

Guidance Notes on Application for Mainland University Study Subsidy Scheme 2018/19

1. Mainland University Study Subsidy Scheme

The Mainland University Study Subsidy Scheme (MUSSS) was launched by the Government to support Hong Kong students in pursuing undergraduate studies in the Mainland and ensure that no students will be deprived of post-secondary education opportunity due to a lack of means. The MUSSS comprises two components: “means-tested subsidy” (eligible students who have passed a means test will receive either a full-rate subsidy or a half-rate subsidy, depending on their needs) and “non-means-tested subsidy”. For the 2018/19 academic year, the full-rate subsidy and half-rate subsidy are HK\$16,800 and HK\$8,400 per annum respectively. The “non-means-tested subsidy” offers a flat rate subsidy of HK\$5,600. The subsidy is granted on a yearly basis. The subsidised period is the normal duration of the undergraduate programme pursued by the student concerned in a designated Mainland institution. Eligible applicants can only receive either a means-tested subsidy or a non-means-tested subsidy in a given academic year. The MUSSS is not subject to any quota.

For the 2018/19 academic year, there are 176 designated Mainland institutions (see **Attachment I**), of which 102 have participated in the 2018/19 Admission Scheme and 74 the others.

The MUSSS is administered by the Education Bureau (EDB) of the Hong Kong Special Administrative Region Government. The Student Finance Office (SFO) under the Working Family and Student Financial Assistance Agency is responsible for conducting means tests for families applying for the “means-tested subsidy”, while an agency appointed by the EDB assists in verifying students’ admission status, disbursing subsidy, etc. The subsidy is granted on a yearly basis until the end of the normal duration of the undergraduate programme pursued by the student concerned in a designated Mainland institution.

2. Eligibility

The EDB will verify and confirm whether or not an applicant meets the eligibility criteria stated below according to the information entered in the application form and provided by the applicant:

“Means-tested subsidy”

Students meeting the following criteria may apply for the “means-tested subsidy” for the 2018/19 academic year:

- (a) having right of abode or right to land in, or have entered Hong Kong on One-way Permits;
- (b) receiving and having completed senior secondary education in Hong Kong, whether local or non-local curricula; and
- (c) pursuing undergraduate studies in any of the designated Mainland institutions listed in **Attachment I** in the 2018/19 academic year.

“Non-means-tested subsidy”

Students meeting the following criteria may apply for the “non-means-tested subsidy” for the 2018/19 academic year:

- (a) having right of abode or right to land in, or have entered Hong Kong on One-way Permits;
- (b) receiving and having completed senior secondary education in Hong Kong, whether local or non-local curricula;
- (c) pursuing undergraduate studies in any of the designated Mainland institutions listed in **Attachment I** in the 2018/19 academic year; and
- (d)(1) attained “3322” in the Hong Kong Diploma of Secondary Education (HKDSE) Examination, i.e. attained Level 3 for Chinese Language and English Language and Level 2 for Mathematics and Liberal Studies; **OR**
- (d)(2) pursuing studies in Huaqiao University through “Pilot Scheme on the Articulation of Hong Kong Sub-degree Graduates to Huaqiao University”.

All eligible students may submit application for the MUSSS, subject to the following definition of “applicant”:

1. Students aged 18 or above shall be deemed “the applicant”.
2. For students aged under 18, their father/mother/guardian shall act as “the applicant”.

3. Means test (applicable to the “means-tested subsidy”)

3.1 Applicants of the “means-tested subsidy” are subject to a means test. The SFO is responsible for conducting the means test for the families of the “means-tested subsidy” applicants and submitting reports to the EDB on the financial position of the families concerned. The means test takes into account family income but not assets.

3.2 Assessment method and level of subsidy

1. The SFO uses the “Adjusted Family Income” (AFI) mechanism to conduct the means test so as to assess the eligibility of a student and his/her level of subsidy under the MUSSS.
2. The AFI mechanism adopts the following formula:

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

3. Gross annual income of the family includes the annual income of the student’s father, mother or guardian and his/her spouse; 30% of the annual income of unmarried sibling(s) residing with the parent(s) of the student (if applicable); the contribution from relatives/friends (if applicable); and other income (for example, rent and interest income derived from fixed deposits, stocks, bonds, etc.).
4. Members of a family normally refer to the student, the student’s father/mother or guardian and his/her spouse, the unmarried sibling(s) residing with the parent(s) of the student, and the dependent grandparent(s) of the student.
5. For single-parent families of 2 to 3 members, the “plus 1” factor in the divisor of AFI formula will be increased to 2.
6. Since the means test is on a household basis, the members and composition of the student’s family will directly affect the AFI of the student. If the unmarried child/children residing with the parent(s)/guardian of the student as named in Part II of the Means Test Assessment Form (M2) is/are not the parent(s)/guardian’s biological child/children, explanation must be provided separately when submitting the application.

7. Eligibility and level of subsidy

The AFI eligibility benchmarks for various levels of subsidy in the 2018/19 academic year are listed in the table below (*please note that the AFI is not the average monthly income of a family*).

2018/19 academic year – AFI Groups between(\$)	Level of subsidy
0 - 39,182	Full *
39,183 - 75,764	Half
> 75,764	Ineligible (unsuccessful application)

* The AFI thresholds for full-rate subsidy for 3 and 4-member families are \$47,434 and \$43,640 respectively in the 2018/19 academic year. For 2 and 3-member single-parent families, they are regarded as 3 and 4-member families respectively for determining the AFI thresholds for full-rate subsidy and calculation of the AFI (see Examples 1–3 below).

Example 1: 3-member families and 2-member single-parent families

2018/19 academic year – AFI Groups between(\$)	Level of subsidy
0 - 47,434	Full
47,435 - 75,764	Half
> 75,764	Ineligible (unsuccessful application)

Example 2: 4-member families and 3-member single-parent families

2018/19 academic year – AFI Groups between(\$)	Level of subsidy
0 - 43,640	Full
43,641 - 75,764	Half
> 75,764	Ineligible (unsuccessful application)

Example 3: General (Except 3 and 4-member families, and 2 and 3-member single-parent families set out in Examples 1 and 2 above)

2018/19 academic year – AFI Groups between(\$)	Level of subsidy
0 - 39,182	Full
39,183 - 75,764	Half
> 75,764	Ineligible (unsuccessful application)

8. Assessment procedures

The SFO will assess the financial position of the family based on the information provided by the father/mother or guardian of the student, and if necessary, reference will be made to the information provided by the father/mother or guardian of the student when applying for other financial assistance schemes administered by the SFO. Generally, if the student is assessed as eligible for full/half subsidy according to the AFI, and it has been verified and confirmed that he/she meets the eligibility criteria stated in Paragraph 2 above, he/she shall be eligible for the subsidy under the MUSSS. The SFO will submit an assessment report to the EDB setting out the eligibility and the level of subsidy to be granted to a student based on the results of the means test. The EDB appointed agency will then verify the student's admission information with the Mainland institution concerned. Disbursement of the subsidy to eligible students through the EDB appointed agency is subject to the EDB's final approval.

