Student Grant (2020/21 School Year)

Summary

This circular memorandum is to inform all secondary day-schools, primary schools, special schools and kindergartens about the arrangements of providing day-school students with the student grant in the 2020/21 school year.

Background

2. As part of the $19.1 billion relief measures announced by the Financial Secretary in August 2019, a one-off student grant of $2,500 for each secondary day-school, primary school and kindergarten student was provided in the 2019/20 school year to alleviate parents' financial burden in defraying education expenses. The provision was approved by the Finance Committee of the Legislative Council on 6 December 2019. The Chief Executive proposed in the 2019 Policy Address to regularise the provision of the student grant starting from the 2020/21 school year.

Eligibility Criteria

3. The student grant is non-means-tested. All students¹ who are, as at the date of application, studying in secondary day-schools, primary schools and special schools (including public sector schools, Direct Subsidy Scheme (DSS) schools, English Schools Foundation schools and private schools) as well as kindergartens (whether having joined the kindergarten education scheme or not) offering local or non-local curriculum in Hong Kong, are eligible for the grant. Students of evening schools, students of private studies, holders of student visa for entry into Hong Kong for studies and holders of Form of Recognizance issued by the Immigration Department are not within the scope of subsidy.

¹ Kindergarten students have to be at the age of two years and eight months or above as at 1 September of the school year in order to be eligible for the student grant.
4. Taking into account that there are some students who should meet the eligibility criteria stated in paragraph 3 above but attend other programmes owing to special circumstances, we also deem the following students eligible for the grant:

(a) children at the age of two years and eight months or above as at 1 September of the school year concerned attending Special Child Care Centres subsidised by the Social Welfare Department owing to special needs;

(b) newly arrived children attending the full-time Initiation Programme funded by the Education Bureau (EDB); and

(c) students taking full-time programmes for Secondary 3 school leavers offered by the Vocational Training Council.

**Distribution of Application Forms and Related Arrangements**

5. The EDB will distribute the “Student Grant” Application Forms and verify the student status via schools. For the Application Forms, there are Form B (sample at Appendix 1) and Form A (sample at Appendix 2). Form B is pre-printed with the basic information of the student as well as that of the applicant (applicable to students who have been promoted to the next class level in the same school) while Form A is a blank form (applicable to students who are newly admitted to a school in this school year or have transferred to another school). Schools are advised to remind parents/guardians to fill in the application forms according to the circumstances set out below:

(A) **Form B:**

✧ In general, parents/guardians are only required to check the accuracy of the pre-printed information, put a “✓” in the confirmation box at the bottom part of the form, sign to confirm and submit the application forms to the EDB through schools if there is no change in the information pre-printed. There is no need for them to fill in the information anew.

✧ If some of the pre-printed information on Form B requires updating (information other than Student’s Name in English, Name of Day-school and School Level), parents/guardians have to provide the amendment(s) in the space above the relevant information in BLOCK letters using black or blue ball pen, leave the confirmation box blank and submit the application forms to the EDB through schools.

✧ If Student’s Name in English, Name of Day-school or School Level pre-printed on Form B requires amendment, parents/guardians of the students concerned should use Form A for application.
(B) Form A:

- For students who are newly admitted to a school, have transferred to another school, individual students without Form B provided by the EDB or those with the aforementioned essential particulars (i.e. Name in English, Name of Day-school or School Level) requiring amendment, parents/guardians should use Form A for application. In completing the application forms, parents/guardians may refer to the reference information (including how to fill in bank account information correctly) uploaded onto the EDB website (http://www.edb.gov.hk > Students and Parents Related > Support and Subsidies > Student Grant).

6. Schools are requested to arrange their staff to bring along the completed Collection Slip (Appendix 3) to collect the “Student Grant” Application Forms and Notification Forms (for indicating the number of Application Forms submitted and yet to be submitted, sample at Appendix 4) at the respective Regional Education Offices (REO) from 30 September to 12 October 2020. Schools should distribute the Application Forms to parents of eligible students. Form A can also be downloaded from the EDB website (http://www.edb.gov.hk > Students and Parents Related > Support and Subsidies > Student Grant) or obtained from REO, but the completed Application Forms must be submitted through the schools that the concerned students are attending. Only one application can be submitted for each eligible student. Applicants should read carefully the “Notes to Complete this Form” and the “Declaration” before completing the “Student Grant” Application Form.

