

Guidance Notes on Application for Mainland University Study Subsidy Scheme 2023/24

1. Mainland University Study Subsidy Scheme

The Mainland University Study Subsidy Scheme (MUSSS) aims to support Hong Kong students in pursuing undergraduate studies on the Mainland and ensure that no students will be deprived of post-secondary education opportunity due to a lack of means. 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”. The subsidy is granted on a yearly basis, and 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 the same academic year. MUSSS is not subject to any quota.

For the 2023/24 academic year, there are 193 designated Mainland institutions (see **Attachment I**), including 132 institutions participating in the 2023/24 “Scheme for Admission of Hong Kong Students to Mainland Higher Education Institutions”. The subsidy amounts will be disbursed to eligible students based on the distance between the location of their institutions and Hong Kong, which will be grouped under the following three categories:

Type of Subsidy		Category		
		I	II	III
		Distance between the location of institutions and Hong Kong		
		Less than 450 km	Between 450 km and 1 000 km	Above 1 000 km
		HK\$	HK\$	HK\$
Means-tested	Full rate	17,700	18,400	19,400
	Half rate	8,900	9,200	9,700
Non-means-tested		5,900	6,200	6,500

MUSSS is administered by the Education Bureau (EDB) of the HKSAR 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 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

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 2023/24 academic year:

- having right of abode* or right to land in, or have entered Hong Kong on One-way Permits;
- having received and completed senior secondary education in Hong Kong; and
- pursuing undergraduate studies in any of the 193 designated Mainland institutions listed in **Attachment I** in the 2023/24 academic year.

**A student who is expected to receive his/her right of abode within the 2023/24 academic year may also apply.*

“Non-means-tested subsidy”

Students meeting the following criteria may apply for the “non-means-tested subsidy” for the 2023/24 academic year:

- (a) having right of abode or right* to land in, or have entered Hong Kong on One-way Permits*;
- (b) having received and completed senior secondary education in Hong Kong;
- (c) pursuing undergraduate studies in any of the 193 designated Mainland institutions listed in **Attachment I** in the 2023/24 academic year; and
- (d)(1) attained “3322” in the Hong Kong Diploma of Secondary Education Examination (HKDSE), 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” ; OR
- (d)(3) admitted to a Mainland institution through the “School Principal Nomination Scheme” under the “Scheme for Admission of Hong Kong Students to Mainland Higher Education Institutions”.

**A student who is expected to receive his/her right of abode within the 2023/24 academic year may also apply.*

All eligible students may submit application for 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. SFO is responsible for conducting the means test for the families of the “means-tested subsidy” applicants and submitting reports to 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) 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 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); and the contribution from relatives/friends (if applicable).
- (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 2023/24 academic year are listed in the table below (**please note that the AFI is not the average monthly income of a family**).

2023/24 academic year – AFI Groups between(\$)	Level of subsidy
0 – 43,495	Full *
43,496– 84,105	Half
> 84,105	Ineligible (unsuccessful application)

* The AFI thresholds for full-rate subsidy for 3 and 4-member families are \$52,657 and \$48,445 respectively in the 2023/24 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

2023/24 academic year – AFI Groups between(\$)	Level of subsidy
0 – 52,657	Full
52,658 – 84,105	Half
> 84,105	Ineligible (unsuccessful application)

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

2023/24 academic year – AFI Groups between(\$)	Level of subsidy
0 – 48,445	Full
48,446 – 84,105	Half
> 84,105	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)

2023/24 academic year – AFI Groups between(\$)	Level of subsidy
0 – 43,495	Full
43,496 – 84,105	Half
> 84,105	Ineligible (unsuccessful application)

(8) Assessment procedures

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 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 MUSSS. SFO will submit an assessment report to EDB setting out the eligibility and the level of subsidy to be granted to a student based on the results of the means test. EDB appointed agency will then verify the student's admission information with the Mainland institution concerned. Disbursement of the subsidy to eligible students through EDB appointed agency is subject to EDB's final approval.

