no. *

Bank Code* Bank Account Number*

(e.g. Standard Chartered Bank 003; HSBC 004; Hang Seng Bank 024)

Bank name

Previous Page Next Page

(Paper-based form)

Part VI Applicant's Bank Account for Payment of Assistance
(The account must be under the applicant's name and please provide copy of the bank statement / first page of bank book)

Account holder's name in English: _____

Applicant's bank account no.: _____ - _____

Bank Code Bank Account Number
(e.g. Standard Chartered Bank 003; HSBC 004; Hang Seng Bank 024)

Bank name: _____

Part VI:
Since the subsidies will be disbursed to the bank account of the eligible applicants through autopay, the applicant must provide a valid bank account to SFO.

Submission Deadlines

Financial Assistance Scheme	Submission deadline (2024/25 school year)
School Textbook Assistance Scheme (STAS)	Household Application Form for Student Financial Assistance Schemes on or before 31 October 2024
Student Travel Subsidy Scheme (STSS)	Household Application Form for Student Financial Assistance Schemes submitted on or after 1 November 2024 and passed the means test, payment of STS (if applicable) may be effected from the date of receipt of application or the date of admission of the student-applicants to school, depending on the circumstances of individual cases.
Subsidy Scheme for Internet Access Charges (SIA)	Household Application Form for Student Financial Assistance Schemes submitted at a date on or after 1 February 2025 (i.e. in the latter half of the 2024/25 school year), partial payment of SIA will be made to the successful applicants.

Important Note :

Under normal circumstances, the SFO will not accept any “Household Application for Student Financial Assistance Schemes” submitted on or after **1 March 2025.**

Enquiry



Hotline



Counter



WFSFAA's Website



Leaflet on Household Application for Student Financial Assistance Schemes



Sample Form



(Hotline:2802 2345)

- Press (4) for other languages,
- Then press (1) Bahasa Indonesia, (2) Hindi, (3) Nepali, (4) Punjabi, (5) Tagalog, (6) Thai, (7) Urdu, (8) Vietnamese and (0) Other languages

Applicant

Answer
Case-specific
enquiry



Answer general enquiry
(e.g. Where to get the form,
How to submit the application)

SFO



Refer case-specific enquiry to SFO
(e.g. Progress of application processing)



SFO Counter Service

**Room 1206, 12/F, One Mong Kok Road Commercial Centre
1 Mong Kok Road, Kowloon**

**8:45am to 1:00pm
2:00pm to 5:45pm (Monday to Friday)**

No service on Saturdays, Sundays and Public Holidays



Support for People of Diverse Race

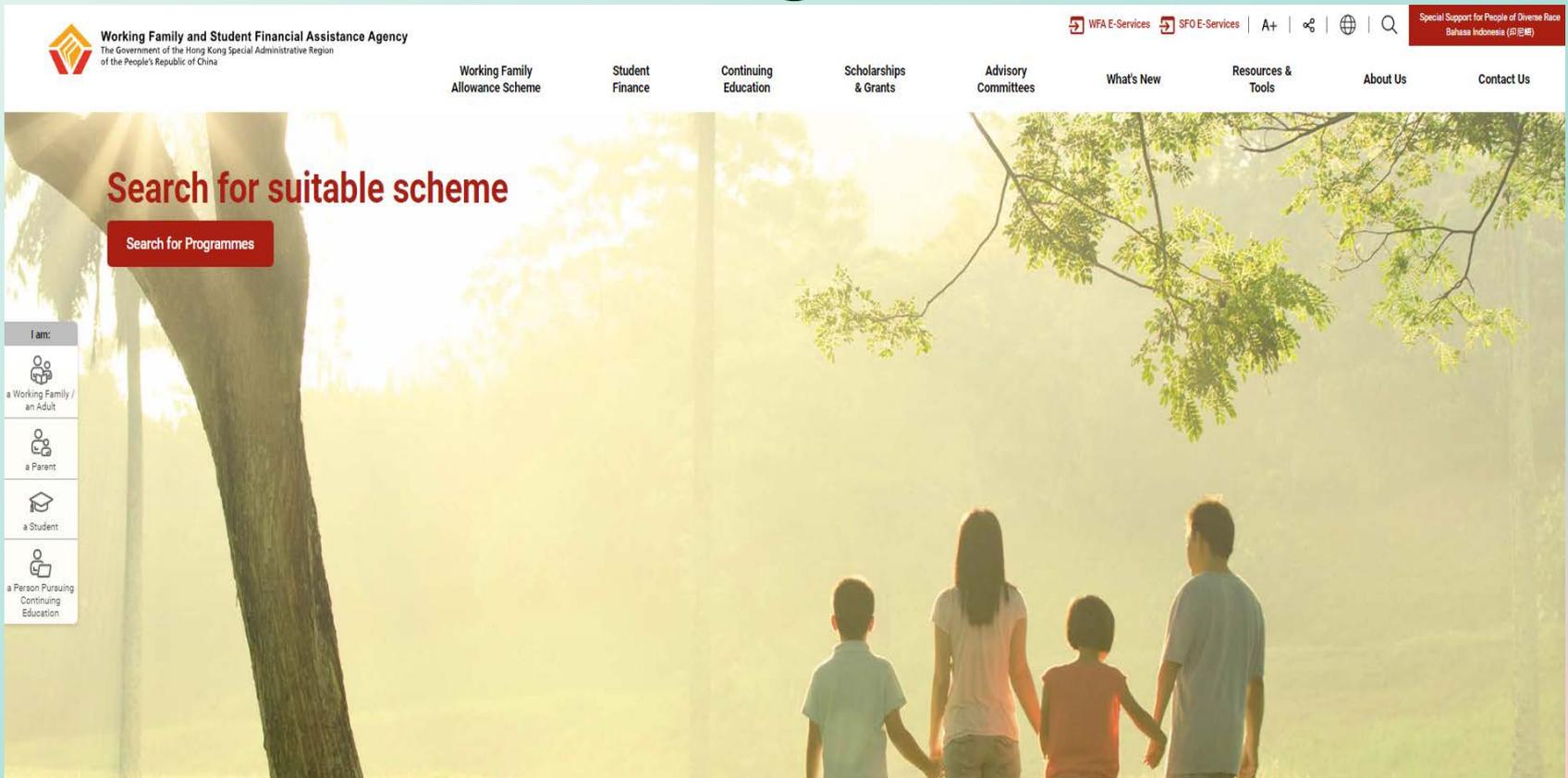
- Telephone interpretation service through three-way telephone conference amongst the SFO staff member, the interpreter and the applicant can be arranged when necessary.
- You may also approach support services centres for people of diverse race for assistance in filling in the application form or interpretation services.