7. Schools have to stamp a school chop on each Application Form to certify that the student concerned is its student. The Application Forms together with the Notification Forms (please make photocopies for use if necessary) should be returned to the EDB’s Special Duties Office (Address: 10/F, Kwun Tong View, 410 Kwun Tong Road, Kowloon) during the period from 8 October to 6 November 2020. If individual students could not submit the applications before the end of the period specified, schools can return the completed Application Forms together with the Notification Forms to the EDB by batches. If there are students enrolled to a school after 6 November 2020 (such as newly arrived children) and if they are admitted on or before 30 June 2021, they can still apply for the subsidy. If the students concerned are changing schools, they can apply for this subsidy through their last attending school or the new school, but no duplicated application is allowed.

8. Applicants are not required to provide other documents at this stage. We will make use of available school, student and applicant information to conduct verification as far as possible. Applicants will only be required to provide documents when necessary. The EDB will contact parents via SMS and email as appropriate to inform them of the status of their applications. As parents generally possess local bank accounts, the subsidy will be disbursed to parents via bank transfer.
9. To assist schools to communicate with parents/guardians on issues concerning the student grant, starting from the 2020/21 school year, the EDB will provide schools with progress reports on the applications via the Student Grant System (https://stgsfile.edb.gov.hk) on a regular basis. Such arrangement will help schools better understand the progress of the applications. Schools have to access the Student Grant System to download the progress reports using the master school administrator accounts of the EDB e-Services Portal or Common Log-On System (CLO) school administrator accounts via CLO.

10. We will separately inform the organisations and institutions stated in paragraph 4 above about the related details and arrangements.

Enquiries

11. For enquiries, please contact the respective Senior School Development Officers / Senior Services Officers, or the Special Duties Office of the EDB (email: spdoenquiry@edb.gov.hk; hotline: 3850 2000). For enquiries related to CLO, please contact CLO Helpdesk (email: clo@edb.gov.hk; phone: 3464 0592) of the EDB.

M K CHENG
for Permanent Secretary for Education

c. c. Heads of all sections – for information
### I. Student Information

**Name in English:** CHAN TAI MAN

**Name of Day-School:** XXXXX SCHOOL

**School Level:** 3  
(1) Primary Kindergarten  
(2) Middle Primary  
(3) Middle Secondary  

**Relationship with Student:** 1  
(1) Father  
(2) Mother  
(3) Guardian

### II. Applicant Information

**Name in English:** WONG MEI FAN

**Name of Bank:** HANG SENG BANK

**HK Mobile Phone No.:** 912345678

**Email Address:** mmwong@hongkong.hk

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**Notes to Complete this Form:**

1. This application form ("Form") is for application for Student Grant for the 2020/21 school year. The student must attend secondary school, primary school, special school or kindergarten in the 2020/21 school year.

2. The student must be a Hong Kong resident. Students holding student visas only or recognizance forms issued by the Immigration Department are not eligible.

3. The applicant must be the parent or guardian of the student.

4. The applicant must be the holder of student visa for entry into Hong Kong for studies or持有學生簽證來港就學 (按香港身份證所示；略去逗號)

5. The student must be a Hong Kong resident. Students holding student visas only or recognizance forms issued by the Immigration Department are not eligible.

6. The duly completed Form should within a specified period of time be submitted through the student's attending school.

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**School chop:**

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**Signature of Applicant:**

Date: ____________
本人已閱讀以下「收集個人資料的聲明」及完全明白其內容。

I, the signatory of this Form, declare that I am the parent or guardian of the student as specified in Part I of this Form.

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I. Student Information

Name in English:

Date of Birth:

Sex: [ ] Male  [ ] Female

II. Applicant Information

Name in English:

Relationship with the Student: [ ] Father  [ ] Mother  [ ] Guardian

Bank Account Number:

HK Identity Card No.:

Name of Day-School:

 HK Birth Certificate No.:

School Level: [ ] Kindergarten  [ ] Primary  [ ] Secondary

Relationship of the Student:

III. Bank Information

Bank Name:

HK Mobile Phone No.:

Email Address:

Note:

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2. Students holding student visas only or recognition forms issued by the Immigration Department are not eligible.