4. Approval and disbursement of subsidy

EDB appointed agency will verify the student's admission information with the Mainland institution concerned. Subject to EDB's final assessment, disbursement of subsidy to eligible students would be made through EDB appointed agency. 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 EDB/SFO/EDB appointed agency. Insufficient information / misrepresentation of facts / providing false and misleading information will render the application processing deferred or application disqualified for further processing. EDB/SFO/EDB appointed agency may require the student/applicant to provide additional information for verification if necessary.
- 5.2 The personal data provided by the student/applicant in the application form will be used by EDB for one or more of the following purposes:
- Activities relating to the processing, authentication and assessment on eligibility and counter-checking of the application for subsidies;
 - Activities relating to matching of the personal data with the database of other relevant Government bureaux/departments or designated Mainland institutions in connection with the processing, authentication, assessment on eligibility and counter-checking of the application mentioned in (a) above;
 - Activities relating to matching of the personal data within the database of EDB for purposes of verifying/updating records of EDB; and
 - Activities relating to compilation of statistics, research and Government publications.
- 5.3 The provision of personal data required by the application form and during the processing of the application form is obligatory. In the event that the student/applicant does not provide those personal data, EDB may not be able to handle or further process the application.
- 5.4 The personal data the student/applicant provides will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
- other Government bureau and departments, including SFO and Social Welfare Department, for the purposes mentioned in paragraph 5.2 above;
 - the school in which the form relates for the purposes mentioned in paragraph 5.2 above;
 - personnel, agent, service provider or organizations, including EDB appointed agency and designated Mainland institutions, engaged by EDB to provide services or advice for purposes mentioned in paragraph 5.2 above;
 - where the student/applicant has given his/her prescribed consent to such disclosure; and
 - where such disclosure is authorised or required under the law or court order applicable to Hong Kong.
- 5.5 The student/applicant has the right to request access to and correction of his/her personal data held by EDB. Request for access or correction of personal data should be made in writing to Higher Education Division (Wan Chai Office), Education Bureau at P.O. Box No. 23448, Wan Chai Post Office or email to musss@edb.gov.hk.

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 EDB website (www.edb.gov.hk/musss) 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.** Eligible students are required to submit their applications via the MUSSS Electronic Application Platform (<https://musss.edb.gov.hk/>) or send the completed application forms by post to Education Bureau, P.O. Box 23448, Wan Chai Post Office, Hong Kong (please specify "Application for MUSSS") on or before **8 September 2023**.
- 6.3 It is expected that EDB/EDB appointed agency will notify the applicants of the results of their applications **by phases** by the **first quarter of 2024**. For successful applications, the subsidy will be disbursed by direct transfer to the bank account stated in Part I of the application form. 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, EDB/SFO will conduct random checks on some of the successful applications every year. 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 EDB/SFO staff. **Intentional obstruction to 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, EDB will generally not subsidise the length of study beyond the normal duration. Nevertheless, 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, 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 MUSSS.

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

7.3 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 MUSSS, eligible applicants can receive either “means-tested subsidy” or “non-means-tested subsidy” in a given academic year. If the applicant applies for both subsidies, his/her application for “non-means-tested subsidy” will only be processed if his/her application for “means-tested subsidy” is not approved.

Please put a “” in the appropriate box:

1. I am applying for “means-tested subsidy” under MUSSS 2023/24.
2. I am applying for “non-means-tested subsidy” under MUSSS 2023/24.
3. I am applying for both “means-tested subsidy” and “non-means-tested subsidy” under MUSSS 2023/24.

If you have chosen option 1, please complete Parts III and IV.

If you have chosen option 2, please complete Part V.

If you have chosen option 3, please complete Parts III, IV and V.

(For students aged under 18, please also complete Part IV.)

