

檔號：EDB(SSS2)/1-50/12

## 教育局通函第160/2023號

分發名單：所有中學日校、小學  
和特殊學校及幼稚園  
的校監和校長

副本送：各組主管一備考

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### 學生津貼（2023/24學年）

#### 摘要

本通函旨在通知各中學日校、小學、特殊學校和幼稚園有關在2023/24學年為日校學生提供學生津貼的安排。

#### 背景

2. 財政司司長於2019年8月公布的191億元紓困措施當中，建議在2019/20學年為中學日校、小學和幼稚園學生提供一次性2,500元的學生津貼，以減輕家長在教育支出方面的財政負擔。這項措施已於2019年12月6日獲得立法會財務委員會批准。根據行政長官2019年《施政報告》，這項津貼已由2020/21學年起恆常化。

#### 資格準則

3. 學生津貼不設資產審查。所有於申請日在香港提供本地或非本地課程的中學日校、小學和特殊學校（包括公營學校、直接資助計劃學校、英基學校及私立學校）及幼稚園（不論是否參加幼稚園教育計劃）就讀的學生<sup>1</sup>皆可獲得有關津貼，但夜校學生、自修生、持學生簽證來港就學及持有入境事務處發出擔保書（坊間一般稱為「行街紙」）的學生則不屬資助範圍。

4. 考慮到部分學生理應符合上述第3段的條件但因特殊情況而入讀其他課程，我們視以下學生為符合資格獲得這項津貼：

- (a) 在有關學年的9月1日年滿2歲8個月因有特殊需要而入讀由社會福利署資助的特殊幼兒中心的兒童；

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<sup>1</sup> 幼稚園學生必須在有關學年的9月1日年滿2歲8個月，方符合資格獲得學生津貼。

- (b) 就讀於由教育局資助的全日制啟動課程的新來港兒童；  
以及
- (c) 就讀職業訓練局為中三離校生而設的全日制課程的學生。

## 申請安排

5. 由2023/24學年起，教育局將於公營學校及直接資助計劃（直資）學校推行學生津貼電子申請。請有關學校通知家長電子申請的相關安排。為照顧不同家長的需要，除遞交電子申請外，家長仍可將填妥的紙本申請表格交回學校辦理，惟每名合資格學生只可透過電子或紙本方式遞交一份申請。

## 電子申請的相關安排（公營學校及直資學校適用）

6. 由2023/24學年起，家長／監護人（下稱申請人）可以為就讀於公營學校或直資學校的學生遞交學生津貼電子申請。申請人必須持有具數碼簽署功能的「智方便+」戶口，經「智方便」應用程式直接登入「學生津貼電子申請」網上服務；或掃描以下二維碼或點擊下方連結登入電子申請平台遞交電子申請。

### 學生津貼電子申請平台



(連結：<https://stgsesweb.edb.gov.hk/>)

有關登記「智方便」的詳情，申請人請瀏覽專題網站<https://www.iamsmart.gov.hk>。

7. 申請人須在電子平台細閱「申請須知」。2022/23學年成功申請學生津貼的申請人為「持續申請人」，「持續申請人」經一次性驗證碼成功核實身份後可獲取預填電子表格，只須核對預填表格上有關學生及申請人的資料，並填寫學生的班別，便可透過數碼簽署遞交電子申請。如有需要，「持續申請人」可修改電子表格上的資料。若學生是新入學或已轉讀他校，「持續申請人」須在電子表格選取新的日校名稱。新申請人或未能透過電子平台成功核實身份的申請人需填寫空白電子表格。在遞交申請前，申請人須核實所

有資料正確，尤其是學校名稱，以免因資料有誤而影響申請進度。為確保申請人選取的學校名稱正確，請學校向家長提供學校名稱及學校編號以作參考，示例如下：

學校名稱	學校編號
XXX學校	123456

8. 電子平台將於2023年9月14日上午6時正啟用，並於2023年10月2日晚上11時59分後關閉。有關電子申請程序及如何填寫電子表格，申請人可掃描以下二維碼了解詳情：

申請程序指引



如何填寫電子表格短片



9. 教育局會透過短訊及／或電郵通知申請人有關申請的進度及相關事宜，申請人亦可於電子平台查看申請進度及使用其他功能，例如應教育局的要求，於電子平台更新或修改資料，以及上傳補充文件等。

10. 學校須透過「學生津貼系統」（「系統」）(<https://stgsfile.edb.gov.hk>)獲取電子申請的學生資料及確認學生的身份。學校必須在家長遞交電子申請日期起計14天內派員登入「系統」，並核實有關學生為貴校學生。在指定期限前未獲學校核實學生身份的申請會列為過期，有關申請會自動退回申請人以作更正。為協助學校適時核實學生的身份，教育局會定期透過「系統」提示學校有關尚待核實學生身份的申請數目。有關如何核實學生身份的短片及相關學校簡介會資料已上載於「系統」供學校參閱。教育局促請學校定期派員登入「系統」，盡早核實學生身份，以便本局可盡快處理有關申請。

### 派發紙本申請表格及相關安排（所有學校適用）

11. 教育局會透過學校派發學生津貼紙本申請表格及核實學生身份。紙本申請表格分為**表格B**（樣本見附錄一）和**表格A**（樣本見附錄二）。表格B已預印學生及申請人的基本資料（在上學年成功

