

Guidance Notes on Application for Mainland University Study Subsidy Scheme 2016/17

1. Mainland University Study Subsidy Scheme

In his 2014 Policy Address, the Chief Executive announced a series of initiatives in a bid to provide senior secondary graduates with broader and more diversified further study pathways both in and outside Hong Kong. These include, among others, the introduction of the Mainland University Study Subsidy Scheme (MUSSS) to support needy students to pursue studies under the Scheme for Admission of Hong Kong Students to Mainland Higher Education Institutions (Admission Scheme). Eligible students may receive financial assistance of up to HK\$15,000 per year during the normal duration of the programmes concerned. The MUSSS is not subject to any quota.

To better support Hong Kong students in pursuing undergraduate studies in the Mainland and ensure that no student will be deprived of post-secondary education opportunity due to a lack of means, starting from the 2016/17 academic year, the MUSSS will be expanded to support needy Hong Kong students pursuing undergraduate studies in 155 designated Mainland institutions (see **Attachment I**), irrespective of the channels of their admission to these institutions. The 155 Mainland institutions include 84 Mainland institutions participating in the Admission Scheme in the 2016/17 academic year and another 71 institutions under “Project 985” and/or “Project 211” of the Mainland authorities which have not participated in the Admission Scheme. It is envisaged that the expanded MUSSS will benefit the bulk of needy Hong Kong students pursuing undergraduate studies in the Mainland, including those who are currently pursuing undergraduate programmes in the designated Mainland institutions and will continue their studies there in the 2016/17 academic year.

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 test and an agency appointed by the EDB assists in verifying students’ admission status, disbursing subsidy, etc. The subsidy is granted on a yearly basis. Students who meet the eligibility criteria will each receive either a full-rate subsidy of HK\$15,000 or a half-rate subsidy of HK\$7,500 per year until the end of the normal duration of the undergraduate programmes pursued in the designated Mainland institution.

2. Eligibility, means test and level of subsidy

2.1 Eligibility

To be eligible for the MUSSS 2016/17, a student will have to satisfy the following criteria:

- (a) having the right of abode or the right to land in Hong Kong, or have entered Hong Kong on a One-way Permit;
- (b) receiving and having completed senior secondary education in Hong Kong, including those studying local or non-local curricula in Hong Kong; and
- (c) pursuing undergraduate studies in any of the 155 designated Mainland institutions listed in **Attachment I** in the 2016/17 academic year.

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

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

2.3 Means test

Given the objective of the MUSSS to support financially needy Hong Kong students to pursue undergraduate studies in the Mainland, all applicants are subject to means test. The SFO is responsible for conducting the means test for the families of applicants and submitting reports to the EDB on the financial position of the families concerned. The means test takes into account the income of the families concerned, but not their assets.

2.4 Assessment method and level of subsidy

1. The SFO will use 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 parent or guardian of the student, 30% of the annual income of unmarried sibling(s) residing with the parent of the student (if applicable); the contribution from relatives / friends (if applicable); and other income (for example, rent and interest from fixed deposits, stocks, bonds, etc.).
4. The members of a family normally refer to the student, the parent or guardian of the student, the unmarried sibling(s) residing with the parent 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/guardian of the student as stated in Part II of the Means Test Assessment Form (M2) is/are not the parent/guardian’s self-bearing 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 2016/17 academic year are listed in the table below (*please note that the AFI is not the average monthly income of a family*).

2016/17 academic year – AFI Groups between(\$)	Level of subsidy
0 - 37,552	Full *
37,553 - 72,611	Half
> 72,611	Ineligible (application not successful)

* AFI thresholds for full level of subsidy for 3-member and 4-member families are \$45,460 and \$41,824 respectively in the 2016/17 academic year. For 2-member single-parent families and 3-member single-parent families, they are regarded as 3-member families and 4-member families respectively for determining the AFI thresholds for full level of subsidy and calculation of AFI (see Examples 1 – 3 below).

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

2016/17 academic year – AFI Groups between(\$)	Level of subsidy
0 - 45,460	Full *
45,461 - 72,611	Half
> 72,611	Ineligible (application not successful)

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

2016/17 academic year – AFI Groups between(\$)	Level of subsidy
0 - 41,824	Full *
41,825 - 72,611	Half
> 72,611	Ineligible (application not successful)

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

2016/17 academic year – AFI Groups between(\$)	Level of subsidy
0 - 37,552	Full
37,553 - 72,611	Half
> 72,611	Ineligible (application not successful)

8. Assessment procedures

The SFO will assess the financial position of the family based on the information provided by the parent or guardian of the student and if necessary, reference will be made to the information provided by the parent or guardian of the student in the application for other financial assistance schemes administered by the SFO. Generally, if the student is assessed as eligible for full/half level of subsidy according to the AFI, and it has been verified and confirmed that the student meets the eligibility criteria stated in Paragraph 2.1 above, the student shall be eligible for the subsidy under the MUSSS.

9. Final approval and disbursement of subsidy

The subsidy will be disbursed upon the approval of the EDB. The EDB reserves the right to make final decision on subsidy disbursement and granting approval for renewal applications.