7.4 Part III Whether the Family of the Student Has Submitted the Household Application for Student Financial Assistance Schemes for the 2023/24 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 2023/24 academic year to SFO. **If yes**, please provide the application reference number assigned by SFO and submit the completed and signed application form (M1) together with copies of the required supporting documents specified in the application form to 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 submitted to EDB with copies of the required supporting documents for 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 2023/24 Academic Year (Applicable to “means-tested subsidy” applicants, i.e. those who have chosen option 1 or 3 in Part II)

1. Has the family of the student also submitted the Household Application for Student Financial Assistance Schemes for the 2023/24 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 number assigned by SFO (if available): _____
 No

Note:

- (5) If the family of the student **has submitted** the Household Application for Student Financial Assistance Schemes for the 2023/24 academic year **to SFO**, EDB will consider his/her eligibility and the amount of subsidy to be granted under MUSSS 2023/24 based on the assessment result of his/her family’s eligibility in the Household Application. The applicant only has to submit the completed application form (M1) together with copies of required supporting documents specified in **Attachment II** of the Guidance Notes (M3) to 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 2023/24 academic year **to SFO**, the applicant should submit the completed **application form (M1) and Means Test Assessment Form (M2)** together with copies of required supporting documents to EDB for SFO to conduct the means test.

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

- 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.
- Item 4: Please provide the telephone number of the father/mother/guardian of the student.
- 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
(Applicable to (i) applicants applying for “means-tested subsidy”, i.e. those who have chosen option 1 or 3 in Part II; and (ii) Students aged under 18 and applying for “non-means-tested subsidy”)

1. Name in English	C	H	A	N		T	A	I		M	A	N							
2. Name in Chinese	陳大文																		
3. Relationship with the Student	Father and daughter																		
4. Contact Tel. No.	Hong Kong: 91234567									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 “ <input checked="" type="checkbox"/> ” in the appropriate box)	<input type="checkbox"/> Yes									<input checked="" type="checkbox"/> No									

7.6 Part V Other Information

Students applying for the “non-means-tested subsidy” must put a “✓” in the appropriate box in this part and provide relevant information.

Part V Other Information
(Applicable to applicants applying for “non-means-tested subsidy”, i.e. those who have chosen option 2 or 3 in Part II)

Applicants applying for “non-means-tested subsidy” please put a “” in the appropriate box:

attained “3322” in the Hong Kong Diploma of Secondary Education (HKDSE) Examination (please provide examination results)
 Chinese Language: 3 English Language: 3 Mathematics: 2 Liberal Studies: 2

pursuing studies in Huaqiao University through “Pilot Scheme on the Articulation of Hong Kong Sub-degree Graduates to Huaqiao University”

admitted to a Mainland institution through the School Principal Nomination Scheme under the Scheme for Admission of Hong Kong Students to Mainland Higher Education Institutions (please provide examination results)
 Chinese Language: English Language: Mathematics: Liberal Studies:

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 fill in their names and 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 Assurances Schemes for the 2023/24 academic year to SFO and is applying for the “means-tested subsidy”.

7.8.1 Part I Personal Particulars of Student's Father/Mother/Guardian (as recognised under the Guardianship of Minors Ordinance, Cap 13)

1. Name in Chinese	陳 大 文	2. Title @ #	
3. Name in English	C H A N T A I M A N		
4. Correspondence Address (in English)	Flat A		
	H A P P Y H O U S E		
	H A R M O N Y E S T A T E		
	S H A M S H U I P O		
Area	# <input type="checkbox"/> 1. HK <input checked="" type="checkbox"/> 2. KLN <input type="checkbox"/> 3. NT <input type="checkbox"/> 4. OHK(Outside HK)		
5. Year of Birth	1 9 6 0		
6. HKID Card No.	A 1 2 3 4 5 6 (7)		
	(If not available, please provide other identity document type and number in the boxes below)		
	Other Identity Document Type:	(Please refer to Paragraph 7.8.1.1 of the Guidance Notes)	
	Other Identity Document No.:		
7. Home Tel. No. @	2 1 2 3 4 5 6 7		
8. HK Mobile Phone No.	9 1 2 3 4 5 6 7		
9. Marital status between 1.4.2022 and 31.3.2023	# <input checked="" type="checkbox"/> A. Married (Please provide information on spouse in Part II)	<input type="checkbox"/> B. * Divorced/Separated/Widowed/Single/Others (Please specify : _____) (Please provide copies of relevant supporting documents. Information on spouse need not be provided in Part II)	

The student's father/mother/guardian must provide the correct correspondence address; otherwise EDB/SFO/EDB-appointed agency will not be able to contact the father/mother/guardian of the student in writing. If the student's father/mother/guardian can only confirm the address of his/her new residence after submitting the application, he/she shall inform EDB/SFO of his/her new address in writing as soon as it becomes available. If the student's father/mother/guardian does not reside in Hong Kong, please provide a Hong Kong address for future correspondence.