申請學生津貼的原校就讀的學生適用)；表格A屬空白表格(本學年取錄的新生或轉讀他校學生適用)。學校請提示申請人按照下列情況填寫申請表—

**(甲) 表格B：**

- ◇ 一般情況下，申請人只須核對預印資料正確無誤。如沒有需要更改，可在紙本表格底部的**確認方格**加上「✓」號，簽署並透過學校送交本局辦理。
- ◇ 如表格B第I部分所列的主要學生資料(即學生英文姓名、日校名稱或學校類別)需作更改，申請人**需填寫表格A申請**。
- ◇ 如表格B所列其他部分資料需要更新(即主要學生資料以外的資料)，申請人請在有關資料的上方位置用**黑色或藍色原子筆**以正楷作出修正(請勿使用塗改液或改錯帶)，並**留空表格底部的確認方格**，再透過學校送交本局辦理。

**(乙) 表格A：**

- ◇ 新入學學生、轉讀他校的學生、個別沒有獲教育局提供表格B的學生，或需要修改主要學生資料的學生，申請人需填寫表格A申請。
- ◇ 申請人在填寫紙本申請表格時，請參閱已上載教育局網頁(<http://www.edb.gov.hk>)的參考資料(包括如何正確填寫銀行戶口資料)(主頁 > 學生及家長相關 > 支援及資助 > 學生津貼)或掃描以下二維碼閱覽有關資料：

如何填寫紙本申請表格短片

一般銀行編號一覽表



12. 請學校(官立學校除外)於2023年9月27日至10月13日派員帶同填妥的「領取表格」(附錄三)到所屬區域教育服務處領取「學生津貼」紙本申請表格和「通知書」(用以顯示交回的紙本申請表格數目，樣本見附錄四)。表格A亦可於教育局網頁下載(主頁 > 學生及家長相關 > 支援及資助 > 學生津貼)或在各區域教育服務處索取。請注意，**填妥的紙本申請表格必須透過有關學生就讀的學校遞交**。申請人在填寫「學生津貼」申請表前，請先細閱表格內的「須知事項」及「聲明」。

13. 由於本局於上學年已在官立學校推行學生津貼電子申請先導計劃，官立學校可使用「系統」的新增功能，於 2023年10月3日起登入「系統」下載及以雙面列印「學生津貼」紙本申請表格 B 給有需要的家長。相關的用戶手冊及示範短片已上載於「系統」以供參閱。請注意於上學年遞交電子申請的學生將不會獲發表格 B，請學校鼓勵家長繼續使用電子申請。學校亦須於「系統」下載「通知書」。倘若需要填寫表格 A，申請人可自行在教育局網頁下載。

14. 所有學校可於 2023年10月3日起將紙本申請表格派發予合資格學生的家長（已遞交電子申請的家長除外）。公營學校及直資學校可於「系統」查閱已遞交電子申請的學生名單。學校須於每份填妥的紙本申請表格蓋上學校印鑑，以確認該學生為貴校學生，並於 2023年10月9日至11月8日期間，將紙本申請表格連同「通知書」，一併送交教育局學生特別支援組觀塘辦事處（地址：九龍觀塘觀塘道410號觀點中心10樓1001-3室）。如個別學生未能在指定限期前遞交申請，學校可分批將已填妥的紙本申請表格及「通知書」交回教育局。如學生在2023年11月8日以後入學（例如新來港兒童），而入學日期在2024年6月30日或以前，仍可申請這項資助。在這情況下，申請人須於2024年7月5日或以前將填妥的紙本申請表格透過學校交回教育局。如有關學生是轉校生，他們可透過原校或新入讀學校申請這項津貼，但 不可重複申請。

15. 申請人在現階段無須提交其他文件，我們會盡量利用現有學校、學生及申請人的資料進行核實工作，有需要時才要求申請人提交其他文件。教育局會適時透過短訊及／或電郵，讓家長知悉申請的進度。由於家長一般擁有本地銀行戶口，我們會透過銀行轉帳向家長發放津貼。

16. 為方便學校就學生津貼事宜與學生家長／監護人溝通，教育局會透過「系統」定期向學校發放學生津貼申請的進度報告。如申請表格內的資料不完整或不正確，或本局需要其他資料以核實學生的申請資格，我們會透過學校要求申請人提交所需資料。學校須以「電子化服務入門網站」學校行政主戶戶口或「統一登入系統」學校行政戶口，經「統一登入系統」進入「系統」獲取進度報告及其他文件。學校亦可透過「統一登入系統」的功能，委派校內教職員協助處理有關學生津貼申請的事宜。

17. 我們會另函通知上文第4段所述的機構及院校有關詳情及安排。

## 查詢

18. 如有查詢，請聯絡所屬的高級學校發展主任／高級服務主任，或與教育局學生特別支援組觀塘辦事處聯絡（電郵：[stgenquiry@edb.gov.hk](mailto:stgenquiry@edb.gov.hk)；熱線：3850 2000）。

教育局常任秘書長  
陳展桓代行

二零二三年九月六日

(供學校參考  
For School Reference)

2022/23

級別 Class Level

4A

教育局  
EDUCATION BUREAU  
2023/24「學生津貼」申請表  
2023/24 "STUDENT GRANT" APPLICATION FORM  
(表格 B FORM B)

(教育局專用 For EDB Use)