4. Approval and disbursement of subsidy

The EDB appointed agency will verify the student's admission information with the Mainland institution concerned. Subject to the EDB's final assessment, disbursement of subsidy to eligible students would be made through the EDB appointed agency. The EDB reserves the right of final decision on matters relating to subsidy disbursement and approval of renewal applications.

5. Provision/handling of personal data

- 5.1 It is the responsibility of the student/applicant to complete the application form fully and truthfully and provide all supporting documents to facilitate the assessment of his/her eligibility and the level of subsidy to be granted based on the information therein by the EDB/SFO/EDB appointed agency. Insufficient information or misrepresentation of facts will render the application disqualified for further processing. The EDB/SFO/EDB appointed agency may require the student/applicant to provide additional information for verification if necessary.
- 5.2 The personal data provided in this application form will be disclosed to the SFO/agents of SFO/EDB appointed agency for the following application-related purposes:
1. for processing and verifying the application, and processing renewal application during the normal duration of study;
 2. for obtaining supplementary information from the student/applicant as and when necessary for matching his/her personal data with the record on the database of the SFO and Social Welfare Department to ensure consistency;
 3. for the EDB appointed agency to confirm the students' admission status with the designated Mainland institutions and disburse the subsidy to eligible students;
 4. for conducting statistical surveys and research, and handling matters related to pursuing further studies in the Mainland; and
 5. for processing applications for other student financial assistance schemes by the EDB/SFO/EDB appointed agency/agents of SFO/relevant bureaux/government departments.
- 5.3 The personal data and all supplementary information provided by the student/applicant in this application form may be disclosed to government bureaux/departments and relevant institutions or organisations concerned for the purposes stated in Paragraph 5.2 above; or where the student/applicant and his/her family member(s) have given consent to such disclosure; or where such disclosure is authorised or required by law. If necessary, the SFO may contact other government bureaux/departments and relevant organisations, including the employer(s) of the family member(s) of the student/applicant applying for the "means-tested subsidy" to authenticate the information provided by the student/applicant or to collect additional information for the purpose of conducting the means test. Misrepresentation or concealment of facts will lead to disqualification of the student/applicant.
- 5.4 In accordance with the Personal Data (Privacy) Ordinance, any student/applicant has the right to obtain access and make corrections to his/her personal data with the EDB/SFO upon proving that he/she is the data subject. Written request to access to/obtain/correct personal data or records kept by the EDB or SFO may be sent to the Education Bureau at P.O. Box No. 23448, Wan Chai Post Office, to the attention of the Officer-in-Charge of MUSSS.

6. Application procedures, points to note and disbursement of subsidy

- 6.1 Application Form for Mainland University Study Subsidy Scheme (M1), Means Test Assessment Form (M2), Guidance Notes (M3) and the relevant attachments can be downloaded from the EDB website (www.edb.gov.hk/musss18) and SFO website (www.wfsfaa.gov.hk/sfo/en/forms/listing3.htm).
- 6.2 **Applicants should read the Guidance Notes carefully before completing the application form.** For eligible students entered the designated Mainland institutions before the 2018/19 academic year, the deadline for submission of application is **21 August 2018**. For those who will first enter the designated Mainland institutions in the 2018/19 academic year, the deadline is **21 September 2018**. The completed application form, together with the relevant supporting documents, should be sent to the Education Bureau, P. O. Box No. 23448, Wan Chai Post Office (please specify "Application for MUSSS") by the above deadlines (see the addressed envelope in **Attachment II**).
- 6.3 The EDB/EDB appointed agency will notify the applicants of the results of their applications **by phases** between **December 2018 and March 2019**. For successful applications, the subsidy will be disbursed by direct transfer to the bank account stated in Part I of the application form. The EDB will process applications received on a first-come-first-served basis.

- 6.4** Eligible students applying for the “means-tested subsidy” are subject to a means test only at the time of first application, and will not be required to undergo means test annually during the normal duration of their undergraduate studies, unless there are substantial changes in their family circumstances that warrant a reassessment. Students only have to declare in writing annually that there are no substantial changes in their family circumstances to continue to receive the subsidy based on their previously approved eligibility and levels of subsidy until the end of the normal duration of their undergraduate studies in designated Mainland institutions. To verify the truthfulness and completeness of the information provided by the students, the EDB/SFO will conduct random checks on some of the successful applications every year. The EDB/SFO staff may seek clarifications of the application data or request additional information from the father/mother/guardian of the student to verify his/her eligibility or level of subsidy. They may also examine the originals of all supporting documents. It is the responsibility of the father/mother/guardian of the student to retain all supporting documents of the application for at least two years, and cooperate with the EDB/SFO staff. **Intentional obstruction to the EDB/SFO staff during verification, concealment of information, or failure to provide the information required will lead to restitution in full of the subsidy granted and possible prosecution.**
- 6.5** Eligible students applying for the “non-means-tested subsidy” are required to submit their applications once only during the normal duration of their undergraduate studies. Students have to declare in writing annually thereafter that there is no change in their study status and that they wish to continue to receive the subsidy for them to keep the subsidy until the end of the normal duration of their undergraduate studies in designated Mainland institutions.
- 6.6** If a student receiving the subsidy fails to complete his/her undergraduate study within the normal duration of the programme concerned, the EDB will generally not subsidise the length of study beyond the normal duration. Nevertheless, the EDB will consider, on a case-by-case basis, the provision of subsidy for the length of study beyond the normal duration if the student extends his/her duration of study under special circumstances. Besides, the EDB has the right to withhold/deduct/limit the amount of subsidy to be granted to the student for a given year, and require a refund to the HKSAR Government in full/in part/the overpaid amount of the subsidy granted within the specified time limit if during the duration of study the student:
- (a) has been suspended/expelled by the institution or has withdrawn from study;
 - (b) has been transferred to a non-designated Mainland institution;
 - (c) has lost the right of abode or the right to land in Hong Kong;
 - (d) is no longer eligible for the subsidy or the level of subsidy as assessed by the means test (applicable to those receiving the “means-tested subsidy”); or
 - (e) has failed to meet other eligibility criteria under the MUSSS.

Under any of the above circumstances, the EDB reserves the right to decide ultimately whether or not to continue subsidising the student concerned under the MUSSS.

Our general principles on refund of the overpaid amount of the subsidy granted are that for cases related to (a), if the recipient has already studied for three months or more in the concerned academic year, favourable consideration would be given to waive the refund, subject to reasonable justifications put up by the student. If refund is requested, any paid and non-refundable tuition fees and hostel fees may be deducted from the amount to be refunded; for other cases, action will be taken to require refund in full or in part (as appropriate) of the subsidy granted as a general rule, save for very exceptional circumstances which will only be considered on a case-by-case basis.

7. How to complete the application form

ATTENTION

This application form must be completed fully and truthfully. In the event of provision of false or incomplete information, the EDB has the right to disqualify the applicant. Besides, any person who dishonestly obtains property/pecuniary advantage by deception shall be guilty of an offence and liable upon conviction to imprisonment for 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).

7.1 Please **fill in** the application form **clearly in block letters using a black or blue ball pen**. Read this Guidance Notes carefully before completing the form and follow the instructions set out in the application form and the following points to note.