Please use block letters, start from the first box with the surname, and leave a space between each part of the name.

Please fill in the HKID Card number in the format shown.

If the student's father/mother/guardian is not a HKID Card holder, please fill in other identity document type and number with reference to Paragraph 7.8.1.1 of this Guidance Notes.

The student's father/mother/guardian should indicate his/her marital status during the period from 1.4.2022 to 31.3.2023. If he/she is "married", please put a "✓" in the box next to "A" and provide the spouse's information in Part II.

If the student belonged to a single-parent family during the period from 1.4.2022 to 31.3.2023, please put a "✓" in the box next to "B" and delete the inappropriate status. Relevant supporting documents must be submitted but there is no need to provide information about the spouse of the student's father/mother/guardian in Part II. If no supporting document is available, please submit a notice signed by the father/mother/guardian of the student providing relevant details, supplementary proof and sound justifications for EDB/SFO's consideration. If no supplementary proof or sound justifications is produced, EDB/SFO reserves the right to process the application under the assumption that the student's father/mother/guardian is not a single parent.

B. * Divorced/Separated/Widowed/Single/Others (Please specify : _____)
(Please provide copies of relevant supporting documents. Information on spouse need not be provided in Part II)

7.8.1.1 If the student's father/mother/guardian is not a Hong Kong Identity Card holder, please fill in "Other Identity Document Type" using the following codes and provide the number and a copy of the relevant identity document:

- | | |
|---|-------|
| (i) Passport | 0 2 |
| (ii) Re-entry Permit | 0 3 |
| (iii) Certificate of Identity | 0 4 |
| (iv) Document of Identity | 0 5 |
| (v) Entry Permit | 0 6 |
| (vi) Declaration of ID for Visa Purpose | 0 7 |
| (vii) One-way Permit | 0 8 |
| (viii) Mainland identity documents | 0 9 |
| (ix) Others | 9 9 |

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:	<i>(Please refer to paragraph 7.8.1.1 of the Guidance Notes)</i>
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 大 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	<i>(Please refer to Paragraph 7.8.1.1 of the Guidance Notes.)</i>	<i>(Please refer to Paragraph 7.8.1.1 of the Guidance Notes.)</i>
Other Identity Document No.		
5. Status for 2022-23	# <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.

1. 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.
2. The spouse of the student's father/mother/guardian, and unmarried children residing with the family in receipt of Comprehensive Social Security Assistance (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

1. Dependent parents refer to the parents of the person named in Part I or of his/her spouse, who are not CSSA recipients at the time of submission of application. They must, throughout the normal assessment year (1 April 2022 to 31 March 2023), not in employment and meet any one of the following conditions for at least 6 months -

- (A) resided with the family of the student’s father/mother/guardian; or
- (B) 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 2023/24 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 submit 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 EDB.

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 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”.

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.

C. Dependent parent(s) of the person named in Part I
 (i) Currently in receipt of the Comprehensive Social Security Assistance (CSSA) and/or (ii) under employment during the assessment period?
 # Yes (Need not complete Part 'C') No (Continue to complete Part 'C' and refer to Paragraph 7.8.2.2 of the Guidance Notes on the definition of 'Dependency')