123456-0001-12345678-01

## 須知事項 Notes to Complete this Form

- 本表格用作申請 2023/24 學年「學生津貼」。學生必須在 2023/24 學年就讀中學日校、小學、特殊學校或幼稚園。  
This application form ("Form") is for application for Student Grant for the 2023/24 school year. The student must attend secondary day school, primary school, special school or kindergarten in the 2023/24 school year.
- 學生必須是香港居民。只持有學生簽證或入境事務處發出的擔保書(坊間一般稱為「行街紙」)的學生均不符合資格。  
The student must be a Hong Kong resident. Students holding student visas only or recognition forms issued by the Immigration Department are not eligible.
- 申請人必須是學生的父母或監護人。  
The applicant must be the parent or guardian of the student.
- 如本表格所列資料需要更新(學生英文姓名、日校名稱及學校類別除外),請在有關資料的上方位置用黑色或藍色筆以正楷作出修正。請勿使用塗改液或改錯帶。如學生英文姓名、日校名稱或學校類別需作更改,請使用表格 A。建議申請人備存一份填妥的表格以供日後參考。  
If the pre-printed information on this Form requires updating (except Student's Name in English, Name of Day-school and School Type), please provide the amendment in the space above the relevant information in BLOCK letters using black or blue pen. Please do not use correction fluid or tapes. If Student's Name in English, Name of Day-school or School Type requires amendment, please use Form A. It is advisable for the applicant to keep a copy of the completed Form for future reference.
- 申請人於填寫及簽署本表格時,即表示申請人同意提供第 I 和第 II 部分所需資料以及第 III 部分的聲明。如申請人未能提供所需資料,可能會令其申請延遲或無法處理。上填妥及簽署此表格,申請人須同意提供所需的資料,如聲明。如申請人未能提供所需資料,可能會令其申請延遲或無法處理。  
Upon completing and signing this Form, the applicant is deemed to have agreed to provide the required information in Parts I and II, and the declaration in Part III. Failure to provide the required information may result in delay or non-processing of the application.
- 填妥的表格須在指定時間內透過學生就讀的學校提交。  
The duly completed Form should be submitted through the student's attending school within a specified period of time.

# 請填寫適當的選擇 Please fill in the appropriate option)

## I 學生資料 Student Information

英文姓名  
Name in English C H A N T A I M A N  
(姓 Surname)(名 Other Name)  
(按香港身份證、香港出生證明書或其他身份證明文件所示;略去逗號。)(as shown on the HK Identity Card, HK Birth Certificate or other identity document; comma excluded.)

日校名稱  
Name of Day-School X X X S C H O O L

學校類別 School Type # 3 ([1] 幼稚園 Kindergarten [2] 小學 Primary [3] 中學 Secondary) 級別 Class Level S 5

## (學校專用 For School Use)

茲證明本表格所示的學生就讀於本表格第 I 部分指明的日校,並未曾在 2023/24 學年「學生津貼」就此學生遞交申請。

This is to certify that the student shown in this Form is enrolled in the day-school as specified in Part I of this Form, and there is no previous submission for Student Grant for the 2023/24 school year in respect of this student.

學校蓋章  
School Chop

## II 申請人(家長/監護人)資料 Applicant (parent/guardian) Information

英文姓名  
Name in English W O N G M E I F A N  
(必須與銀行記錄的帳戶持有人名稱相同,否則自動轉帳可能會被拒絕。)(must be the same as the account holder name registered with the bank, otherwise autopay may be rejected.)

與學生的關係 Relationship with the Student # 2 ([1] 父 Father [2] 母 Mother [3] 監護人 Guardian)

銀行帳戶號碼  
Bank Account Number 0 2 4 - 1 2 3 4 5 6 7 8 9 0  
(按存摺或銀行結單上所示)(as shown on passbook or bank statement)  
如申請人對於銀行帳戶號碼有任何疑問,請向有關銀行查詢。  
If the applicant is in doubt about the bank account number, please check with the bank concerned.  
銀行編號 Bank Code 分行編號及帳戶號碼 Branch Code and Account Number  
(例如:渣打銀行 Standard Chartered Bank: 003, 滙豐銀行 HSBC: 004, 一般銀行編號請參閱右方二維碼 Please refer to the QR code on the right for common bank code list.)  
(必須是申請人在其指定銀行以個人名義開立的本地港元儲蓄或往來帳戶號碼。定期存款帳戶,信用卡帳戶,外幣帳戶及貸款帳戶概不適用。)  
(must be a local Hong Kong dollar sole-name savings or current bank account number of the bank designated by the applicant. The account must not be a fixed deposit account, a credit card account, a foreign currency account or a loan account.)

銀行名稱  
Name of Bank H A N G S E N G B A N K

香港流動電話號碼  
HK Mobile Phone No. 9 1 2 3 4 5 6 7 電郵地址  
Email Address m f w o n g @ h o n g k o n g . h k  
(用作接收香港短訊通知)(For receiving HK SMS notification)

短訊通知的語言  
Language of SMS notification 1 ([1] 中文 Chinese [2] 英文 English)



上述學生不是持學生簽證來港就學或持有入境事務處發出的擔保書(坊間一般稱為「行街紙」)。本人,並代表在表格內填報的學生,同意政府把其資料與教育局及/或入境事務處及/或其他政策局/部門及/或其代理人/承辦商所持有關於其個人資料進行核對,以便處理本人就該等計劃的申請及領款事宜。本人明白核對程序旨在確定填報的學生是否符合該等計劃的資格;如填報的學生不符合資格,將不能在該等計劃下領取款項。

The student specified above is not a holder of student visa for entry into Hong Kong for studies or a holder of recognition form issued by the Immigration Department. I, and on behalf of the student specified in this Form, consent to the matching of the Data with the personal data held by the Education Bureau and/or the Immigration Department and/or other bureaux/departments and/or their agents/contractors in relation to my application and receipt of payment under such scheme(s), and understand that the matching procedure is conducted for ascertaining whether the student is eligible under such scheme(s) or not, and therefore I will not receive payment under such scheme(s) in case the student is ineligible.



請在此方格加上「✓」號,以茲確認本表格所列資料並沒有更改。如有更改,請留空此格。  
Please "✓" in this box to confirm that there is no change of the pre-printed information on this Form. If there are changes, please leave this box blank.