7.2 Part I Particulars of the Student

- Items 1 & 2: Please provide the name and HKID Card number of the student as indicated on his/her HKID Card, a copy of which should be affixed to the **Appendix** of the application form. Please note that if the student is a holder of One-way Permit who enters Hong Kong without the right of abode or the right to land in Hong Kong, he/she should attach a copy of the Permit.
- Items 7-10: Students who wish to apply for the subsidy shall also submit **copies of documentary proof for receiving and completing senior secondary education in Hong Kong** (e.g. graduation certificate, second term transcript of Form 6 study or supporting documents issued by the secondary school concerned, etc.) and **proof of pursuing study in/admission to a designated Mainland institution** together with the application form and the required documents to the EDB by post.
- Item 12: The bank account must be a valid account in Hong Kong under the name of the applicant. Joint account, credit card account, loan account, fixed-deposit account and foreign currency account are not accepted. Please attach a **copy of documentary proof of the bank account** (including a passbook page showing the name of the bank account holder or a monthly statement). The copy of documentary proof to be submitted must **clearly show the applicant's full name in English, name of the bank (in English) and the bank account number**.

Part I Particulars of the Student

1. Name of Student (in English)												
2. HKID Card No.	Alphabet		Number				Name in Chinese			Date of Birth (D/M/Y)		
3. Home Tel. No.	Hong Kong:						Mainland China:					
4. Mobile Tel. No.	Hong Kong:						Mainland China:					
	WhatsApp (if applicable) ^{Note(3)} :											
	WeChat (if applicable) ^{Note(3)} :											
5. E-mail Address ^{Note(3)}												
6. Ethnicity ^{Note(4)}	(For example, Chinese, Pakistani, Nepalese, etc.)											
7. Name of the Hong Kong Secondary School Attended and Completed												
	Class Level Attended: S() to S()						Year of Graduation: _____					

7.3 Part II Financial Assistance Scheme under Application

Student/applicant must put a “✓” in the appropriate box in this part to indicate clearly the financial assistance scheme he/she wishes to apply.

Part II Subsidy Schemes for Application

Under the MUSSS, eligible applicants can receive either the “means-tested subsidy” or the “non-means tested subsidy” in one academic year. Please put a “✓” in the appropriate box (Please choose one only):

1. I am applying for the “means-tested subsidy” under the MUSSS 2018/19, and wish to apply for the “non-means-tested subsidy” if my application for the “means-tested subsidy” is unsuccessful.
2. I am applying for the “means-tested subsidy” under the MUSSS 2018/19, and will not apply for the “non-means-tested subsidy” even if my application for the “means-tested subsidy” is unsuccessful.
3. I only wish to apply for the “non-means-tested subsidy” under the MUSSS 2018/19.

Complete Parts III, IV and V if you have chosen option 1; complete Parts III and IV if you have chosen option 2; and complete Part V if you have chosen option 3.

7.4 Part III Whether the Family of the Student Has Submitted the Household Application for Student Financial Assistance Schemes for the 2018/19 Academic Year

Please put a ✓ in the appropriate box to indicate whether or not the family of the student has submitted the Household Application for Student Financial Assistance Schemes for the 2018/19 academic year to the SFO. **If yes**, please provide the application reference number assigned by the SFO and submit the completed and signed application form (M1) together with copies of the required supporting documents specified in the application form to the EDB. Completion and submission of the Means Test Assessment Form (M2) are not required. **If “no”**, the **application form (M1) and Means Test Assessment Form (M2)** must be completed and sent to the EDB by post with copies of the required supporting documents for the SFO to conduct the means test.

Part III Whether the Family of the Student Has Submitted the Household Application for Student Financial Assistance Schemes for the 2018/19 Academic Year (For “means-tested subsidy” applicants only, i.e. those who have chosen option 1 or 2 in Part II)

1. Has the family of the student also submitted the Household Application for Student Financial Assistance Schemes for the 2018/19 academic year to the Student Finance Office (SFO) under the Working Family and Student Financial Assistance Agency (regardless of whether the result of the application is known)? ^{Note(5)(6)}
(Please put a “✓” in the appropriate box.)
 Yes. Application reference no. assigned by the SFO (if available): _____
 No

Note:

- (5) If the family of the student **has submitted** the Household Application for Student Financial Assistance Schemes for the 2018/19 academic year **to the SFO**, the EDB will consider his/her eligibility and the amount of subsidy to be granted under the MUSSS 2018/19 based on the assessment result of his/her family’s eligibility in the Household Application. The student only has to submit the completed and signed application form (M1) together with copies of required supporting documents specified in **Attachment III** of the Guidance Notes to the EDB. Completion and submission of the Means Test Assessment Form (M2) are not required.
- (6) If the family of the student **has not submitted** the Household Application for Student Financial Assistance Schemes for the 2018/19 academic year **to the SFO**, he/she should submit the completed **application form (M1) and Means Test Assessment Form (M2)** together with copies of required supporting documents to the EDB by post for the SFO to conduct the means test.

7.5 Part IV Particulars of the Student’s Father/Mother/Guardian

1. Item 1 & 2: Please provide the name of the father/mother/guardian of the student and affix a copy of the HKID Card or other identity document of the father/mother/guardian of the student to the **Appendix** of the application form.
2. Item 4: Please provide the telephone number of the father/mother/guardian of the student.
3. Item 5: Please put a ✓ in the appropriate box to indicate whether or not the student is aged under 18; and if yes, the person named in Part IV shall be both “the applicant” and the bank account holder in Part I.

Part IV Particulars of the Student's Father/Mother/Guardian
(For "means-tested subsidy" applicants only, i.e. those who have chosen option 1 or 2 in Part II)

1. Name in English																
2. Name in Chinese	_____															
3. Relationship with the Student	_____															
4. Contact Tel. No.	Hong Kong:						Mainland China:						(if applicable)			
5. Is the person named in this part both "the applicant" ^{Note(1)} and the bank account holder in Part I because the student is aged under 18? (Please put a "✓" in the appropriate box.)	<input type="checkbox"/> Yes		<input type="checkbox"/> No													

7.6 Part V For "Non-Means-Tested Subsidy" Applications

Students applying for the "non-means-tested subsidy" shall fill in their Hong Kong Diploma of Secondary Education (HKDSE) Examination results (except for students studying at Huaqiao University through the "Pilot Scheme on the Articulation of Hong Kong Sub-degree Graduates to Huaqiao University").

Part V For "Non-Means-Tested Subsidy" Applicants Who Have Chosen Option 1 or 3 in Part II

1. Hong Kong Diploma of Secondary Education (HKDSE) Examination Results	Chinese Language: Mathematics:	English Language: Liberal Studies:
2. Pilot Scheme on the Articulation of Hong Kong Sub-degree Graduates to Huaqiao University (If applicable, please put a "✓" in the box on the right. Skip item 1 and disregard the requirement to provide the HKDSE Examination results)	<input type="checkbox"/> I am pursuing / will pursue study in the Huaqiao University through the "Pilot Scheme on the Articulation of Hong Kong Sub-degree Graduates to Huaqiao University".of Hong Kong Sub-degree Graduates to Huaqiao University".	