3. Provision/handling of personal data

- 3.1** It is the responsibility of the 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 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.
- 3.2** The personal data provided in this application form will be disclosed to the SFO/agents of SFO/EDB appointed agency for the following purposes related to the application:
1. for processing and verification of the application, and processing renewal application during the normal duration of study;
 2. as and when necessary, for obtaining supplementary information from the student /applicant for matching of personal data of the applicant with the database of the SFO and Social Welfare Department to ensure information 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 statistical and research purposes; and
 5. for the EDB/SFO/EDB appointed agency/agents of SFO/relevant bureaux/government departments to process applications for other student financial assistance schemes.
- 3.3** 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 3.2 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 will contact the government/ departments and relevant institutions or organisations, including the employer(s) of the applicants and his/her family member(s), to authenticate the information provided in the application. Any misrepresentation or concealment of facts will lead to disqualification.
- 3.4** The SFO will submit assessment report to the EDB setting out the eligibility and the level of subsidy to be granted to an applicant based on the result of the means test. The EDB appointed agency will then verify the student's admission information with Mainland institution concerned. Disbursement of the subsidy to eligible applicants through the EDB appointed agency is subject to EDB's final approval.

3.5 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/obtain/correct personal data or records kept by the EDB or SFO may be sent to Officer-in-charge of MUSSS, Education Bureau, 7/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

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

4.1 Application Form (M1), Means Test Assessment Form (M2), Guidance Notes (M3) and the relevant attachments can be downloaded from the EDB's website (www.edb.gov.hk/musss16) and SFO's website (www.wfsfaa.gov.hk/sfo/en/forms/listing3.htm).

4.2 **Please read the Guidance Notes carefully** before completing the application form. For students who entered the designated Mainland institutions before the 2016/17 academic year, the deadline for the submission of applications is **31 July 2016**. For those who will first enter the designated Mainland institutions in the 2016/17 academic year, the deadline for the submission of applications is **31 August 2016**. The completed application form, together with copies of the relevant supporting documents, should be sent by post to **Education Bureau, 7/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong** (please specify "Application for MUSSS") by the deadlines specified above (see the addressed envelope in **Attachment II**).

4.3 The EDB/EDB appointed agency will notify the applicants of the results of their applications **by phases** between **December 2016 and March 2017**. 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.

4.4 Eligible students **only need to submit application once during the normal duration of their undergraduate studies. Thereafter, they are required to declare in writing their family status annually.** Unless there are substantial changes that may affect their eligibility or level of subsidy, **recipients may continue to receive** the subsidy based on their previously-approved eligibility and level of subsidy until the end of the normal duration of their undergraduate studies. As a measure to verify the truthfulness and completeness of the information provided by the applicant, the EDB/SFO will conduct counter-checking on some of the successful applications. The EDB/SFO staff may seek clarifications of the application data and require additional information. They may also examine the originals of all supporting documents. It is the responsibility of the applicant to keep all supporting documents of the application data for at least two years, and they should cooperate with the EDB/SFO staff. Intentional obstruction to the EDB/SFO staff in their course of verification, concealment of facts or failure to provide the information required will lead to restitution in full of the subsidy granted and possible prosecution.

4.5 If a student receiving the subsidy fails to complete the programme within the normal duration of the programme concerned, in general, the length of study beyond the normal duration will not be subsidised by the EDB. (The EDB will consider on a case-by-case basis the provision of subsidy for the length of study beyond the normal duration only when the student extends his/her duration of study under special circumstances). Besides, if any of the following changes occur during the duration of study of a student, the EDB has the right to withhold/deduct/limit the amount of subsidy to be granted to the applicant for the year concerned and require the applicant to refund the HKSAR Government in full/part/the overpaid amount of the subsidy granted within the specified time limit:

- (a) suspension/withdrawal of study or being expelled from the institution;
- (b) transfer to a non-designated Mainland institution;
- (c) loss of the right of abode or the right to land in Hong Kong;
- (d) no longer eligible for the subsidy or level of subsidy as assessed by the means test; or
- (e) failing to meet other eligibility criteria under the MUSSS.

Under any of the above circumstances, the EDB reserves the right to make the final decision on whether to further subsidise the student concerned under the MUSSS.

5. How to complete the application form

ATTENTION

This application 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).

5.1 Please **fill in** the application form **clearly in block letters using 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.

5.2 Part 1 Particulars of the Student

1. Items 1 & 2: Please provide the name and HKID Card number of the student according to the information stated on the HKID Card, a copy of which should be affixed to the Appendix of the application. If the student does not have a HKID Card, please fill in “Other Identity Document Type” using the following codes and provide the number and 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) Others	0 9

2. Items 6-9: Students who wish to apply for the subsidy should also send **copies of proof of their receipt and completion of senior secondary education in Hong Kong** (e.g. graduation certificate, transcript of Form 6 study or certified letter / document 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 supporting documents to the EDB by post.

3. Item 11: 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 or monthly statement showing the applicant’s name). The copy of documentary proof to be submitted must **clearly show the applicant’s full name in English, name of bank (in English) and bank account number**.

4. Item 12: Please put a ✓ in the appropriate box to indicate whether the family of the student has submitted the Household Application for Student Financial Assistance Schemes for the 2016/17 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” is chosen**, 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 means test.