申請人簽署 Signature of Applicant: \_\_\_\_\_

日期 Date: \_\_\_\_\_



### III 聲明 Declaration

1. 本人(即本表格簽署人)聲明本人為表格第 I 部分所示的學生的父母或監護人。  
I, the signatory of this Form, declare that I am the parent or guardian of the student as specified in Part I of this Form.
2. 本人已閱讀以下「收集個人資料的聲明」及完全明白其內容。  
I have read the following "Personal Information Collection Statement" and fully understand its content.

#### 收集個人資料的聲明 Personal Information Collection Statement

##### 收集個人資料的目的 Purpose of Collection

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：  
The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:  
(a) 處理、核實、審核資格及查證各項補助和津貼，以及由教育局提供的教育服務的申請；  
Activities relating to the processing, authentication and assessment on eligibility and counter-checking of the application for individual grant and subsidy as well as education service provided by the EDB;  
(b) 就上文(a)項所述申請的處理、核實、審核資格及查證，將個人資料與政府相關政策局/部門資料庫進行核對；  
Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the application mentioned in (a) above;  
(c) 將個人資料與教育局資料庫進行核對，以核實/更新教育局的記錄；以及  
Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB; and  
(d) 編製統計資料、研究及政府刊物。  
Activities relating to compilation of statistics, research and Government publications.
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理有關表格。  
The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

##### 可獲轉移資料者 Classes of Transferees

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在上述情況轉移或披露該等個人資料：  
The personal data you provide will be made available to persons working in EDB. Apart from that, they may be transferred or disclosed to the parties or in the circumstances listed below:-  
(a) 政府其他政策局及部門，包括入境事務處和社會福利署，以用於上文第 1 段所述的用途；  
Other Government bureaux and departments, including but not limited to Immigration Department and Social Welfare Department, for the purposes mentioned in paragraph 1 above;  
(b) 與本表格相關的學校，以用於上文第 1 段所述的用途；  
the school in which the form relates for the purposes mentioned in paragraph 1 above;  
(c) 受聘於教育局以提供服務或意見的人員、代理人、服務供應商或機構，包括銀行、數據處理服務供應商、印刷服務供應商和短訊服務供應商，以用於上文第 1 段所述的用途；  
personnel, agent, service provider or organisations, including but not limited to bank, data processing service provider, printing service provider and short message service provider, engaged by EDB to provide services or advice for the purposes mentioned in paragraph 1 above;  
(d) 你曾就披露個人資料給予訂明同意；以及  
where you have given your prescribed consent to such disclosure; and  
(e) 根據適用於香港的法例或法庭命令授權、規定或准許披露個人資料。  
where such disclosure is authorised, required or permitted under the law or court order applicable to Hong Kong.