7.7 Part VI Declaration

Please read the declaration carefully. If the student, father/mother/guardian of the student and his/her spouse fully understand and agree to the contents of the declaration in Part VI, they should sign in the appropriate space with the date.

7.8 The Means Test Assessment Form (M2) is only for completion by the father/mother/guardian of the student who has not submitted the Household Application for Student Financial Assistances Schemes for the 2018/19 academic year to the SFO and is applying for the "means-tested subsidy".

7.8.2 Part II Particulars of Family Members

7.8.2.1 Spouse of the person named in Part I, the student and unmarried children residing with the family

A. Spouse of the person specified in Part I	
1. Name in Chinese	黃 小 芬
2. Name in English	W O N G S I U F A N
3. Year of Birth	1 9 6 2
4. HKID Card No.	B 1 2 3 4 5 6 (7) <i>(If not available, please provide other identity document type and number in the boxes below)</i>
	Other Identity Document Type: (Please refer to paragraph 7.8.1.1 of the Guidance Notes)
	Other Identity Document No.:
5. HK Mobile Phone No./@	9 1 2 3 5 6 7 8

B. Unmarried children residing with the person named in Part I (including (i) the student; (ii) for children other than the student, please provide a list starting from the youngest child)		
	Student	Other unmarried child residing with the family 1
1. Name in Chinese	陳 小 芳	陳 太 明
2. Name in English	C H A N S I U F O N G	C H A N T A I M I N G
3. Date of Birth	D 0 1 M 0 1 Y 2 0 0 1	D 0 1 M 0 1 Y 1 9 9 6
4. HKID Card No./ Birth Certificate No.	D 1 2 3 4 5 6 (7)	C 1 2 3 4 5 6 (7)
If not available, please provide:		
Other Identity Document Type	(Please refer to Paragraph 7.2.1 of the Guidance Notes.)	(Please refer to Paragraph 7.8.1.1 of the Guidance Notes.)
Other Identity Document No.		
5. Status in 2017-18	# <input checked="" type="checkbox"/> A. Attending schools <input type="checkbox"/> B. In employment <input type="checkbox"/> C. Unemployed <input type="checkbox"/> D. Others	# <input checked="" type="checkbox"/> A. Attending schools <input type="checkbox"/> B. In employment <input type="checkbox"/> C. Unemployed <input type="checkbox"/> D. Others

Please put a "✓" in the appropriate box.

- If there are more than 4 unmarried children residing with the family, please provide their information on a supplementary sheet signed by the student's father/mother/guardian (see Section B, Part II of Form M2). Please submit copies of identity documents of these children together with the application form.
- The spouse of the student's father/mother/guardian, and unmarried children residing with the family in receipt of CSSA will not be counted as "family members" under the AFI mechanism.

7.8.2.2 Dependent parents of the person named in Part I

- Dependent parents refer to the parents of the person named in Part I or of his/her spouse, or the dependent grandparents of the student. At the time of application, they should not be CSSA recipients. Throughout the normal assessment year (1 April 2017 to 31 March 2018), they must not be employed, and must satisfy any one of the following conditions for at least 6 months -
 - resided with the family of the student's father/mother/guardian; or
 - resided in premises owned or rented by the student's father/mother/guardian or his/her spouse; or

- (C) resided in an elderly home and the expenses were fully paid by the student's father/mother/guardian or his/her spouse OR totally supported by the student's father/mother/guardian or his/her spouse.

Remarks: The student's father/mother/guardian or his/her spouse should continue to support the dependent parents named in the application form in the 2018/19 academic year and the form of support should be similar to that in the year of assessment. As the number of family members may affect the level of subsidy directly, the student's father/mother/guardian should send the completed application form together with documentary proof for supporting his/her parents (e.g. tenancy agreement, residential address proof or receipt of the home for the elderly, etc.) to the EDB by post.

2. If there are more than 2 dependent parents, please provide a supplementary sheet of information signed by the student's father/mother/guardian (see Section C, Part II of Form M2). Please submit copies of the identity documents of the dependent parents together with the application form.

Please fill in the particulars of the dependent parent and attach a copy of his/her identity document (such as Hong Kong Identity Card) and documentary proof for supporting him/her.

Please put a "✓" in the appropriate box. For "Yes", skip Section C; for "No", proceed to the rest of Section C and refer to Paragraph 7.8.2.2 of this Guidance Notes for the definition of "dependent parent".

C. Is/are the dependent parent(s) of the person named in Part I the recipient(s) of the Comprehensive Social Security Assistance (CSSA)? # Yes No
 (If "Yes", please skip Section C. If "No", please proceed to the rest of Section C and refer to Paragraph 7.8.2.2 of the Guidance Notes for the definition of "dependent parent".) Please also provide supporting documents for verification of the dependence of the parents, including tenancy agreement, residential address proof or receipt for residing in an elderly home, etc.)

Name of Dependent Parent	HKID Card No. (please provide a copy) and Year of Birth	Dependency Status (Please put a ✓ in the appropriate box) at least 6 months between 1.4.2017 and 31.3.2018		
		Residing with the family of the person specified in Part I	Residing in premises owned or rented by the person specified in Part I or his/her spouse	Resided in an elderly home and the expenses were fully paid by the person specified in Part I or his/her spouse OR totally supported by the person specified in Part I or his/her spouse
(1) Name in Chinese 陳 大 福	KID Card No.: E 1 2 3 4 5 6 () or Other Identity Document Type: (Please refer to Paragraph 7.8.1.1 of the Guidance Notes.) Other Identity Document No.: Year of Birth: 1 9 4 0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the dependent parent is not a holder of the Hong Kong Identity Card, please fill in the type and number of other identity document with reference to Paragraph 7.8.1.1 of this Guidance Notes.

The student's father/mother/guardian should read the definitions of dependence as set out in (A), (B) and (C) under Paragraph 7.8.2.2 carefully and put a "✓" in the appropriate box.

7.8.3 Part III Residential Address

The student’s father/mother/guardian should provide his/her residential address in this part unless the address is the same as the correspondence address provided in Part I.

7.8.4 Part IV Family Income

If the student’s father/mother/guardian or his/her spouse or unmarried working children residing with the family have been unemployed in the year of assessment, please provide information as illustrated in the examples.

Please provide the total income (integer without decimal places) for the period from 1 April 2017 to 31 March 2018. **An estimated amount will not be accepted. Please provide the actual amount.** For other sources of income such as rental income (see item 10 under “Items of income that need to be reported” in Paragraph 7.8.4.1 of this Guidance Notes), contribution from children not residing with the family/relatives and friends, alimony or interest from investments, please state the amount in the appropriate box.