Part I Particulars of the Student

1. Name of Student (in English)	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																																																																																																												
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5. E-mail Address ^{Note(3)}	_____																																																																																																																																												
6. Name of School Attended and Completed Senior Secondary Education in Hong Kong	_____																																																																																																																																												
	Class Level Attended: S(_____) to S(_____)															Year of Graduation:_____																																																																																																																													
(Please put a “✓” in the appropriate box.)																																																																																																																																													
<input type="checkbox"/> I am currently pursuing undergraduate studies in one of the designated Mainland institutions ^{Note(2)} and expect to continue pursuing the programme concerned in the same institution in the 2016/17 academic year.																																																																																																																																													
<input type="checkbox"/> I will start pursuing undergraduate studies in one of the designated Mainland institutions ^{Note(2)} in the 2016/17 academic year.																																																																																																																																													
7. Name of Mainland Higher Education Institution Pursuing/ Admitted	_____																																																																																																																																												
8. Name of Discipline (Programme) Pursuing / Admitted	_____																																																																																																																																												
	Class Level in 2016/17:															Expected Year of Graduation:																																																																																																																													
9. Channel of Admission to the Mainland Institution (Please put a “✓” in the appropriate box.)	<input type="checkbox"/> Scheme for Admission of Hong Kong Students to Mainland Higher Education Institutions (Year of Participation: _____ Candidate No.: _____) <input type="checkbox"/> Joint Entrance Examination For Universities in the Mainland for Overseas Chinese, Hong Kong, Macau and Taiwan Students <input type="checkbox"/> Independent recruitment exercise of individual institution <input type="checkbox"/> Others (Please specify: _____)																																																																																																																																												
10. Correspondence Address (in English)	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																																																																																																												
Correspondence Address (in Chinese)	_____																																																																																																																																												
11. Bank Account Information for Disbursement of Subsidy (upon approval of application) (**the applicant ^{Note(1)} should be the bank	_____																																																																																																																																												

account holder)

Name of Bank Account Holder
(in English)

Name of Bank (in English)

Bank Account No.

—

Bank Code

(Please provide copies of the supporting documents according to the checklist in Attachment III of the Guidance Notes.)

12. Has the family of the student at the same time submitted the Household Application for Student Financial Assistance Schemes for the 2016/17 academic year to the Student Finance Office (SFO) under the Working Family and Student Financial Assistance Agency (regardless whether or not the result of the application is known)?^{Notes(4)(5)}

(Please put a “✓” in the appropriate box.)

Yes, application reference no. assigned by the SFO (if available): _____

No

Note

- (1) Students aged 18 or above shall be deemed as “the applicant”. For students aged under 18, their parent/guardian shall act as “the applicant”.
- (2) Please refer to the Guidance Notes on Application for Mainland University Study Subsidy Scheme 2016/17 (M3) or EDB website (www.edb.gov.hk/musss16) for eligibility of the scheme and a list of the designated Mainland institutions under the scheme.
- (3) The EDB and its appointed agency will disseminate information related to the MUSSS to students through e-mail. Whatsapp and/or WeChat will also be used to disseminate information where necessary.
- (4) If the family of the student **has submitted** the Household Application for Student Financial Assistance Schemes for the 2016/17 academic year to the SFO, the EDB will consider the eligibility of the applicant and the amount of subsidy to be granted on the basis of the assessment result of his/her family’s eligibility in that Household Application. Such applicants only need to submit the completed and signed application form (M1) together with copies of the required supporting documents specified in the **Attachment III** of the guidance notes to the EDB. Completion and submission of the Means Test Assessment Form (M2) are not required.
- (5) If the family of the student **has not submitted** the Household Application for Student Financial Assistance Schemes for the 2016/17 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 SFO to conduct the means test.

5.3 Part II Particulars of the Parent/Guardian of the Student

1. Item 1 & 2: Please provide the name of the parent/guardian of the student and affix a copy of the HKID Card or other identity document of the parent/guardian of the student to the **Appendix** of the application.
2. Item 4: Please provide the telephone number of the parent/guardian of the student.
3. Item 5: Please put a ✓ in the appropriate box to indicate whether the student is aged under 18 so that the person stated in Part II is both “the applicant” and the bank account holder stated in Part I.

Part II Particulars of the Parent/Guardian of the Student	
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 student aged under 18 so that the person stated in this part is both “the applicant” ^{Note(1)} and the bank account holder stated in Part I? (Please put a “✓” in the appropriate box.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

5.4 Part III Declaration

Please read the declaration carefully. If the student, parent/guardian of the student and his/her spouse fully understand and agree to the contents of the declaration as stated in Part III, please sign in the appropriate space and write the date.

5.5 The Means Test Assessment Form (M2) is only for completion by the parent/guardian of student who **has not submitted** the Household Application for Student Financial Assistances Schemes for the 2016/17 academic year to the SFO.

5.5.1 Part I Personal Particulars of the Parent or Guardian (as recognised under the Guardianship of Minors Ordinance, Chapter 13 of the Laws of Hong Kong) of the Student

1.	Name in Chinese/Title @	陳 大 文 # A.
2.	Name in English	C H A N T A I M A N
3.	Correspondence Address (in English)	Flat
	Name of Building	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	# 1. HK <input checked="" type="checkbox"/> 2. KLN
4.	Year of Birth	1 9 6 0
5.	HKID Card No.	A 1 2 3 4 5 6 (7)
		(If HKID Card number is not available, please provide other identity document type and number in the boxes below)
	Other Identity Document Type:	
	Other Identity Document No.:	
6.	Home Tel. No. @	2 1 2 3 4 5 6 7
7.	HK Mobile Phone No.	9 1 2 3 4 5 6 7
8.	Marital status during the period from 1.4.2015 to 31.3.2016	# <input checked="" type="checkbox"/> A. Married
		(Please provide information of spouse in Part II)
		<input type="checkbox"/> B. * Divorced/Separated/Widowed/Single/Others (Please specify : _____)
		(Please provide copies of relevant supporting documents. Information of spouse need not be provided in Part II.)