##### 查閱個人資料 Access to Personal Data

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向高級行政主任(學生特別支援)2 提出，並寄交九龍觀塘觀塘道 410 號觀點中心 10 樓 1001-3 室教育局學生特別支援組觀塘辦事處或電郵至 [stgenquiry@edb.gov.hk](mailto:stgenquiry@edb.gov.hk)。  
You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Senior Executive Officer (Student Special Support)2 by post to Student Special Support Section Kwun Tong Office, Education Bureau, Unit 1001-3, 10/F, Kwun Tong View, 410 Kwun Tong Road, Kwun Tong, Kowloon or email to [stgenquiry@edb.gov.hk](mailto:stgenquiry@edb.gov.hk).
3. 本人授權並同意本人在表格內填報的銀行及其在香港特別行政區境內或境外營運的代理人/承辦商，使用他們所持有關於本人的個人資料(包括姓名、銀行帳戶號碼及電郵地址)，並向政府的有關政策局及部門(包括其代理人/承辦商)、銀行及資料的其他承轉人或其他參與該等計劃的行政及運作的各方披露該等資料，以處理本人就該等計劃的申請及領款事宜，以及作任何與該等目的直接有關的其他用途。  
I hereby authorise and consent to the bank as specified in this Form and its agents/contractors operating in or outside Hong Kong using the personal data in their possession including name, bank account number and email address; and releasing such data to the relevant bureaux and departments, including their agents/contractors, of the Government, banks and other transferees and any other parties involved in the administration and operation of such scheme(s) for the purposes stated in this Form, to process the application and receipt of payment under such scheme(s) and for any purpose directly related to such purposes.
4. 本人，並代表在表格內填報的學生，同意上文第 3 段所述的有關政府政策局及部門(包括其代理人/承辦商)使用其資料，進行任何與本人就該等計劃的申請及領款有關的審核及/或調查，並同意在審核及/或調查工作必須披露有關資料的情況下，他們可向任何其他各方披露該等資料。  
I, and on behalf of the student specified in this Form, consent to the use of the Data for any checking and/or investigation relating to my application and the receipt of payment under such scheme(s) to be carried out by the relevant bureaux and departments of the Government mentioned in paragraph 3 above, including their agents and contractors, and that they may disclose the Data to any other parties if the disclosure is necessary for such checking and/or investigation.
5. 本人，並代表在表格內填報的學生，同意政府把其資料與教育局及/或入境事務處及/或其他政策局/部門及/或其代理人/承辦商所持有關於其個人資料進行核對，以便處理本人就該等計劃的申請及領款事宜。本人明白核對程序旨在確定填報的學生是否符合該等計劃的資格；如填報的學生不符合資格，將不能在該等計劃下領取款項。  
I, and on behalf of the student specified in this Form, consent to the matching of the Data with the personal data held by the Education Bureau and/or the Immigration Department and/or other bureaux/departments and/or their agents/contractors in relation to my application and receipt of payment under such scheme(s), and understand that the matching procedure is conducted for ascertaining whether the student is eligible under such scheme(s) or not, and therefore I will not receive payment under such scheme(s) in case the student is ineligible.
6. 本人同意政府把該等計劃的款項直接存入本人在表格內指定的銀行帳戶。本人亦同意並承諾，如政府就該等計劃向本人支付的款項超過既定款額，或誤向本人支付任何款項，本人定當立即通知政府並退回任何多付或誤付的款項。就此，本人授權銀行從本人的帳戶扣除經政府核實為多付或誤付的款項。  
I agree that the payment under such scheme(s) is effected directly into the bank account as specified in this Form. I also agree and undertake to notify the Government forthwith of any overpayment or any payment by mistake to me under such scheme(s) and refund the same to the Government. In this respect, I hereby authorise the bank to debit the bank account with such amount certified by the Government as overpayment or payment by mistake.
7. 本人聲明填報的學生就讀於本表格第 I 部分指明的日校；填報的學生符合該等計劃的資格準則，他/她並非持學生簽證來港就學，亦非持有入境事務處發出的擔保書(坊間一般稱為「行街紙」)。本人明白如填報的學生不符合資格，將不能在該等計劃下領取款項。  
I declare that the student is enrolled in the day-school as specified in Part I of this Form; the student satisfies the eligibility criteria for such scheme(s), and he/she is neither a holder of student visa for entry into Hong Kong for studies, nor a holder of recognizance form issued by the Immigration Department. I understand that I will not receive payment under such scheme(s) in case the student is ineligible.
8. 本人明白只有其中一位父母或監護人可為每一名合資格學生提交一份申請。本人聲明本人已與本人的配偶及其他監護人(如適用)核實，並沒有就填報的學生重複遞交申請；亦未曾在有關的學年在該等計劃下填報的學生遞交申請或領取款項。如申請人為同一名學生重複遞交申請，其後重複申請將不獲處理。  
I understand that only one of the parents or guardians can submit an application for each eligible student once only. I declare that I have checked with my spouse and other guardian(s) (if applicable) that there are no duplicate submissions for the student in this form under such scheme(s); and I have no previous application and/or receipt of payment under such scheme(s) in the school year concerned in respect of the student. Submitting more than one application for the same student will result in disqualification of the duplicated applications.
9. 本人聲明在本表格填報的資料均屬正確無訛。本人明白倘若本人蓄意或存心虛報資料或隱瞞任何事項，或錯誤引導政府以獲取該等計劃的款項，本人有可能被刑事檢控。  
I declare that the Data is true, complete and accurate. I understand that if I knowingly or wilfully make any false statement or withhold any information, or otherwise mislead the Government for the purpose of obtaining payments under such scheme(s), it will render me liable to prosecution.
10. 本人同意，政府並無責任處理就學生在該等計劃下的申請及付款事宜，如：  
I agree that the Government shall have no obligation to process the application or to make any payment under such scheme(s) in respect of a student if:  
(a) 本人在任何時候被發現現在該等計劃下或與其有關的計劃提供予政府的資料屬虛假、不完整、不準確、不正確或具誤導性；或  
any information provided by me to the Government under or in relation to such scheme(s) is at any time found to be false, incomplete, inaccurate, incorrect or misleading; or  
(b) 該學生不符合資格領取該等計劃下的款項。  
the student is not eligible to receive any payment under such scheme(s).
11. 如政府在任何時候證實：  
If the Government certifies at any time that:  
(a) 政府就該等計劃向本人支付的款項超過既定款額；  
the Government has made any overpayment to me under the scheme(s);  
(b) 政府就該等計劃誤向本人支付任何款項；或  
the Government has made any payment by mistake to me under such scheme(s); or  
(c) 出現第 10(a)或(b)段所述的任何情況，  
any situation mentioned in paragraph 10(a) or (b) occurs,  
本人定當立即退回政府就該等計劃多付或誤付給本人的款項，並賠償政府可能出現或招致的損失、損害賠償、費用、收費或支出，其中可能包括因延遲或未能退回多付或誤付的款項而出現的情況。  
I shall return to the Government forthwith such overpayment or payment by mistake made to me by the Government under such scheme(s) and indemnify the Government against any losses, damages, costs, charges and expenses which the Government may sustain or incur, which may include those as a result of delay in returning or failure to return such overpayment or payment by mistake.
12. 本人明白如有上文第 11 段所述的情況，政府可隨時於認為有需要的期間內，扣起或暫停/停止向本人發放該等計劃的款項。  
I understand that the Government may at any time withhold or suspend/cease the payment of such scheme(s) to me for such period as the Government considers necessary under any circumstances mentioned in paragraph 11.
13. 在不損害上文第 11 段的原則下，倘若本人就該等計劃獲取的款項超過既定款額或有到期而未償還予政府的欠款，本人同意政府可能會從本人於該等計劃下應獲發的款項中，扣除多付的款項或到期償還的欠款，用作抵銷。  
Without prejudice to paragraph 11 above, if any overpayment was made to me by the Government or any amount due to be paid by me to the Government under or in connection with such scheme(s), I give my consent that the Government may set off the amount overpaid or the amount due against the payment under such scheme(s) which I am entitled to.



教育局  
EDUCATION BUREAU  
2023/24「學生津貼」申請表  
2023/24 "STUDENT GRANT" APPLICATION FORM  
(表格 A FORM A)

(教育局專用 For EDB Use)