3. The applicant must be a Hong Kong resident. Students holding student visas for entry into Hong Kong for studies or a holder of an immigration department-issued recognizance are not eligible.

4. The applicant must be the parent or guardian of the student.

5. It is advisable for the applicant to keep a copy of the completed Form for future reference.

6. The duly completed Form should within a specified period of time be submitted through the student’s attending school.

Upon completing and signing this Form, the applicant is deemed to have agreed to provide the required information in parts I and II, and the consent in Part III. Failure to provide the required information may result in delay or non-processing of the application.

Please fill in and circle the appropriate option

Note:

1. This application form is for application for Student Grant for the 2020/21 school year in respect of this student.

The student must be a Hong Kong resident. Students holding student visas for entry into Hong Kong for studies or a holder of an immigration department-issued recognizance are not eligible.

The student must attend secondary day school, primary school, special school or kindergarten in the 2020/21 school year.

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Please complete this Form in BLOCK letters using black or blue pen. It is advisable for the applicant to keep a copy of the completed Form for future reference.

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Please fill in and circle the appropriate option
I have read the following "Personal Information Collection Statement" and fully understand its content.

I, the signatory of this Form, declare that I am the parent or guardian of the student as specified in Part I of this Form.

I hereby authorize and consent to the use of the Data for any checking and/or investigation relating to my application and the receipt of payment under such scheme(s), and understand that the matching procedure is conducted for the purpose of determining whether the student is eligible under such scheme(s) or not, and therefore I will not receive payment under such scheme(s) in case the student is ineligible.

I agree that the payment under such scheme(s) will be directly affected by the bank account specified in this Form. I also agree and undertake to notify the Government forthwith of any change of bank account and to inform the Government of any overpayment or refund of payment to which the student is entitled. I am a holder of student visa for entry into Hong Kong Special Administrative Region for the purpose of studying, and I will not receive payment under such scheme(s) in case the student is ineligible.

I understand and acknowledge that I am responsible for the accuracy of the information provided by me. I understand that incorrect information provided by me may result in the student’s application being refused, and no payments being made to the student.

I agree that the student is not eligible to receive any payment under such scheme(s).

II 證明

1. 本人(即表格第1部所指的學生的父母或監護人)

I, the signatory of this Form, declare that I am the parent or guardian of the student as specified in Part I of this Form.

2. 本人就該等計劃的申請及領款事宜。本人明白核對程序旨在確定

I authorize and consent to the use of the Data for any checking and/or investigation relating to my application and the receipt of payment under such scheme(s), and understand that the matching procedure is conducted for the purpose of determining whether the student is eligible under such scheme(s) or not, and therefore I will not receive payment under such scheme(s) in case the student is ineligible.

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III 傳達

Classes of Transferees: The Data you provide may be disclosed to the relevant bureaux and departments of the Government, their agents/contractors, banks and other transferees and any other parties involved in the administration and operation of such scheme(s) for the purposes stated in this Form.

Transferring Data: The Data you provide is for the purposes of enquiring and/or investigating into your application and receipt of payment by the Government, and for certain verification and compliance purposes. The Data may be transferred to any parties who are necessary to carry out your application and receipt of payment under such scheme(s), including but not limited to banks, agents/contractors, bureaux/departments, etc. thereof, and any other governmental, governmental, or non-governmental bodies as necessary to verify, investigate, or complete your application and receipt of payment under such scheme(s).

Access to Personal Data: You have the right to access to and correct your personal data provided in this Form. You have the right to request the deletion of your personal data provided in this Form.

Notice to the Student: The student has the right to access and correct his/her personal data provided in this Form. The student has the right to request the deletion of his/her personal data provided in this Form.

Statement of the Student: The student has the right to access and correct his/her personal data provided in this Form. The student has the right to request the deletion of his/her personal data provided in this Form.

Signed by the Student: The student has the right to access and correct his/her personal data provided in this Form. The student has the right to request the deletion of his/her personal data provided in this Form.

II 證明

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III 傳達

Classes of Transferees: The Data you provide may be disclosed to the relevant bureaux and departments of the Government, their agents/contractors, banks and other transferees and any other parties involved in the administration and operation of such scheme(s) for the purposes stated in this Form.