The student's parent/guardian should indicate his/her marital status during the period from 1.4.2015 to 31.3.2016. If "married", please put a "✓" in the box next to "A" and provide spouse's information in Part II.

The student's parent/guardian must provide the correct correspondence address. Otherwise the EDB/SFO will not be able to contact the applicant in writing. If the student's parent/guardian can only confirm the place of residence after submitting the application, please inform the EDB/SFO the new correspondence address in writing once it is available. If the student's parent/guardian is not residing in Hong Kong, please provide a Hong Kong correspondence address for future correspondence.

Please use block letters and write the surname starting from the first box, leaving a space between each word.

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

If the student's parent/guardian is not a holder of the Hong Kong Identity Card, please provide other identity document type and number with reference to Paragraph 5.5.1.1 of this Notes.

Please fill in the Hong Kong mobile phone number of the student's parent/guardian so that the EDB/SFO can acknowledge receipt of the application and issue information on disbursement of subsidy (if applicable) by means of SMS.

If the student belonged to a single-parent family during the period from 1.4.2015 to 31.3.2016, please put a "✓" in the box next to "B" and delete the inappropriate items as shown below. Supporting documents have to be submitted but there is no need to provide the information about the spouse of the student's parent/guardian in Part II. If no supporting document is available, please provide the details in a letter signed by the applicant, with supplementary proof and sound justifications for the EDB/SFO's consideration. If the student's parent/guardian cannot produce any supplementary proof or sound justifications, the EDB/SFO reserve the right to process the application on the basis that the student's parent/guardian is not treated as a single parent.

B. * Divorced/Separated/Widowed/Single/Others (Please specify : _____)

(Please provide copies of relevant supporting documents. Information of spouse need not be provided in Part II.)

5.5.1.1 If the student's parent/guardian is not a holder of the Hong Kong Identity Card, please fill in "Other Identity Document Type" using the codes below and provide the number and 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) Others | 0 | 9 |

5.5.2 Part II Particulars of Family Members

5.5.2.1 Spouse of the person stated in Part I, student and unmarried children living with the family

A. Spouse of the person stated 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 HKID Card number is not available, please provide other identity document type and number in the boxes below)</i>
	Other Identity Document Type: (Please refer to paragraph 5.5.1.1 of the Guidance Notes)
	Other Identity Document No.:
5. HK Mobile Phone No. @	9 1 2 3 5 6 7 8

<p>Please use block letters and write the surname starting from the first box, leaving a space between each word.</p>	<p>Please fill in the HKID Card number of the spouse of the person stated in Part I in the format shown.</p>	<p>If the spouse of the person stated in Part I is not a holder of Hong Kong Identity Card, please provide other identity document type and number with reference to Paragraph 5.5.1.1 of this Notes.</p>
	<p>Please fill in the HKID Card number or Birth Certificate number of the student /unmarried child residing with the family in the format shown and provide a copy of the identity document.</p>	<p>If the student/unmarried child residing with the family is not a holder of Hong Kong Identity Card, please provide other identity document type and number with reference to Paragraph 5.5.1.1 of this Notes.</p>

	Student-applicant	Other unmarried child living 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. or Other Identity Document Type	D 1 2 3 4 5 6 (7)	C 1 2 3 4 5 6 (7)
	<i>(Please refer to Paragraph 5.5.1.1 of the Guidance Notes.)</i>	<i>(Please refer to Paragraph 5.5.1.1 of the Guidance Notes.)</i>
5. Status for 2015-16	# <input checked="" type="checkbox"/> A. Under education <input type="checkbox"/> B. In employment <input type="checkbox"/> C. Unemployed <input type="checkbox"/> D. Others	# <input checked="" type="checkbox"/> A. Under education <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 parent or guardian (see Section B in Part II of Form M2). Please submit copies of identity documents of the children stated together with the application form.
2. The spouse of the student's parent/guardian and unmarried children residing with the family in receipt of CSSA will not be counted as "family members" under the AFI mechanism.

5.5.2.2 Dependent parents of the person stated in Part I

1. Dependent parents refer to the parents of the person stated 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 and must meet one of the following requirements for a period of no less than 6 consecutive months in the normal year of assessment (i.e. from 1 April 2015 to 31 March 2016) -

- (A) have resided/been residing with the family of the student’s parent/guardian and supported by the student’s parent/guardian or his/her spouse; or
- (B) have resided/been residing in another premises owned or residential unit rented by the student’s parent/guardian or his/her spouse (name of the student’s parent/guardian or his/her spouse should be shown on the rental receipt/rent card); or
- (C) have been residing in their own premises, rented premises or elderly home, with all cost of living covered by the student’s parent/guardian or his/her spouse.

Remarks: The student’s parent/guardian or his/her spouse should continue to support the dependent parents stated in the application form in the 2016/17 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 directly the level of subsidy the applicant’s family is eligible for, the EDB/SFO has the right to request the student’s parent/guardian to provide supporting documents such as tenancy agreement, proof of residential address or receipt of the elderly home, etc. or request the student’s parent/guardian to explain in detail the dependence status of his/her parents for the EDB/SFO’s consideration.