## 須知事項 Notes to Complete this Form

- 本表格用作申請 2023/24 學年「學生津貼」。學生必須在 2023/24 學年就讀中學日校、小學、特殊學校或幼稚園。  
This application form ("Form") is for application for Student Grant for the 2023/24 school year. The student must attend secondary day school, primary school, special school or kindergarten in the 2023/24 school year.
- 學生必須是香港居民。只持有學生簽證或入境事務處發出的擔保書(坊間一般稱為「行街紙」)的學生均不符合資格。  
The student must be a Hong Kong resident. Students holding student visas only or recognizance forms issued by the Immigration Department are not eligible.
- 申請人必須是學生的父母或監護人。  
The applicant must be the parent or guardian of the student.
- 請用黑色或藍色筆以正楷填寫本表格。請勿使用塗改液或改錯帶。建議申請人備存一份填妥的表格以供日後參考。  
Please complete this Form in BLOCK letters using black or blue pen. Please do not use correction fluid or tapes. It is advisable for the applicant to keep a copy of the completed Form for future reference.
- 申請人於填寫及簽署本表格時,即表示申請人同意提供第 I 和第 II 部分所需資料以及第 III 部分的聲明。如申請人未能提供所需資料,可能會令其申請延遲或無法處理。  
Upon completing and signing this Form, the applicant is deemed to have agreed to provide the required information in Parts I and II, and the declaration in Part III. Failure to provide the required information may result in delay or non-processing of the application.
- 填妥的表格須在指定時間內透過學生就讀的學校提交。  
The duly completed Form should be submitted through the student's attending school within a specified period of time.  
(# 請填寫並圈出適當的選擇 Please fill in and circle the appropriate option)

## I 學生資料 Student Information

英文姓名 Name in English				
	(姓 Surname)	(名 Other Name)		
(按香港身份證、香港出生證明書或其他身份證明文件所示;略去逗號。)(as shown on the HK Identity Card, HK Birth Certificate or other identity document; comma excluded.)				
性別 Sex #	<input type="checkbox"/> ([1] 男 Male)	<input type="checkbox"/> ([2] 女 Female)		
	出生日期 Date of Birth			
	日 Day	月 Month		
	年 Year			
香港身份證號碼 HK Identity Card No. / 香港出生證明書號碼 HK Birth Certificate No.	<input type="checkbox"/>	( )		
(倘若學生沒有香港身份證或出生證明書,請留空此欄。)(Please leave it blank if the student does not have a HK Identity Card / Birth Certificate.)				
日校名稱 Name of Day-School				
學校類別 School Type #	<input type="checkbox"/> ([1] 幼稚園 Kindergarten)	<input type="checkbox"/> ([2] 小學 Primary)	<input type="checkbox"/> ([3] 中學 Secondary)	級別 Class Level

## (學校專用 For School Use)

茲證明本表格所示的學生就讀於本表格第 I 部分指明的日校,並未曾在 2023/24 學年「學生津貼」就此學生遞交申請。

This is to certify that the student shown in this Form is enrolled in the day-school as specified in Part I of this Form, and there is no previous submission for Student Grant for the 2023/24 school year in respect of this student.

學校蓋章  
School Chop

## II 申請人(家長/監護人)資料 Applicant (parent/guardian) Information

英文姓名 Name in English			
(必須與銀行記錄的帳戶持有人名稱相同,否則自動轉帳可能會被拒絕。)(must be the same as the account holder name registered with the bank, otherwise autopay may be rejected.)			
與學生的關係 Relationship with the Student #	<input type="checkbox"/> ([1] 父 Father)	<input type="checkbox"/> ([2] 母 Mother)	<input type="checkbox"/> ([3] 監護人 Guardian)
銀行帳戶號碼 Bank Account Number			(按存摺或銀行結單上所示)(as shown on passbook or bank statement)
	如申請人對於銀行帳戶號碼有任何疑問,請向有關銀行查詢。 If the applicant is in doubt about the bank account number, please check with the bank concerned.		
銀行編號 Bank Code	分行編號及帳戶號碼 Branch Code and Account Number		(例:渣打銀行 Standard Chartered Bank: 003, 滙豐銀行 HSBC: 004, 一般銀行編號請參閱右方二維碼 Please refer to the QR code on the right for common bank code list.)
(必須是申請人在其指定銀行以個人名義開立的本地港元儲蓄或往來帳戶號碼。定期存款帳戶,信用卡帳戶,外幣帳戶及貸款帳戶概不適用。) (must be a local Hong Kong dollar sole-name savings or current bank account number of the bank designated by the applicant. The account must not be a fixed deposit account, a credit card account, a foreign currency account or a loan account.)			
銀行名稱 Name of Bank			
香港流動電話號碼 HK Mobile Phone No.	電郵地址 Email Address		
(用作接收香港短訊通知)(For receiving HK SMS notification)			
短訊通知的語言 Language of SMS notification #	<input type="checkbox"/> ([1] 中文 Chinese)	<input type="checkbox"/> ([2] 英文 English)	如沒有選擇短訊通知的語言,申請人將會收到中文短訊。 If not choosing the language of SMS notification, the applicant will receive the SMS in Chinese.)

上述學生不是持學生簽證來港就學或持有入境事務處發出的擔保書(坊間一般稱為「行街紙」)。本人,並代表在表格內填報的學生,同意政府把其資料與教育局及/或入境事務處及/或其他政策局/部門及/或其代理人/承辦商所持有關於其個人資料進行核對,以便處理本人就該等計劃的申請及領款事宜。本人明白核對程序旨在確定填報的學生是否符合該等計劃的資格;如填報的學生不符合資格,將不能在該等計劃下領取款項。

The student specified above is not a holder of student visa for entry into Hong Kong for studies or a holder of recognizance form issued by the Immigration Department. I, and on behalf of the student specified in this Form, consent to the matching of the Data with the personal data held by the Education Bureau and/or the Immigration Department and/or other bureaux/departments and/or their agents/contractors in relation to my application and receipt of payment under such scheme(s), and understand that the matching procedure is conducted for ascertaining whether the student is eligible under such scheme(s) or not, and therefore I will not receive payment under such scheme(s) in case the student is ineligible.