Father/mother/guardian of the student and his/her family member(s)	Mode of Employment	Position (Please specify the period if the position is not held for the entire year)	Total Annual Income (\$)				For Office Use	
			(including bonus/allowance/part-time income (excluding Mandatory Provident Fund/Provident Fund contribution by employee))					
① Father/mother/guardian of the student	# <input checked="" type="checkbox"/> Full-time	Unemployed (1.4.17 - 30.4.17)	Salary (\$)	8	0	0	0	
	# <input type="checkbox"/> Part-time	Clerk (1.5.17 - 31.2.17)	Business profit (\$)	4	5	0	0	
		Self-employed Driver (1.1.17 - 31.3.17)						
② Spouse of the person specified in Item 1 above	# <input type="checkbox"/> Full-time	Housewife (1.4.17 - 30.9.17)	Salary (\$)	9	0	0	0	
	# <input checked="" type="checkbox"/> Part-time	Part-time Cashier (1.10.17 - 31.3.18)	Business profit (\$)					
③ Unmarried child residing with the person specified in Item 1 above (if applicable) Name: _____	# <input checked="" type="checkbox"/> Full-time	Waiter (1.4.17 - 10.6.17)	Salary (\$)	3	6	0	0	
	# <input type="checkbox"/> Part-time	Unemployed (11.6.17 - 31.3.18)	Business profit (\$)					
④ Unmarried child residing with the person specified in Item 1 above (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 from properties/lands/car parking spaces/vehicles/vessels (\$)	Interest income from fixed deposits, stocks, bonds etc.(\$)	Alimony (\$)			
	1 2 0 0 0		9 6 0 0 0	5 0 0 0				
	Pension (excluding lump sum retirement gratuity) (\$)		Widow's & Children's Compensation (\$)	Others (\$)				
Total =			283000					

The total amount is for reference only. The EDB/SFO will assess the eligibility of a family and the level of subsidy to be granted according to the AFI mechanism stated in Paragraph 3 of this Guidance Notes.

7.8.4.1 Types of income earned by the family both in and outside Hong Kong that should be reported are listed below for reference. For the required documentary proof, please refer to **Attachment III**.

Items of income that need to be reported		Items of income that need not be reported	
1	Salaries (including the salaries of the student's father/mother/guardian and his/her spouse, and the salaries of the student's unmarried siblings residing with the family from his/her full-time, part-time or temporary jobs, <u>excluding Mandatory Provident Fund/Provident Fund contribution by employee</u>)	1	Old age allowance (i.e. fruit grant)/Old age living allowance
2	Double pay/Leave pay	2	Disability allowance
3	Allowance (including overtime/living/housing or rent/transport/travel/subsistence/education/shift allowance, etc.)	3	Long service pay/Contract gratuity
4	Bonus/Incentive/Commission/Tips	4	Severance pay
5	Research studentship	5	Loans
6	Wages in lieu of notice of dismissal	6	Lump sum retirement gratuity/Provident Fund
7	Business profits and other income earned by means of self-employment, such as hawking, driving a taxi/minibus/lorry, and fees for services rendered, etc.	7	Inheritance
8	Alimony	8	Charity donations
9	Contribution from person(s) not residing with the student's parents or guardian's family to any of the family member(s) (including provision of money/housing/remittance or contribution for mortgage repayment/rent/water/electricity/gas or other living expenses)	9	Comprehensive Social Security Assistance
10	Interest income from fixed deposits, stocks, and bonds, etc.	10	Retraining allowance/Work Incentive Transport Subsidy/ Working Family Allowance
11	Rental income from properties, lands, car parking spaces, vehicles or vessels (including in Hong Kong, the Mainland and overseas)	11	Insurance/accident or injury indemnity
12	Monthly pension/Widow's & Children's Compensation	12	Mandatory Provident Fund/Provident Fund contribution by employee

7.8.4.2 **The father/mother/guardian of the student should provide his/her annual income proof and that of all the family member(s) under employment.** If the Self-prepared Income Breakdown (i.e. **Attachment IV**) or the Income Certificate (i.e. **Attachment V**) is provided as income proof, the EDB/SFO may still require the father/mother/guardian of the student to provide his/her bank passbook, salary statement or other income proof for reference. If income proof cannot be produced for special reasons, the father/mother/guardian of the student should notify the EDB/SFO in writing, providing justifiable reasons and a detailed account of his/her income, and sign the explanatory letter. If the explanation or documents provided cannot substantiate the reported income information of the family member(s) concerned (e.g. self-prepared income statements), the EDB/SFO may assess the income of the father/mother/guardian of the student and that of his/her family member(s) based on the data/information provided by the relevant government departments (e.g. Census and Statistics Department). In assessing the family income, if necessary, the EDB/SFO may require the father/mother/guardian of the student to

provide documentary proof for items of income that need not be reported (see table above) or seek clarification pertaining to the sources of money for daily expenses of the family such as savings and loans. The EDB/SFO may also request the father/mother/guardian of the student to produce documentary proof including bank savings records, declarations signed by the debtor, etc. In the event that no valid proof is provided, the EDB/SFO may include the money in question in the calculation of family income.

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

Name	Nature of incapacity or chronic illness	Medical expenses incurred within the assessment period (\$)						
<i>LEE Tai-ming</i>	<i>Suffering from diabetes and requiring regular medical treatment</i>	<table border="1"> <tr> <td></td> <td>1</td> <td>0</td> <td>4</td> <td>0</td> <td>0</td> </tr> </table>		1	0	4	0	0
	1	0	4	0	0			

7.8.5.1 If the father/mother/guardian of the student has to pay for the medical expenses of family members (those who are chronically ill or permanently incapacitated) during the period from 1 April 2017 to 31 March 2018, he/she may state the details and the medical expenses so incurred in Part V of Form M2. The father/mother/guardian of the student should provide relevant medical certificate(s) and receipt(s) issued by the hospitals/clinics/registered practitioners for consideration of deducting such expenses. (The deductible amount for each family member is capped at \$20,530 per year for the 2018/19 academic year).

7.8.6 Part VI Supplementary Information on the Father/Mother/Guardian of the Student

The father/mother/guardian of the student, if necessary, may provide special information about his/her family or the receipt of CSSA in this part. Otherwise, please leave this part blank.

1. If the student/unmarried child/children residing with the family named in Part II is/are not the biological child/children of the father/mother/guardian of the student, please specify his/her/their name(s) and state the reasons for the application not being submitted by the biological parent(s) of the student and provide relevant proof.
2. If the family of the father/mother/guardian of the student was in receipt of CSSA any time during the period between 1 April 2017 and the time of submission of application, please specify the relevant duration, names of the family members in receipt of CSSA and quote the CSSA reference number.
WONG Siu-fan and CHAN Tai-ming received CSSA during the period from 1 April 2017 to 30 September 2017. The CSSA reference number was ABC-C-123456.
3. If the father/mother/guardian of the student has experienced special financial hardship, please give details of the situation, the duration of such hardship, and submit supporting documents.

7.8.7 Part VII Declaration

The student or father/mother/guardian of the student and his or her spouse (if applicable) should read the declaration carefully, then sign and mark the date in the appropriate space on the form.

8. Supporting Documents Required

8.1 Please refer to **Attachment III** and submit the application form and supporting documents according to the number of copies required.