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 1.4.2022 and 31.3.2023		
		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 <u>OR</u> totally supported by the person specified in Part I or his/her spouse
(1) Name in Chinese: 陳 大 福 Name in English: C H A N T A I F U K _____ _____	HKID Card No.: [] [E] [1] [2] [3] [4] [5] [6] [(7)] 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 2022 to 31 March 2023. **An estimated amount will not be accepted. Please provide the actual amount.** For other sources of income such as rental income (see item 11 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 (\$) (including bonus/allowance/part-time income (excluding Mandatory Provident Fund/Provident Fund contribution by employee))	For Office Use
① Father/mother/guardian of the student	# <input checked="" type="checkbox"/> Full-time	Unemployed (1.4.22 - 30.4.22)	Salary (\$) 8 0 0 0 0	_ _ _ _ _ _ _
	# <input type="checkbox"/> Part-time	Clerk (1.5.22 - 31.12.22) Self-employed Driver (1.1.23 - 31.3.23)	Business profit (\$) 4 5 0 0 0	
② Spouse of the person specified in Item 1 above	# <input type="checkbox"/> Full-time	Housewife (1.4.22 - 30.9.22)	Salary (\$) 9 0 0 0 0	_ _ _ _ _ _ _
	# <input checked="" type="checkbox"/> Part-time	Part-time Cashier (1.10.22 - 31.3.23)	Business profit (\$) _ _ _ _ _ _ _	
③ Unmarried child residing with the person specified in Item 1 above (if applicable) Name: Chan Tai Ming	# <input checked="" type="checkbox"/> Full-time	Waiter (1.4.22 - 10.6.22)	Salary (\$) 3 6 0 0 0	_ _ _ _ _ _ _
	# <input type="checkbox"/> Part-time	Unemployed (11.6.22 - 31.3.23)	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 (\$) 1 2 0 0 0		Rental income from properties lands/car parking spaces/vehicles/vessels (\$) 9 6 0 0 0	_ _ _ _ _ _ _
	Interest income from investments, fixed deposits (\$) 5 0 0 0 0		Alimony (\$) _ _ _ _ _ _ _	
	Pension (excluding lump sum retirement gratuity) (\$) _ _ _ _ _ _ _	Widow’s & Children’s Compensation (\$) _ _ _ _ _ _ _	Others (\$) _ _ _ _ _ _ _	
Total =			283000	

The total amount is for reference only. 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 II**.

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 (MPF) /Provident Fund contribution by employee</u>)	1	Financial assistance from the Government, or payment from the assistance programme under the Community Care Fund (such as Comprehensive Social Security Assistance / Old age allowance / Old age living allowance / Disability allowance / Retraining allowance / Work Incentive Transport Subsidy / Working Family Allowance etc.)
2	Double pay/Leave pay	2	Long service pay/Contract gratuity
3	Allowance (including overtime work/living/housing or rent/transport/meals/education/shift allowance, etc.)	3	Severance pay
4	Bonus/Commission/Tips	4	Loans
5	Studentship	5	Lump sum retirement gratuity/Provident Fund
6	Wages in lieu of notice of dismissal	6	Inheritance
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	Charity donations
8	Alimony	8	Insurance / accident / injury indemnity
9	Contribution from person(s) not residing with the student's parents or guardian's family to any of the family member(s) (including money or contribution of housing/remittance(s)/contribution for mortgage repayment/rent/water/electricity/gas or other living expenses)	9	MPF/Provident Fund contribution by employee (the <u>ceiling</u> of contribution needs not to be reported is <u>\$18,000 per year</u>)
10	Interests from fixed deposits, stocks, shares and bonds, etc.		
11	Rental income from properties, lands, car parking spaces, vehicles or vessels (including in Hong Kong, the Mainland and overseas)		
12	Monthly pension/Widow's & Children's Compensation		

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 III**) or the Income Certificate (i.e. **Attachment IV**) is provided as income proof, EDB/SFO may still require the father/mother/guardian of the student to concurrently 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 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), EDB/SFO may need

to make adjustment and apply benchmark figures (based on the data/information provided by the relevant government departments e.g. Census and Statistics Department) to assess the income of the father/mother/guardian of the student and that of his/her family member(s). In assessing the family income, if necessary, 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 for amounts that were used for maintaining the living of the family but have not been accounted for in the application such as savings and loans. EDB/SFO may also request the father/mother/guardian of the student to produce documentary proof including bank savings records, duly signed declarations signed by the debtor, etc. In the event that no valid proof is provided, the amounts for maintaining the living of the family may be taken as part of the 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 2022 to 31 March 2023, 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 must 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 \$22,790 per year for the 2023/24 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 specified 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 is receiving / has received CSSA any time during the period from 1 April 2022 to 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, CHAN Tai-ming received CSSA during the period from 1 April 2022 to 30 September 2022. 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
Chan Tai-man has been unemployed since 1.5.2023. The family income is substantially reduced after the assessment period which results in financial hardship (see the attached supporting documents).