2. If there are more than 2 dependent parents, please provide a supplementary sheet of information signed by the student’s parent or guardian (see Section C in 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 copy of his/her identity document (such as Hong Kong Smart Identity Card).

Please put a “✓” in the appropriate box. If “Yes”, please skip Section C; if “No”, please proceed to the rest of Section C and refer to Paragraph 5.5.2.2 of the Notes for the definition of “dependent parent”.

C. Is/are the dependent parent(s) of the person stated in Part I recipient(s) of the Comprehensive Social Security Assistance# Yes No
(If “Yes”, please skip Section C. If “No”, please proceed to the rest of Section C and refer to Paragraph 5.5.2.2 of the Guidance Notes for the definition of “dependent parent”).

Name of Dependent Parent	HKID Card No. (please provide a copy) and Year of Birth	Dependency Status (Please put a ✓ in the appropriate box) for a period no less than 6 consecutive months from 1.4.2015 to 31.3.2016		
		Residing with the family of the person stated in Part I and supported by the person stated in Part I or his/her spouse	Residing at another domicile owned or rented by the person stated in Part I or his/her spouse	Fully dependent on the person stated 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 If the dependent parent is not a holder of the Hong Kong Identity Card, please provide the type and number of other identity document with reference to Paragraph 5.5.1.1 of the Notes.	HKID Card No.: E 1 2 3 4 5 6 (7) or Other Identity Document Type: <input checked="" type="checkbox"/> (Please refer to Paragraph 5.5.1.1 of the Guidance Notes.) Other Identity Document No.: Year of Birth:	<input checked="" type="checkbox"/>

The student’s parent/guardian should read the definitions of dependence set out in (A), (B) and (C) under Paragraph 5.5.2.2 carefully and put a “✓” in the appropriate box.

5.5.3 Part III Residential Address

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

5.5.4 Part IV Family Income

If the student’s parent/guardian or his/her spouse or the working unmarried 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 2015 to 31 March 2016. **An estimated amount will not be accepted, please provide the actual amount.** For other sources of income such as rent (including rent earned in Hong Kong, the Mainland and overseas), contribution from children not residing with the family/relatives and friends, alimony or interest from investments, please state the amount in the appropriate box.

Parent/guardian of the Student and Family Member	Mode of Employment	Job Position/Period (if not whole year)	Total Annual Income (\$)				For Office Use	
			Salary^ (\$)	Business profit (\$)	Rental income (\$)	Interest from fixed deposits, stocks and bonds (\$)		Alimony (\$)
① Parent/guardian of the student	# <input checked="" type="checkbox"/> Full-time	Unemployed (1.4.15 - 30.4.15)	Salary^ (\$)	8 0 0 0 0				
	# <input type="checkbox"/> Part-time	Clerk (1.5.15 - 31.12.15) Self-employed Driver (1.1.16 - 31.3.16)	Business profit (\$)	4 5 0 0 0				
② Spouse of the person stated in Item 1 above	# <input type="checkbox"/> Full-time	Housewife (1.4.15 - 30.9.15) Part-time Cashier (1.10.15 - 31.3.16)	Salary^ (\$)	9 0 0 0 0				
	# <input checked="" type="checkbox"/> Part-time		Business profit (\$)					
③ Unmarried child residing with the person stated in Item 1 above Name: <u>CHAN Tai-ming</u>	# <input checked="" type="checkbox"/> Full-time	Waiter (1.4.15 - 10.6.15)	Salary^ (\$)	3 6 0 0 0				
	# <input type="checkbox"/> Part-time	Unemployed (11.6.15 - 31.3.16)	Business profit (\$)					
④ Unmarried child residing with the person stated in Item 1 above 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 (\$)	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					

^Including salary/wage/bonus/allowance/part-time income (excluding Mandatory Provident Fund/Provident Fund contribution by employee)

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 2 of the Notes.

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

Items that need to be reported		Items that need not be reported	
1	Salaries (including the salaries of the student's parent or guardian, his/her spouse and student's unmarried siblings residing with the family for full-time, part-time or temporary jobs, <u>excluding Mandatory Provident Fund/Provident Fund contribution by employee</u>)	1	Old age 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	Wages in lieu of notice of dismissal	5	Loans
6	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.	6	Lump sum retirement gratuity/Provident Fund
7	Alimony	7	Inheritance
8	Contribution from person(s) not residing with the student's parent or guardian's family (including provision of money/housing/remittance or contribution for mortgage repayment/rent/water/electricity/gas or other living expenses)	8	Charity donations
9	Interest from fixed deposits, stocks, shares and bonds, etc.	9	Comprehensive Social Security Assistance
10	Rental income (including rent earned in Hong Kong, the Mainland and overseas)	10	Retraining allowance/Work Incentive Transport Subsidy
11	Monthly pension/Widow's & Children's Compensation	11	Insurance/accident or injury indemnity
		12	Mandatory Provident Fund/Provident Fund contribution by employee

5.5.4.2 The parent or guardian of the student should provide annual income proof for himself/herself and for 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**) has been provided as income proof, the EDB/SFO may still require the parent or guardian of the student to provide bank passbook, salary statement or other income proof for reference. If income proof cannot be produced for special reasons, the parent or guardian of the student should notify the EDB/SFO in writing, providing justifiable reasons and a detailed calculation of income and endorse the explanatory letter with signature. If the explanation or documents provided cannot substantiate the reported income information of the family member(s) concerned (e.g. self-written statement of income), the EDB/SFO may assess the income of the parent or guardian of the student and those 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 parent or guardian of the student to provide documentary proof of items that need not be reported (see table above) or seek clarification for the sources of money used for maintaining the living of the family such as savings and loans. The EDB/SFO may also request the parent or guardian of the student to produce documentary proof including bank savings records,

declaration signed with the debtor, etc. In the event that no valid proof is provided, the money in question might be included in the calculation of family income.