- 8.2 (Applicable to “means-tested subsidy” applications) Please submit documentary proof of the total income for the period from 1 April 2017 to 31 March 2018 in accordance with the requirements listed below:

Salaried person	<ol style="list-style-type: none"> (1) Tax Demand Note issued by the Inland Revenue Department; if not available (2) Employer’s Return of Remuneration and Pensions Form; if not available (3) Salary statement; if not available (4) Statement showing payment of salaries, allowances, etc. (together with the page showing the name of the bank account holder) (Please highlight the relevant entries and provide explanatory notes using colour pens. For credit entries other than income, please indicate the sources next to the entries, otherwise the EDB/FSO may include such entries in the calculation of family income); if not available (5) Original Income Certificate certified by the employer (See Attachment V), etc.
Self-employed driver or person running a business (including sole proprietorship business/partnership business/limited company)	<ol style="list-style-type: none"> (1) Profit and Loss Account verified by a Certified Public Accountant; if not available (2) Self-prepared Profit and Loss Account (See Attachment VI); and (3) Notice of Personal Assessment (if applicable).
Salaried or self-employed person who cannot produce any income proof	<ol style="list-style-type: none"> (1) Please provide a self-prepared income breakdown detailing your monthly income throughout the year and explaining why proof of income cannot be produced with reference to Attachment IV. (If the father/mother or guardian of the student fails to provide justifiable reasons, the EDB/SFO may not process the application further.)
Person with rental income	<ol style="list-style-type: none"> (1) Tenancy Agreement; if not available (2) Bank statement showing rental income deposits (together with the page showing the name of the bank account holder) (Please highlight the relevant entries and provide explanatory notes using colour pens. For credit entries other than income, please indicate the sources next to the entries, otherwise the EDB/FSO may include such entries in the calculation of family income).

9. Enquiries

For enquiries relating to the MUSSS, please contact the EDB/SFO at:

EDB Hotline (General Enquiry) : 2827 1112

SFO Hotline (Means Test) : 3622 3775

Postal address for submitting applications: Education Bureau, P.O. Box 23448, Wan Chai Post Office.
(Please specify “Application for MUSSS”)

ATTENTION

- *If the student/applicant fails to submit the required documents without full justifications, the application will not be considered.*
- *All applications and documents submitted will not be returned. If necessary, the student/applicant should retain copies of the relevant documents.*

Education Bureau
The Government of the Hong Kong Special Administrative Region
June 2018

List of Designated Mainland Institutions under Mainland University Study Subsidy Scheme 2018/19

<u>Beijing Municipality</u>	China Foreign Affairs University [^]	University
China Central Academy of Fine Arts [^]	Capital Normal University [^]	Harbin Engineering University
Central Conservatory of Music	North China Electric Power University	Harbin Institute of Technology
The Central Academy of Drama [^]	Tsinghua University	
Central University of Finance and Economics	University of International Business and Economics	<u>Shanghai Municipality</u>
Minzu University of China		Shanghai University
Renmin University of China		Shanghai University of Traditional Chinese Medicine
People's Public Security University of China [^]	<u>Tianjin Municipality</u>	Shanghai International Studies University
China University of Petroleum (Beijing)	Tianjin University	Shanghai Jiao Tong University
China University of Geosciences (Beijing)	Tianjin Polytechnic University [^]	Shanghai Conservatory of Music [^]
China University of Political Science and Law	Tianjin University of Traditional Chinese Medicine	Shanghai Normal University
China Conservatory of Music [^]	Tianjin Normal University	Shanghai New York University [^]
Communication University of China	Tianjin Medical University	Shanghai Ocean University [^]
China Agricultural University	Hebei University of Technology	Shanghai University of Finance and Economics
China University of Mining and Technology (Beijing)	Nankai University	Shanghai University of Sport [^]
Peking University		Tongji University
Beijing University of Chinese Medicine	<u>Hebei Province</u>	Donghua University
Beijing Foreign Studies University	North China Electric Power University (Baoding)	Fudan University
Peking Union Medical College [^]		East China University of Political Science and Law
Beijing Institute of Fashion Technology	<u>Shanxi Province</u>	East China Normal University
Beijing Normal University	Tai Yuan University of Technology	East China University of Science And Technology
Beijing Language and Culture University		The Second Military Medical University
Beihang University	<u>Inner Mongolia Autonomous Region</u>	
Beijing Forestry University	Inner Mongolia University	<u>Jiangsu Province</u>
Beijing Institute of Technology		China Pharmaceutical University
Beijing Jiaotong University	<u>Liaoning Province</u>	China University of Mining and Technology
Beijing Sport University	Dalian Maritime University	Jiangnan University
Beijing University of Chemical Technology	Dalian University of Technology	Hohai University
Beijing University of Posts and Telecommunications	Northeastern University	Southeast University
Beijing University of Technology	Liaoning University	Nanjing University
University of Science and Technology Beijing	Liaoning University of Traditional Chinese Medicine [^]	Nanjing University of Chinese Medicine
		Nanjing Forestry University [^]
	<u>Jilin Province</u>	Nanjing University of Information Science & Technology [^]
	Jilin University	Nanjing Normal University
	Yanbian University	Nanjing University of Science and Technology
	Northeast Normal University	Nanjing University of
	<u>Heilongjiang Province</u>	
	Northeast Forestry University	
	Northeast Agricultural	

Aeronautics and Astronautics
Nanjing University of Posts and Telecommunications^
Nanjing Agricultural University
Soochow University

<u>Zhejiang Province</u>
China Academy of Art^
Zhejiang University
Zhejiang Chinese Medical University
Zhejiang Normal University
Zhejiang Sci-Tech University
Wenzhou Medical University
Ningbo University

<u>Anhui Province</u>
University of Science and Technology of China
Hefei University of Technology
Anhui University

<u>Fujian Province</u>
Huaqiao University
Jimei University
Xiamen University
Fuzhou University
Fujian University of Traditional Chinese Medicine
Fujian Normal University

<u>Jiangxi Province</u>
Jiangxi University of Traditional Chinese Medicine
Nanchang University

<u>Shandong Province</u>
Shandong University
China University of Petroleum
Ocean University of China

<u>Henan Province</u>
Henan University^
Zhengzhou University

<u>Hubei Province</u>
China Three Gorges University
Zhongnan University of Economics and Law
China University of Geosciences (Wuhan)

Wuhan University
Wuhan University of Technology
Hubei University of Chinese Medicine
Central China Normal University
Huazhong Agricultural University
Huazhong University of Science & Technology

<u>Hunan Province</u>
Central South University
National University of Defense Technology
Hunan University
Hunan Normal University

<u>Guangdong Province</u>
Sun Yat-sen University
Beijing Normal University, Zhuhai
Shantou University
Southern Medical University
Xinghai Conservatory of Music
Shenzhen University
South China Normal University
South China University of Technology
Jinan University
Zhaoqing University
Shaoguan University
Guangzhou University
Guangzhou University of Chinese Medicine
The Guangzhou Academy of Fine Arts
Guangzhou Medical University
Guangdong University of Technology
Guangdong University of Foreign Studies
Guangdong University of Finance
Guangdong University of Finance and Economics
Guangdong Medical University
Guangdong Pharmaceutical University