If there are substantial changes in the family particulars of the student's father/mother/guardian after the assessment period (e.g. unemployment or substantial drop in income of a family member etc.), please provide the relevant information in item (3) of Part VI with copy of 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 II** and submit the application form and supporting documents according to the number of copies as required.

- 8.2 (Applicable to “means-tested subsidy” applications) Please submit documentary proof of the total income for the period from 1 April 2022 to 31 March 2023 in accordance with the requirements listed below:

Salaried employed 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) Bank transaction record showing payment of salaries, allowances, etc. (together with the page showing the name of the bank account holder) (Please highlight the entries with colour and remarks. For any entries other than income, please also make necessary remarks next to them, or else EDB/SFO may include the amount in calculating family income); if not available (5) Income Certificate certified by the employer (See Attachment IV), 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 V); and (3) Personal Assessment Notice (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 III. (If the father/mother or guardian of the student fails to provide justifiable reasons, 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 transaction record showing rental income (together with the page showing the name of the bank account holder) (Please highlight the entries with colour and remarks. For any entries other than income, please also make necessary remarks next to them, or else EDB/SFO may include the amount in calculating the family income).

9. Enquiries

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

EDB Hotline (General Enquiry) : 2827 1112

SFO Hotline (Means Test) : 3622 3775

Electronic Application Platform: <https://musss.edb.gov.hk/>

Postal address for submitting applications: Education Bureau, P.O. Box 23448, Wan Chai Post Office.
(Please specify on the envelope “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
July 2023

**List of Designated Mainland Institutions under
Mainland University Study Subsidy Scheme 2023/24**

MUSSS

(A) Category I (Distance between the location of institutions and Hong Kong is less than 450km)

<u>Guangdong Province</u>	Shenzhen University	Guangzhou Medical University
Sun Yat-sen University	South China Normal University	Guangdong University of Technology
Beijing Normal University, Zhuhai	South China University of Technology	Guangdong University of Foreign Studies
Beijing Normal University-Hong Kong Baptist University United International College	Jinan University	Guangdong University of Finance
Shantou University	Zhaoqing University	Guangdong Ocean University
Southern Medical University	Shaoguan University	Guangdong University of Finance and Economics
Xinghai Conservatory of Music	Guangzhou University	Guangdong Medical University
The Chinese University of Hong Kong, Shenzhen	Guangzhou University of Chinese Medicine	Guangdong Pharmaceutical University
The Hong Kong University of Science and Technology (Guangzhou)^	Guangzhou Academy of Fine Arts	

(B) Category II (Distance between the location of institutions and Hong Kong is between 450km and 1 000km)

<u>Fujian Province</u>	Zhongnan University of Economics and Law	Hunan Normal University
Jimei University	China University of Geosciences (Wuhan)	Xiangtan University
Huaqiao University	Wuhan University	
Xiamen University	Wuhan University of Technology	<u>Guangxi Zhuang Autonomous Region</u>
Fuzhou University	Hubei University	Guangxi University
Fujian University of Traditional Chinese Medicine	Hubei University of Chinese Medicine	Guangxi University of Chinese Medicine
Fujian Normal University	Huazhong University of Science & Technology	Guangxi Normal University
Fujian Medical University	Central China Normal University	Guangxi Medical University
	Huazhong Agricultural University	
<u>Jiangxi Province</u>		<u>Hainan Province</u>
Jiangxi University of Traditional Chinese Medicine	<u>Hunan Province</u>	Hainan University
Nanchang University	Central South University	Hainan Normal University
	National University of Defense Technology	
<u>Hubei Province</u>	Hunan University	<u>Guizhou Province</u>
China Three Gorges University	Hunan University of Technology	Guizhou University

(C) Category III (Distance between the location of institutions and Hong Kong is above 1 000km)