Transferring Data: The Data you provide is for the purposes of enquiring and/or investigating into your application and receipt of payment by the Government, and for certain verification and compliance purposes. The Data may be transferred to any parties who are necessary to carry out your application and receipt of payment under such scheme(s), including but not limited to banks, agents/contractors, bureaux/departments, etc. thereof, and any other governmental, governmental, or non-governmental bodies as necessary to verify, investigate, or complete your application and receipt of payment under such scheme(s).

Access to Personal Data: You have the right to access to and correct your personal data provided in this Form. You have the right to request the deletion of your personal data provided in this Form.

Notice to the Student: The student has the right to access and correct his/her personal data provided in this Form. The student has the right to request the deletion of his/her personal data provided in this Form.

Statement of the Student: The student has the right to access and correct his/her personal data provided in this Form. The student has the right to request the deletion of his/her personal data provided in this Form.

Signed by the Student: The student has the right to access and correct his/her personal data provided in this Form. The student has the right to request the deletion of his/her personal data provided in this Form.
領取表格
Collection Slip

地點:

港島區域教育服務處
香港太古城太古灣道14號3樓
電話：2863 4646

九龍區域教育服務處
九龍塘沙福道19號教育局
九龍塘教育服務中心東座平台
電話：3698 4108

新界東區域教育服務處
新界上水龍琛路39號上水廣場22樓
電話：2639 4876

新界西區域教育服務處
新界荃灣青山道荃灣段457號
華懋荃灣廣場19樓
電話：2437 7272

Venue:

Hong Kong Regional Education Office
3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong
Tel: 2863 4646

Kowloon Regional Education Office
Podium, East Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon
Tel: 3698 4108

New Territories East Regional Education Office
22/F, Landmark North, 39 Lung Sum Avenue, Sheung Shui, New Territories
Tel: 2639 4876

New Territories West Regional Education Office
19/F, Chinachem Tsuen Wan Plaza, 457 Castle Peak Road, Tsuen Wan, New Territories
Tel: 2437 7272

時間：
星期一至五
上午九時三十分至十二時三十分
及下午二時三十分至五時三十分
（星期六、日及公眾假期休息）

Time:
Monday – Friday
9:30 a.m. – 12:30 p.m. & 2:30 p.m. – 5:30 p.m.
(Closed on Saturdays, Sundays and Public Holidays)

請向持表格人提供下列物品：
Please issue the bearer the following materials:

本表格所示學校的2020/21「學生津貼」申請表格及通知書
Application Form and Notification Form for 2020/21 Student Grant of the school as shown in this form

學校名稱：
Name of School: ____________________________

學校編號
School No. ____________________

學校級別*
School Level* ____________________

☑ 幼稚園 Kindergarten
☑ 小學 Primary
☑ 中學 Secondary
☑ 特殊學校 Special School

學校分區* School District*

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校長簽署：
Signature of School Head: ____________________________

校長姓名：
Name of School Head: ____________________________

學校電話號碼：
School Telephone No.: ____________________________

日期：
Date: ____________________________

* 請在適當的方格內打“ ✓ ” Please put a “ ✓ ” in the box as appropriate
學校資料 School Particulars

學校名稱 School Name: XXXX SCHOOL

學校編號 School Number: XXXXX-000X

現交回 2020/21 學年「學生津貼」申請表共 ______ 份，包括表格 A ______ 份及表格 B ______ 份。尚未交回的申請表共 ______ 份。此外，本校自行安排銷毀的表格B (包括退學或離校生等) 共 ______ 份。

謹此確認所夾附「學生津貼」申請表所示學生均為本校現有學生，以及每名學生只遞交一份申請表。

We return herewith a total of ___ application forms for Student Grant for the 2020/21 school year, including _____ Form A and _____ Form B. There are a total of ______ application forms yet to be submitted. In addition, we have arranged to destroy a total of _____ Form B (including school withdrawals or leavers etc.).

This is to confirm that the students shown in the application forms for the Student Grant attached are current students of the school, and that only one application form is submitted by each student.

校長簽署 Signature of School Head: __________________________

校長姓名 Name of School Head: __________________________

聯絡人姓名及職銜 Name and Post of Contact Person: __________________________

電話號碼 Telephone No.: __________________________

傳真號碼 Fax No.: __________________________

電郵地址 Email Address: __________________________

日期 Date: __________________________