<u>Guangxi Zhuang Autonomous Region</u>
Guangxi University
Guangxi University Chinese Medicine
Guangxi Normal University
Guangxi Medical University

<u>Hainan Province</u>
Hainan University

<u>Chongqing Municipality</u>
Southwest University
Southwest University of Political Science and Law
Chongqing University

<u>Sichuan Province</u>
Sichuan University
Sichuan Normal University
Sichuan Agricultural University
Southwest Petroleum University^
Southwest Jiaotong University
Southwestern University of Finance and Economics
Chengdu University of Traditional Chinese Medicine
Chengdu University of Technology^
University of Electronic Science and Technology of China

<u>Guizhou Province</u>
Guizhou University

<u>Yunnan Province</u>
Yunnan University
Yunnan Normal University

<u>Tibet Autonomous Region</u>
Tibet University

<u>Shaanxi Province</u>
Northwest University
Northwestern Polytechnical University
Northwest A&F University
Xian Jiaotong University
Xidian University
Changan University
Shaanxi Normal University

The Fourth Military Medical University
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<u>Gansu Province</u>

Lanzhou University

<u>Qinghai Province</u>

Qinghai University

<u>Ningxia Autonomous Region</u>

Ningxia University

<u>Xinjiang Autonomous Region</u>
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Shihezi University

Xinjiang University

Remarks:

^ Newly-included institutions under the MUSSS for the 2018/19 academic year

Attachment II
Front of an addressed envelope



**Education Bureau,
P.O. Box 23448, Wan Chai Post Office
(Application for “MUSSS”)**

Please Affix Sufficient
Postage here

Attachment III

Mainland University Study Subsidy Scheme 2018/19 Checklist of Application Form and Required Supporting Documents

Please put a tick “✓” in the box to indicate that copy(ies) of the supporting document is/are attached

Document	Quantity	<input type="checkbox"/>
1 Application Form for Mainland University Study Subsidy Scheme 2018/19 (M1) with attachments (affixed with copies of HKID Cards of the student, his/her father/mother/guardian and other family member(s))	1	<input type="checkbox"/>
2 Copy of the student’s One-way Permit (if the student does not have the right of abode or the right to land in Hong Kong)	1	<input type="checkbox"/>
3 Copy of documentary proof that shows the student has received and completed senior secondary education in Hong Kong (please specify the type of proof: _____) (For details about the types of proof for receiving and completing senior secondary education in Hong Kong, please refer to Item 2, Paragraph 7.2 of the Guidance Notes)	2	<input type="checkbox"/>
4 Copy of documentary proof that shows the student is studying at/has been admitted to a designated Mainland institution	2	<input type="checkbox"/>
5 Copy of documentary proof that shows the bank account held by the applicant ^(Note 3) (e.g. the passbook page showing the name of the account holder, monthly statement, etc.) (Please make sure you have provided required bank account information so as to cause no delay in disbursement of subsidy, if approved)	2	<input type="checkbox"/>

Applicable to “means-tested subsidy” ^(Note 1) applications

6 Means Test Assessment Form of Mainland University Study Subsidy Scheme 2018/19 (M2) (if applicable) ^(Note 1)	1	<input type="checkbox"/>
7 Copy of income proof of the father/mother/guardian and other relevant family member(s) of the student (For details about the types of family income proof, please refer to Paragraph 8.2 of the Guidance Notes)	2	<input type="checkbox"/>
8 Self-prepared Income Breakdown in Attachment IV of the Means Test Assessment Form (if applicable) (For family members who, for special reasons, cannot produce any income proof, please provide justifiable reasons in writing and complete <u>Attachment IV</u> to give a detailed account of his/her income and the reasons for not being able to produce such proof)	2	<input type="checkbox"/>
9 (If the student comes from a single-parent family) Copy of documentary proof for separation/divorce or the spouse’s death certificate. If no documentary proof is available, please provide justifiable reasons on a note signed by the father/mother/guardian	2	<input type="checkbox"/>
10 Copy of documentary proof for unavoidable medical expenses (only for family members who are chronically ill or permanently incapacitated) during the period from 1 April 2017 to 31 March 2018 (if applicable)	2	<input type="checkbox"/>
11 Documentary proof attesting to any other special information on family circumstances (if applicable) (If there is other special information on family circumstances that the student wishes to provide for our special consideration, he/she should provide separately an explanatory note with relevant documentary proof attached)	2	<input type="checkbox"/>

Applicable to “non-means-tested subsidy” applications

12 Copy of the student’s Hong Kong Diploma of Secondary Education Examination results notice/certificate or other certification documents of examination results ^(Note 2)	2	<input type="checkbox"/>
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Remarks: *Before submitting the application, please check carefully that the application form (M1) and/or the Means Test Assessment Form (M2) (if applicable)^(Note 1) has/have been duly completed and signed. The form(s) together with copies of the required supporting documents should be sent to the EDB by post with sufficient postage. Insufficient postage will lead to non-delivery of the application forms, in which case the EDB will not be able to process the application. Applicants should write their correspondence address at the back of the addressed envelope to avoid wrong/unsuccessful delivery.*

Attention

Eligible students should submit, **on or before 21 August 2018** (for students who entered designated Mainland institutions **before the 2018/19 academic year**) or **21 September 2018** (for students who will **enter their first year in designated Mainland institutions in the 2018/19 academic year**), the completed application forms and relevant supporting documents to the EDB by post to P.O. Box 23448, Wan Chai Post Office. (Please specify “Application for MUSSS”)

Notes

- (1) If the family of the student applying for the “means-tested subsidy” **has submitted** the Household Application for Student Financial Assistance Schemes for the 2018/19 academic year to the SFO, the EDB will consider the eligibility of the applicant and the amount of subsidy to be granted under the MUSSS 2018/19 based on the assessment result of his/her family’s eligibility in the Household Application. The applicant only has to submit the completed and signed application form (M1) together with copies of the required supporting documents specified in this Attachment to the EDB. Completion and submission of the Means Test Assessment Form (M2) **are not required**.

If the family of the student applying for the “means-tested subsidy” **has not submitted** the Household Application for Student Financial Assistance Schemes for the 2018/19 academic year to the SFO, the applicant should submit the completed application form (M1) and Means Test Assessment Form (M2) together with copies of the required supporting documents to the EDB by post for the SFO to conduct the means test.

- (2) Not applicable to students admitted to the Huaqiao University through the “Pilot Scheme on the Articulation of Hong Kong Sub-degree Graduates to Huaqiao University”.
- (3) Students **aged 18** or above shall be deemed “the applicant”. For students **aged under 18**, their father/mother/guardian shall act as “the applicant”.

Attachment IV**Self-prepared Income Breakdown**

(For family members of the student who cannot provide income proof in his/her work capacity such as hawker/construction worker/renovation worker/casual worker/cleansing worker)

(Please fill in **all** of the following items)

(To be filled in directly)

WARNING: The personal data given in this statement should be true and complete. It is an offence to obtain property/pecuniary advantage by deception. Offenders are liable, on conviction, to imprisonment for a maximum of 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).