<u>Beijing Municipality</u>	Beijing Institute of Fashion Technology	<u>Hebei Province</u>
Minzu University of China	University of Science and Technology Beijing	North China Electric Power University (Baoding)
Central Academy of Fine Arts	Beihang University	
Central Conservatory of Music	Beijing Normal University	<u>Shanxi Province</u>
Central University of Finance and Economics	Beijing Institute of Technology	Tai Yuan University of Technology
The Central Academy of Drama	Beijing University of Posts and Telecommunications	
Renmin University of China	Beijing Film Academy	<u>Inner Mongolia Autonomous Region</u>
People's Public Security University of China	Beijing Language and Culture University	Inner Mongolia University
China University of Petroleum (Beijing)	Beijing Sport University	
China University of Geosciences (Beijing)	Capital Normal University	<u>Liaoning Province</u>
China University of Political Science and Law	Tsinghua University	Dalian Maritime University
China Conservatory of Music	North China Electric Power University	Dalian University of Technology
Communication University of China	University of International Business and Economics	Northeastern University
China Agricultural University		Dongbei University of Finance and Economics
China University of Mining and Technology (Beijing)	<u>Tianjin Municipality</u>	Liaoning University
China Foreign Affairs University	Tianjin University	Liaoning University of Traditional Chinese Medicine
Peking University	Tiangong University	
Beijing University of Technology	Tianjin University of Traditional Chinese Medicine	<u>Jilin Province</u>
Beijing University of Chemical Technology	Tianjin Foreign Studies University	Jilin University
Beijing University of Chinese Medicine	Tianjin Normal University	Yanbian University
Beijing Foreign Studies University	Tianjin Medical University	Northeast Normal University
Beijing Jiaotong University	Civil Aviation University of China	
Beijing Forestry University	Hebei University of Technology	<u>Heilongjiang Province</u>
Peking Union Medical College	Nankai University	Northeast Forestry University

Northeast Agricultural University	Hohai University	Anhui University
Harbin Engineering University	Southeast University	
Harbin Institute of Technology	Nanjing University	Shandong Province
	Nanjing University of Chinese Medicine	Shandong University
<u>Shanghai Municipality</u>	Nanjing Forestry University	Shandong University of Traditional Chinese Medicine
Shanghai University	Nanjing University of Information Science & Technology	China University of Petroleum
Shanghai University of Traditional Chinese Medicine	Nanjing University of Aeronautics and Astronautics	Ocean University of China
Shanghai International Studies University	Nanjing Normal University	
Shanghai Jiao Tong University	Nanjing University of Science and Technology	<u>Henan Province</u>
Shanghai Conservatory of Music	Nanjing University of Posts and Telecommunications	Henan University
NYU Shanghai	Nanjing Agricultural University	Zhengzhou University
Shanghai Normal University	Soochow University	
Shanghai Ocean University		<u>Chongqing Municipality</u>
Shanghai University of Finance and Economics	<u>Zhejiang Province</u>	Southwest University
Shanghai University of Sport	China Academy of Art	Southwest University of Political Science and Law
Tongji University	Zhejiang University	Chongqing University
Donghua University	Zhejiang Chinese Medical University	
The Second Military Medical University	Zhejiang Normal University	<u>Sichuan Province</u>
Fudan University	Zhejiang Sci-Tech University	Sichuan University
East China University of Political Science and Law	Wenzhou-Kean University	Sichuan Normal University
East China Normal University	Wenzhou Medical University	Sichuan Agricultural University
East China University Of Science And Technology	Ningbo University	Southwest Petroleum University
	Communication University of Zhejiang [^]	Southwest Jiaotong University
<u>Jiangsu Province</u>		Southwestern University of Finance and Economics
China Pharmaceutical University	<u>Anhui Province</u>	Chengdu University of Traditional Chinese Medicine
China University of Mining and Technology	University of Science and Technology of China	Chengdu University of Technology
Jiangnan University	Hefei University of Technology	University of Electronic Science and Technology of China