申請人簽署 Signature of Applicant: \_\_\_\_\_

日期 Date: \_\_\_\_\_

日 Day 月 Month 年 Year

### III 聲明 Declaration

- 本人(即本表格簽署人)聲明本人為表格第 I 部分所示的學生的父母或監護人。  
I, the signatory of this Form, declare that I am the parent or guardian of the student as specified in Part I of this Form.
- 本人已閱讀以下「收集個人資料的聲明」及完全明白其內容。  
I have read the following "Personal Information Collection Statement" and fully understand its content.

#### 收集個人資料的聲明 Personal Information Collection Statement

##### 收集個人資料的目的 Purpose of Collection

- 你在本表格提供的個人資料, 會供教育局用於以下一項或多項用途:  
The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:  
(a) 處理、核實、審核資格及查證各項補助和津貼, 以及由教育局提供的教育服務的申請;  
Activities relating to the processing, authentication and assessment on eligibility and counter-checking of the application for individual grant and subsidy as well as education service provided by the EDB;  
(b) 就上文(a)項所述申請的處理、核實、審核資格及查證, 將個人資料與政府相關政策局/部門資料庫進行核對;  
Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the application mentioned in (a) above;  
(c) 將個人資料與教育局資料庫進行核對, 以核實/更新教育局的記錄; 以及  
Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB; and  
(d) 編製統計資料、研究及政府刊物。  
Activities relating to compilation of statistics, research and Government publications.
- 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料, 本局可能無法辦理或繼續處理有關表格。  
The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

##### 可獲轉移資料者 Classes of Transferees

- 你提供的個人資料會供教育局人員取閱。除此之外, 本局亦可能會向下列各方或在上述情況轉移或披露該等個人資料:  
The personal data you provide 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:-  
(a) 政府其他政策局及部門, 包括入境事務處和社會福利署, 以用於上文第 1 段所述的用途;  
other Government bureaux and departments, including but not limited to Immigration Department and Social Welfare Department, for the purposes mentioned in paragraph 1 above;  
(b) 與本表格相關的學校, 以用於上文第 1 段所述的用途;  
the school in which the form relates for the purposes mentioned in paragraph 1 above;  
(c) 受聘於教育局以提供服務或意見的人員、代理人、服務供應商或機構, 包括銀行、數據處理服務供應商、印刷服務供應商和短訊服務供應商, 以用於上文第 1 段所述的用途;  
personnel, agent, service provider or organisations, including but not limited to bank, data processing service provider, printing service provider and short message service provider, engaged by EDB to provide services or advice for the purposes mentioned in paragraph 1 above;  
(d) 你曾就披露個人資料給予訂明同意; 以及  
where you have given your prescribed consent to such disclosure; and  
(e) 根據適用於香港的法例或法庭命令授權、規定或准許披露個人資料。  
where such disclosure is authorised, required or permitted under the law or court order applicable to Hong Kong.

##### 查閱個人資料 Access to Personal Data

- 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料, 請以書面向高級行政主任(學生特別支援)2 提出, 並寄交九龍觀塘觀塘道 410 號觀點中心 10 樓 1001-3 室教育局學生特別支援組觀塘辦事處或電郵至 [stgenquiry@edb.gov.hk](mailto:stgenquiry@edb.gov.hk)。  
You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Senior Executive Officer (Student Special Support)2 by post to Student Special Support Section Kwun Tong Office, Education Bureau, Unit 1001-3, 10/F, Kwun Tong View, 410 Kwun Tong Road, Kwun Tong, Kowloon or email to [stgenquiry@edb.gov.hk](mailto:stgenquiry@edb.gov.hk).