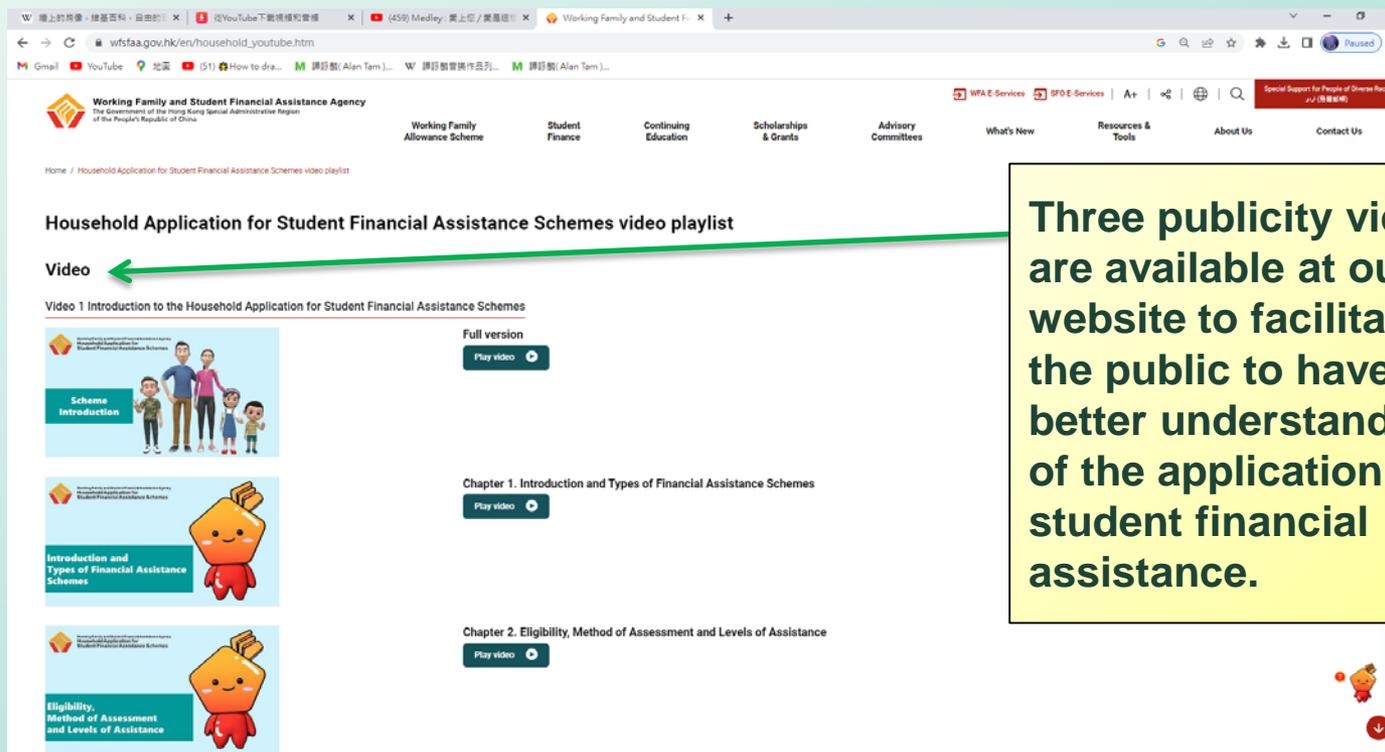
WFSFAA's Website

Please visit WFSFAA's website for application details

www.wfsfaa.gov.hk/sfo



WFSFAA's Website



Three publicity videos are available at our website to facilitate the public to have a better understanding of the application for student financial assistance.

(https://www.wfsfaa.gov.hk/en/household_youtube.htm)



Leaflet, Sample Form and Household Application Form

- **Leaflet** and **Sample Form** (translated into eight languages, i.e. Bahasa Indonesia, Hindi, Nepali, Punjabi, Tagalog, Thai, Urdu and Vietnamese), and **Household Application Form** (Chinese / English) are available at –
 - SFO's offices
 - Primary and Secondary schools
 - District Offices of the Home Affairs Department
 - Regional Education Offices of the Education Bureau
 - District Social Welfare Offices of the Social Welfare Department
 - Support Services Centres for people of diverse race
 - WFSFAA's website (www.wfsfaa.gov.hk/sfo)



Thank you