5.5.5 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" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> <td style="width: 20px; height: 20px; text-align: center;">4</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> <td style="width: 20px; height: 20px; text-align: center;">0</td> </tr> </table>		1	0	4	0	0
	1	0	4	0	0			

5.5.5.1 If the parent or guardian of the student has incurred medical expenses for family members (for members who are chronically ill or permanently incapacitated) during the period from 1 April 2015 to 31 March 2016, he/she may state the details and the medical expenses incurred in Part V of Form M2. The parent or 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 ceiling of deductible amount for each family member is \$19,680 per year for the 2016/17 academic year).

5.5.6 Part VI Supplementary Information on the Parent or Guardian of the Student

The parent or guardian of the student-applicant may provide particular information about his/her family conditions or the receipt of CSSA in this part. Otherwise, please leave this part blank.

1. If any unmarried family member stated in Part II is not a self-bearing child of the parent/guardian of the student-applicant, please specify his/her name and state the reasons for declaring him/her as a family member.

2. If the family of the parent/guardian of the student-applicant was in receipt of CSSA any time during the period between 1 April 2015 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.
LEE Yat-man, CHAN Siu-ling and LEE Siu-ming received CSSA during the period from 1 April 2015 to 30 September 2015. The CSSA reference number was ABC-C-123456.
3. If the parent/guardian of the student-applicant has special financial hardship, please give details of the situation, specify the relevant duration and submit supporting documents.

5.5.7 Part VII Declaration

The student/parent or 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 of the form.

5.5.8 Supporting Documents Required

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

5.5.8.2 Please submit the documentary proof of total income for the period from 1 April 2015 to 31 March 2016 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 relevant entries with colour and add remarks. For credit entries other than income, please make adjacent remarks to indicate the source, otherwise such entries might be included in the calculation of family income); if not available (5) 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) Personal Assessment Demand Note (if applicable).
Salaried employed 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 parent or guardian of the student fails to provide justifiable reasons, the EDB/SFO may not process the application further.)
Landlord with rental income	<ol style="list-style-type: none"> (1) Tenancy Agreement; if not available (2) Bank transaction record with entries of rental income (together with the page showing the name of the bank account holder) (Please highlight relevant entries with colour and add remarks. For credit entries other than income, please make adjacent remarks to indicate the source, otherwise such entries might be included in the calculation of family income).

5.6 Enquiries

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

EDB Hotline (General Enquiry) : 3509 7396

SFO Hotline (Means Test) : 3622 3775

Postal address for submitting applications: Education Bureau, 7/F, East Wing, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong.
(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 2016

**List of Designated Mainland Institutions under
Mainland University Study Subsidy Scheme 2016/17**

<u>Beijing Municipality</u>	<u>Tianjin Municipality</u>	Shanghai Jiao Tong University
Central Conservatory of Music^	Tianjin University	Shanghai Normal University
Central University of Finance and Economics^	Tianjin University of Traditional Chinese Medicine	Shanghai University of Finance and Economics
Minzu University of China^	Tianjin Normal University	Tongji University
Renmin University of China	Tianjin Medical University^	Donghua University
China University of Petroleum (Beijing)^	Hebei University of Technology^	Fudan University
China University of Geosciences (Beijing)^	Nankai University	East China University of Political Science and Law
China University of Political Science and Law	<u>Hebei Province</u>	East China Normal University
Communication University of China	North China Electric Power University (Baoding)^	East China University Of Science And Technology
China Agricultural University^	<u>Shanxi Province</u>	The Second Military Medical University^
China University of Mining and Technology (Beijing)^	Tai Yuan University of Technology^	<u>Jiangsu Province</u>
Peking University	<u>Inner Mongolia Autonomous Region</u>	China Pharmaceutical University^
Beijing University of Chinese Medicine	Inner Mongolia University^	China University of Mining and Technology^
Beijing Foreign Studies University	<u>Liaoning Province</u>	Jiangnan University^
Beijing Institute of Fashion Technology	Dalian Maritime University^	Hohai University^
Beijing Normal University	Dalian University of Technology^	Southeast University^
Beijing Language and Culture University	Northeastern University^	Nanjing University
Beihang University^	Liaoning University^	Nanjing University of Chinese Medicine
Beijing Forestry University^	<u>Jilin Province</u>	Nanjing Normal University
Beijing Institute of Technology^	Jilin University^	Nanjing University of Science and Technology^
Beijing Jiaotong University^	Yanbian University^	Nanjing University of Aeronautics and Astronautics^
Beijing Sport University^	Northeast Normal University^	Nanjing Agricultural University^
Beijing University of Chemical Technology^	<u>Heilongjiang Province</u>	Soochow University^
Beijing University of Posts and Telecommunications^	Northeast Forestry University^	<u>Zhejiang Province</u>
Beijing University of Technology^	Northeast Agricultural University^	Zhejiang University
University of Science and Technology Beijing^	Harbin Engineering University^	Zhejiang Chinese Medical University
North China Electric Power University^	Harbin Institute of Technology^	Zhejiang Sci-Tech University
Tsinghua University	<u>Shanghai Municipality</u>	Wenzhou Medical University
University of International Business and Economics	Shanghai University	Ningbo University
	Shanghai University of Traditional Chinese Medicine	<u>Anhui Province</u>
	Shanghai International Studies University	University of Science and Technology of China^
		Hefei University of Technology^
		Anhui University^