<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
Xi'an Polytechnic University
Xi'an Jiaotong University
Xidian University
Chang'an University
Shaanxi Normal University
The Fourth Military Medical University
<u>Gansu Province</u>
Lanzhou University
<u>Qinghai Province</u>
Qinghai University
<u>Ningxia Autonomous Region</u>
Ningxia University
<u>Xinjiang Autonomous Region</u>
Shihezi University
Xinjiang University

Remarks:

^ Newly-included institutions under MUSSS for the 2023/24 academic year

Attachment II

Mainland University Study Subsidy Scheme 2023/24 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

- | | | |
|----------|--|--------------------------|
| 1 | Application Form for Mainland University Study Subsidy Scheme 2023/24 (M1) with attachments (affixed with copies of HKID Cards of the student, his/her father/mother/guardian and other family member(s)) | <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) | <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: _____)
<small>(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)</small> | <input type="checkbox"/> |
| 4 | Copy of documentary proof that shows the student is studying at/has been admitted to a designated Mainland institution | <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.)
<small>(Please make sure you have provided required bank account information so as to cause no delay in disbursement of subsidy, if approved)</small> | <input type="checkbox"/> |

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

- | | | |
|-----------|--|--------------------------|
| 6 | Means Test Assessment Form of Mainland University Study Subsidy Scheme 2023/24 (M2) (if applicable) ^(Note 1) | <input type="checkbox"/> |
| 7 | Copy of income proof of the father/mother/guardian and other relevant family member(s) of the student
<small>(For details about the types of family income proof, please refer to Paragraph 8.2 of the Guidance Notes)</small> | <input type="checkbox"/> |
| 8 | Self-prepared Income Breakdown in Attachment III of the Means Test Assessment Form (if applicable)
<small>(For family members who, for special reasons, cannot produce any income proof, please provide justifiable reasons in writing and complete Attachment III to give a detailed account of his/her income and the reasons for not being able to produce such proof)</small> | <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 | <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 2022 to 31 March 2023 (if applicable) | <input type="checkbox"/> |
| 11 | Documentary proof attesting to any other special information on family circumstances (if applicable)
<small>(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)</small> | <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) | <input type="checkbox"/> |
|-----------|--|--------------------------|

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 EDB by post with sufficient postage. Insufficient postage will lead to non-delivery of the application forms, in which case 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 are required to submit their applications via electronic platform or send the completed application forms and relevant supporting documents by post to EDB on or before **8 September 2023**.

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 2023/24 academic year to SFO, EDB will consider the eligibility of the applicant and the amount of subsidy to be granted under MUSSS 2023/24 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 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 2023/24 academic year to 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 EDB for 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 III**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 commit an offence and 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)

<u>2022</u>				<u>2023</u>	
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 a “✓” 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 the entries and highlight the total amount with colour** for verification. **For any entries other than income, please also make necessary remarks next to them, or else such entries may 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 worked for has wound up and I cannot obtain documentary proof from the ex-employer, and 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 business
(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, 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, in actual figure**) during the period from 1 April 2022 to 31 March 2023 (please specify the exact employment period within the above-mentioned 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. Employer's initial is required against any deletion/ amendment.)

* 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 commit an offence and 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)*(Can 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) : _____

(I) Profit & Loss Account

(From 1 April 2022 to 31 March 2023)

Income (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) Total income	\$ _____

Expenditure (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) Total income –** \$ _____**(B) Total expenditure*)** _____

(Please enter this amount in Part IV “Family Income” of Form M2)

*If the Total Income is less than the Total Expenditure (i.e. (A)-(B) < 0), deficit will not be counted, i.e. business loss cannot be deducted from the gross household income.

Remarks (reasons for not being able to provide income proof):

Signature of family member engaged
in the above business (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))*(Can 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%))(I) Profit & Loss Account

(From 1 April 2022 to 31 March 2023)

(A) Gross Income (HK\$) \$ _____Expenditure (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)	\$ _____

Other expenditure (HK\$)

#Salary of the owner paid by this company \$ _____

#Salary of other family member(s) (Name(s): _____)

paid by this company \$ _____

(B) Total expenditure (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), deficit will not be counted, i.e. business loss cannot be deducted from the gross household 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 : _____