Name of the family member engaged in the following industry : _____

(Each self-prepared income breakdown **should contain the income information of ONE family member only**)

The relationship between this family member and the student: # Father of the student/Mother of the student /Guardian of the student/Unmarried sibling residing with the student (#please delete as appropriate)

Nature of Industry (e.g. construction) : _____

Position (e.g. construction worker) : _____

Actual Income (Please fill in actual rather than rough figures. If there is no income in a specific month, please fill in \$0 instead of leaving it blank. For payment made in arrears, please refer to this example: If the salary earned for April is paid in May, you should enter the amount received in May in the space for April)

2017**2018**

April	: HK \$	_____	September	: HK \$	_____	January	: HK \$	_____
May	: HK \$	_____	October	: HK \$	_____	February	: HK \$	_____
June	: HK \$	_____	November	: HK \$	_____	March	: HK \$	_____
July	: HK \$	_____	December	: HK \$	_____			
August	: HK \$	_____						
Total Annual Income		: HK \$	_____					

Payment method (Please put “√” in the appropriate box. More than one item may be selected)

A. By cash/cash cheque

B. By crossed cheque/direct credit (Please provide a copy of the transaction record together with the passbook page showing the name of the bank account holder, **circle relevant entries with a colour pen and calculate the total amount** for verification. **For credit entries other than income, please indicate the sources next to the entries; otherwise such entries might be included in the calculation of family income**)

Reason(s) for not being able to provide income proof (Please put a “√” in the appropriate box)

A. I have no stable employer.

B. The company I last worked for has closed down so I cannot obtain documentary proof from my former employer, and I do not have any other income proof.

C. Others, please specify: _____

Declaration: I declare that the above information is true and complete.

Signature of the family member engaged in the above industry (if not the father/mother/guardian of the student) : _____

Name of Student's Father/Mother/Guardian : _____ HKID Card No.: _____

Signature of Student's Father/Mother/Guardian : _____ Date : _____

**Income Certificate of the Student's
Father/Mother/Guardian/Unmarried Sibling Residing with the Family#**

(Applicable to salaried person who cannot provide income proof in respect of items 1 to 4 under Paragraph 8.2 of the Guidance Notes)

(This attachment must be certified by the employer of the person concerned)

INCOME CERTIFICATE

This is to certify that _____ (HKID Card No. _____) is employed by this company as _____. His/Her total salary (including allowance, commission, bonus, double pay, leave pay and other income (including income earned in Hong Kong, the Mainland and overseas), but excluding Mandatory Provident Fund/Provident Fund contribution by employee) during the period from 1 April 2017 to 31 March 2018 (please specify the exact duration of employment within this period if it was less than 12 months: _____ to _____) is *HK\$ _____ (please fill in actual rather than rough figures).

Signature of Employer: _____ Name of Employer: _____

Company Chop: _____ Telephone No.: _____

Company Address: _____

Date: _____

(Note: The original copy of this Certificate must bear the company chop and telephone number of the employer. Where amendment or correction has been made, the employer should initial to indicate endorsement)

* Please specify the currency if the salary is not paid in Hong Kong dollars.

Please delete as appropriate.

WARNING: The personal data provided in this statement must be true and complete. It is an offence to obtain property/pecuniary advantage by deception. Offenders are liable, on conviction, to imprisonment for a maximum of 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).

Profit & Loss Account(For self-employed taxi driver/lorry driver/
minibus driver)

(To be filled in directly)

Name of the family member engaged in the following occupation : _____	
Taxi driver/Lorry driver/Minibus driver (please circle one only)	
Vehicle owner/Vehicle lessee (please circle one only)	
Licence number (for vehicle owners) : _____	
<u>(I) Profit & Loss Account</u> (From 1 April 2017 to 31 March 2018)	
<u>Income</u> (HK\$)	
1. Rental (for vehicle owners only)	\$ _____
2. Profit from operating business	\$ _____
3. Others (please list all the items and give a breakdown of the amounts)	\$ _____
(A) Gross income	\$ _____
<u>Expenditure</u> (excluding vehicle mortgage payments) (HK\$) (Items 1 and 2 apply to vehicle lessees, and items 2 to 5 apply to vehicle owners)	
1. Vehicle rental fee	\$ _____
2. Fuel charges	\$ _____
3. Insurance premium	\$ _____
4. Maintenance costs	\$ _____
5. Licence fee	\$ _____
6. Others (please specify the items and give a breakdown of the amounts)	\$ _____
(B) Total expenditure	\$ _____
Net profit	\$ _____
(i.e. (A) Gross income – (B) Total expenditure)	
(Please enter this amount in Part IV “Family Income” of Form M2)	
*If the gross income is less than the total expenditure (i.e. (A)-(B) < 0), there is a deficit, which will not be counted, i.e. business loss cannot be deducted from the total family income.	
Remarks (reasons for not being able to provide income proof): _____	
Signature of family member engaged in the above occupation (if not the father/mother/guardian of the student) : _____	
Name of student’s father/mother/guardian : _____	
HKID Card No. of student’s father/mother/guardian : _____	
Signature of student’s father/mother/guardian : _____	
Date : _____	

Profit & Loss Account(For person running a business
(including sole proprietorship/partnership business))

(To be filled in directly)

Name of the family member running the following company (Owner) : _____	
Name of company : _____	
Nature of business : _____	
Company address : _____	
Sole proprietorship or partnership : _____ (_____ %)	
(For partnership, please state the profit sharing ratio, e.g. Partnership (50%))	
<u>(I) Profit & Loss Account</u> (From 1 April 2017 to 31 March 2018)	
(A) <u>Gross profit</u> (HK\$)	\$ _____
<u>Expenditure</u> (HK\$) (The following items are the running costs of the business and should not cover any household expenses.)	
Cost of purchasing merchandise	\$ _____
Water charges	\$ _____
Electricity charges	\$ _____
Gas charges	\$ _____
Telephone charges	\$ _____
Rental and rates	\$ _____
Salary of employees other than those marked “#” below	\$ _____
Transportation costs	\$ _____
Travelling expenses	\$ _____
Insurance premium	\$ _____
Fees for repair and maintenance of machinery	\$ _____
Others (please specify the items and give a breakdown of amounts)	\$ _____
<u>Other expenditure</u> (HK\$)	
#Salary of the owner paid by this company	\$ _____
#Salary of other family member(s) (Name(s): _____) paid by this company	\$ _____
(B) <u>Total expenditure</u> (HK\$)	\$ _____
Family income = (A) Gross income – (B) Total expenditure* + Salary of owner/other family member(s) paid by this company#	= HK\$ _____
(Please enter this amount in Part IV “Family Income” of Form M2)	
* If the gross income is less than the total expenditure (i.e. (A)-(B) < 0), there is a deficit, which will not be counted, i.e. business loss cannot be deducted from the total family income.	
Remarks (reasons for not being able to provide income proof): _____	
Signature of owner (if not the father/mother/guardian of the student) : _____	
Name of student’s father/mother/guardian : _____	
HKID Card No. of student’s father/mother/guardian : _____	
Signature of student’s father/mother/guardian : _____	
Date : _____	