<u>Fujian Province</u>	<u>Guangdong Province</u>	<u>Sichuan Province</u>
Huaqiao University	Sun Yat-sen University	Sichuan University
Jimei University	Beijing Normal University, Zhuhai	Sichuan Normal University
Xiamen University	Shantou University	Sichuan Agricultural University [^]
Fuzhou University	Southern Medical University	Southwest Jiaotong University [^]
Fujian University of Traditional Chinese Medicine	Xinghai Conservatory of Music	Southwestern University of Finance and Economics [^]
Fujian Normal University	Shenzhen University	Chengdu University of Traditional Chinese Medicine
	South China Normal University	University of Electronic Science and Technology of China [^]
	South China University of Technology	
<u>Jiangxi Province</u>	Jinan University	<u>Guizhou Province</u>
Jiangxi University of Traditional Chinese Medicine	Zhaoqing University	Guizhou University [^]
Nanchang University	Shaoguan University	
	Guangzhou University	<u>Yunnan Province</u>
<u>Shandong Province</u>	Guangzhou University of Chinese Medicine	Yunnan University
Shandong University	The Guangzhou Academy of Fine Arts	Yunnan Normal University
China University of Petroleum [^]	Guangzhou Medical University	
Ocean University of China [^]	Guangdong University of Technology	<u>Tibet Autonomous Region</u>
	Guangdong University of Foreign Studies	Tibet University [^]
<u>Henan Province</u>	Guangdong University of Finance	
Zhengzhou University [^]	Guangdong University of Finance and Economics	<u>Shaanxi Province</u>
	Guangdong Medical College	Northwest University [^]
<u>Hubei Province</u>	Guangdong Pharmaceutical University	Northwestern Polytechnical University [^]
China Three Gorges University		Northwest A&F University [^]
Zhongnan University of Economics and Law	<u>Guangxi Zhuang Autonomous Region</u>	Xian Jiaotong University [^]
China University of Geosciences (Wuhan)	Guangxi University	Xidian University [^]
Wuhan University	Guangxi University Chinese Medicine	Changan University [^]
Wuhan University of Technology [^]	Guangxi Normal University	Shaanxi Normal University [^]
Hubei University of Chinese Medicine	Guangxi Medical University	The Fourth Military Medical University [^]
Central China Normal University		
Huazhong Agricultural University [^]	<u>Hainan Province</u>	<u>Gansu Province</u>
Huazhong University of Science & Technology [^]	Hainan University [^]	Lanzhou University [^]
<u>Hunan Province</u>	<u>Chongqing Municipality</u>	<u>Qinghai Province</u>
Central South University [^]	Southwest University	Qinghai University [^]
National University of Defense Technology [^]	Southwest University of Political Science and Law	
Hunan University [^]	Chongqing University	<u>Ningxia Autonomous Region</u>
Hunan Normal University		Ningxia University [^]
		<u>Xinjiang Autonomous Region</u>
		Shihezi University [^]
		Xinjiang University [^]

Remarks: [^] Newly-included institutions under the MUSSS for the 2016/17 academic year

Attachment II
Front of an addressed envelope



Education Bureau
7/F, East Wing, Central Government Offices
2 Tim Mei Avenue, Tamar, Hong Kong
(Application for MUSSS)

Please Affix Sufficient
Postage here

Attachment III

Mainland University Study Subsidy Scheme 2016/17 Checklist of Application Form and the Required Supporting Documents

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

<u>Document</u>	<u>Quantity</u>	
1 Application for Mainland University Study Subsidy Scheme 2016/17 (M1) with attachments (affix with copies of HKID Cards of student and his/her family members)	1	<input type="checkbox"/>
2 Means Test Assessment Form of Mainland University Study Subsidy Scheme 2016/17 (M2) (if applicable) ^(Note 1)	1	<input type="checkbox"/>
3 Copy of proof of student’s receipt and completion of senior secondary education in Hong Kong (please specify the type of proof: _____) (please refer to the types of proof of student’s receipt and completion of senior secondary education in Hong Kong as set out in the part 2 of Paragraph 5.2 of the Guidance Notes.)	2	<input type="checkbox"/>
4 Copy of documentary proof of the student’s pursuing study in/ admission to a designated Mainland institution	2	<input type="checkbox"/>
5 Full-page printout from the “Online Admission Enquiry System for Hong Kong Students” which indicates the student’s admission to an institution (if applicable) ^(Note 2)	2	<input type="checkbox"/>
6 Copy of documentary proof of the bank account held by the applicant ^(Note 3) (e.g passbook page, monthly statement)	2	<input type="checkbox"/>
7 Copy of income proof of the parent/guardian/other relevant family member(s) of the student (For details, please refer to the types of family income proof set out in Paragraph 5.5.8.2 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 cannot provide any income proof for special reasons, please provide justifications in writing and complete Attachment IV to give the detailed calculation of income and reason for not being able to provide income proof.)	2	<input type="checkbox"/>
9 (If the student comes from a single-parent family) Copy of documentary proof for separation / divorce or spouse’s death certificate. If applicants are unable to provide the documentary proof, please explain in writing the reasons on an explanatory note signed by the parent/ guardian	2	<input type="checkbox"/>
10. Copy of documentary proof on unavoidable medicine expenses for family members (for family members who are chronically ill or permanently incapacitated) during the period from 1 April 2015 to 31 March 2016 (if applicable)	2	<input type="checkbox"/>
11. Documentary proof of other special information on family conditions (if applicable) (Other special information on family conditions which the applicant wishes to provide for our special consideration should be elaborated in writing separately with relevant documentary proof.)	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 supportment documents should be sent to the EDB by post with sufficient postage.

Attention

Eligible students may submit, **on or before 31 July 2016** (for students who entered the designated Mainland institutions before the 2016/17 academic year) or **31 August 2016** (for students who will first enter the designated Mainland institutions in the 2016/17 academic year), the completed application forms and relevant supporting documents by post to Education Bureau, 7/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. (Please specify “Application for MUSSS”).

Notes

- (1) If the family of the student **has submitted** the Household Application for Student Financial Assistance Schemes for the 2016/17 academic year to the SFO, the EDB will consider the eligibility of the applicant and the amount of subsidy to be granted on the basis of the assessment result of his/her family's eligibility in that Household Application. Such applicants only need to submit the completed and signed application form (M1) together with copies of the required supporting documents to the EDB. Completion and submission of the Means Test Assessment Form (M2) **are not required**.

If the family of the student **has not submitted** the Household Application for Student Financial Assistance Schemes for the 2016/17 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 means test.

- (2) Only applicable to students who admitted to the Mainland institutions through the Scheme for Admission of Hong Kong Students to Mainland Higher Education Institutions.
- (3) Students **aged 18** or above shall be deemed as "the applicant". For students **aged under 18**, their parent/guardian shall act as "the applicant".

Attachment IV

Self-prepared Income Breakdown

(For family members of the student who cannot provide income proof
in the working capacity of hawker/construction worker/renovation worker/casual worker/cleaner)
(Please fill in **all** of the following items)

(For direct completion)

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 student/Mother of student/Guardian of student/Unmarried sibling living with the student (# please delete the inappropriate items)

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

Position (e.g. construction worker) : _____

Actual Income (Please fill in actual rather than rough figures. If you do not have any income in a specific month, please fill in \$0 instead of leaving the space 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 salary amount received in May in the space for April.)

<u>2015</u>				<u>2016</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 “√” 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 page showing the name of the bank account holder, **circle relevant entries with color pen and calculate the total amount** for verification. **For credit entries other than income, please make adjacent remarks to indicate the source, otherwise such entries might be included in the calculation of family income.**)

Reason 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 and I cannot obtain documentary proof from the former 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 family member engaged in the above industry (if not parent/guardian of student) : _____

Name of parent/guardian of student : _____ (HKID Card No.: _____)

Signature of parent/guardian of student : _____ Date : _____

**Income Certificate of the Student's
Parent/Guardian/Unmarried Siblings Living with the Family#**

(Applicable to those who are salaried but unable to produce salary statement, Salaries Tax Demand Note, bank statement showing auto-payment of salaries or other income proof)

(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 2015 to 31 March 2016 (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 if inappropriate.

Attachment VI

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)
(For direct completion)

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

Name of the family member engaged in the following occupation : _____	
Taxi driver/Lorry driver/Minibus driver (please circle)	
Vehicle owner/Vehicle lessee (please circle)	
Licence number (for vehicle owners) : _____	
(I) Profit & Loss Account (From 1 April 2015 to 31 March 2016)	
<u>Income</u> (HK\$)	
1. Rent (for vehicle owners only)	\$ _____
2. Income from business operation	\$ _____
3. Others (please list all items and give a breakdown of amounts)	\$ _____
(A) Total income	\$ _____
<u>Expenditure</u> (excluding vehicle mortgages) (HK\$) (Items 1 and 2 apply to vehicle lessees, Items 2 to 5 apply to vehicle owners)	
1. Vehicle rental fee	\$ _____
2. Fuel charges	\$ _____
3. Insurance premium	\$ _____
4. Maintenance fee	\$ _____
5. Licence fee	\$ _____
6. Others (please list all items and give a breakdown of 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.)	\$ _____
Remark (reasons for not being able to provide income proof): _____	
Signature of family member engaged in the above occupation (if not the parent or guardian of the student) : _____	
Name of parent/guardian of student : _____	
HKID Card No. of parent/guardian of student : _____	
Signature of parent/guardian of student : _____	
Date : _____	

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 2015 to 31 March 2016)	
(A) <u>Gross income</u> (HK\$)	\$ _____
<u>Expenditure</u> (HK\$) (The following items are the operating costs of the company and should not cover any household expenses.)	
Cost of purchasing merchandise	\$ _____
Water charges	\$ _____
Electricity charges	\$ _____
Gas charges	\$ _____
Telephone charges	\$ _____
Rent 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 list all 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. But deficit will not be counted, i.e. the business loss cannot be deducted from the total family income.	
Remark (reasons for not being able to provide income proof): _____	
Signature of owner (if not the parent/guardian of the student) : _____	
Name of parent/guardian of student : _____	
HKID Card No. of parent/guardian of student : _____	
Signature of parent/guardian of student : _____	
Date : _____	