- 本人授權並同意本人在表格內填報的銀行及其在香港特別行政區境內或境外營運的代理人/承辦商, 使用他們所持有關於本人的個人資料(包括姓名、銀行帳戶號碼及電郵地址), 並向政府的有關政策局及部門(包括其代理人/承辦商)、銀行及資料的其他承辦人或其他參與該等計劃的行政及運作的各方披露該等資料, 以處理本人就該等計劃的申請及領款事宜, 以及作任何與該等目的直接有關的其他用途。  
I hereby authorise and consent to the bank as specified in this Form and its agents/contractors operating in or outside Hong Kong using the personal data in their possession including name, bank account number and email address; and releasing such data to the relevant bureaux and departments, including their agents/contractors, of the Government, banks and other transferees and any other parties involved in the administration and operation of such scheme(s) for the purposes stated in this Form, to process the application and receipt of payment under such scheme(s) and for any purpose directly related to such purposes.
- 本人, 並代表在表格內填報的學生, 同意上文第 3 段所述的有關政府政策局及部門(包括其代理人/承辦商)使用其資料, 進行任何與本人就該等計劃的申請及領款有關的審核及/或調查, 並同意在審核及/或調查工作必須披露有關資料的情況下, 他們可向任何其他各方披露該等資料。  
I, and on behalf of the student specified in this Form, consent to the use of the Data for any checking and/or investigation relating to my application and the receipt of payment under such scheme(s) to be carried out by the relevant bureaux and departments of the Government mentioned in paragraph 3 above, including their agents and contractors, and that they may disclose the Data to any other parties if the disclosure is necessary for such checking and/or investigation.
- 本人, 並代表在表格內填報的學生, 同意政府將其資料與教育局及/或入境事務處及/或其他政策局/部門及/或其代理人/承辦商所持有關於其個人資料進行核對, 以便處理本人就該等計劃的申請及領款事宜。本人明白核對程序旨在確定填報的學生是否符合該等計劃的資格; 如填報的學生不符合資格, 將不能在該等計劃下領取款項。  
I, and on behalf of the student specified in this Form, consent to the matching of the Data with the personal data held by the Education Bureau and/or the Immigration Department and/or other bureaux/departments and/or their agents/contractors in relation to my application and receipt of payment under such scheme(s), and understand that the matching procedure is conducted for ascertaining whether the student is eligible under such scheme(s) or not, and therefore I will not receive payment under such scheme(s) in case the student is ineligible.
- 本人同意政府把該等計劃的款項直接存入本人在表格內指定的銀行帳戶。本人亦同意並承諾, 如政府就該等計劃向本人支付的款項超過既定款額, 或誤向本人支付任何款項, 本人定當立即通知政府並退回任何多付或誤付的款項。就此, 本人授權銀行從本人的帳戶扣除經政府核實為多付或誤付的款項。  
I agree that the payment under such scheme(s) is effected directly into the bank account as specified in this Form. I also agree and undertake to notify the Government forthwith of any overpayment or any payment by mistake to me under such scheme(s) and refund the same to the Government. In this respect, I hereby authorise the bank to debit the bank account with such amount certified by the Government as overpayment or payment by mistake.
- 本人聲明填報的學生就讀於本表格第 I 部分指明的日校; 填報的學生符合該等計劃的資格準則, 他/她並非持學生簽證來港就學, 亦非持有人入境事務處發出的擔保書(坊間一般稱為「行街紙」)。本人明白如填報的學生不符合資格, 將不能在該等計劃下領取款項。  
I declare that the student is enrolled in the day-school as specified in Part I of this Form; the student satisfies the eligibility criteria for such scheme(s), and he/she is neither a holder of student visa for entry into Hong Kong for studies, nor a holder of recognition form issued by the Immigration Department. I understand that I will not receive payment under such scheme(s) in case the student is ineligible.
- 本人明白只有其中一位父母或監護人可為每一名合資格學生提交一份申請。本人聲明本人已與本人的配偶及其他監護人(如適用)核實, 並沒有就填報的學生重複遞交申請; 亦未曾在有關的學年在該等計劃下就填報的學生遞交申請或領取款項。如申請人為同一名學生重複遞交申請, 其後重複申請將不獲處理。  
I understand that only one of the parents or guardians can submit an application for each eligible student once only. I declare that I have checked with my spouse and other guardian(s) (if applicable) that there are no duplicate submissions for the student in this form under such scheme(s); and I have no previous application and/or receipt of payment under such scheme(s) in the school year concerned in respect of the student. Submitting more than one application for the same student will result in disqualification of the duplicated applications.
- 本人聲明在本表格填報的資料均屬正確無訛。本人明白倘若本人蓄意或存心虛報資料或隱瞞任何事項, 或錯誤引導政府以獲取該等計劃的款項, 本人有可能被刑事檢控。  
I declare that the Data is true, complete and accurate. I understand that if I knowingly or willfully make any false statement or withhold any information, or otherwise mislead the Government for the purpose of obtaining payments under such scheme(s), it will render me liable to prosecution.
- 本人同意, 政府並無責任處理就學生在該等計劃下的申請及付款事宜, 如:  
I agree that the Government shall have no obligation to process the application or to make any payment under such scheme(s) in respect of a student if:  
(a) 本人在任何時候被發現該等計劃下或與其有關的計劃提供予政府的資料屬虛假、不完整、不準確、不正確或具誤導性; 或  
any information provided by me to the Government under or in relation to such scheme(s) is at any time found to be false, incomplete, inaccurate, incorrect or misleading; or  
(b) 該學生不符合資格領取在該等計劃下的款項。  
the student is not eligible to receive any payment under such scheme(s).
- 如政府在任何時候證實:  
If the Government certifies at any time that:  
(a) 政府就該等計劃向本人支付的款項超過既定款額;  
the Government has made any overpayment to me under the scheme(s);  
(b) 政府就該等計劃向本人支付任何款項; 或  
the Government has made any payment by mistake to me under such scheme(s); or  
(c) 出現第 10(a) 或 (b) 段所述的任何情況,  
any situation mentioned in paragraph 10(a) or (b) occurs,  
本人定當立即退回政府就該等計劃多付或誤付給本人的款項, 並賠償政府可能出現或招致的損失、損害賠償、費用、收費或支出, 其中可能包括因延遲或未能退回多付或誤付的款項而出現的情況。  
I shall return to the Government forthwith such overpayment or payment by mistake to me by the Government under such scheme(s) and indemnify the Government against any losses, damages, costs, charges and expenses which the Government may sustain or incur, which may include those as a result of delay in returning or failure to return such overpayment or payment by mistake.
- 本人明白如有上文第 11 段所述的情況, 政府可隨時於認為有需要的期間內, 扣起或暫停/停止向本人發放該等計劃的款項。  
I understand that the Government may at any time withhold or suspend/cease the payment of such scheme(s) to me for such period as the Government considers necessary under any circumstances mentioned in paragraph 11.
- 在不損害上文第 11 段的原則下, 倘若本人就該等計劃獲取的款項超過既定款額或有到期而未償還予政府的欠款, 本人同意政府可能會從本人於該等計劃下應獲發的款項中, 扣除多付的款項或到期償還的欠款, 用作抵銷。  
Without prejudice to paragraph 11 above, if any overpayment was made to me by the Government or any amount due to be paid by me to the Government under or in connection with such scheme(s), I give my consent that the Government may set off the amount overpaid or the amount due against the payment under such scheme(s) which I am entitled to.

教育局  
Education Bureau

領取表格  
Collection Slip

地點:	<p><b>港島區域教育服務處</b> 香港太古城太古灣道14號3樓 電話：2863 4646</p> <p><b>九龍區域教育服務處</b> 九龍塘沙福道19號教育局 九龍塘教育服務中心東座平台 電話：3698 4108</p> <p><b>新界東區域教育服務處</b> 新界上水龍琛路39號上水廣場22樓 電話：2639 4876</p> <p><b>新界西區域教育服務處</b> 新界荃灣青山道荃灣段457號 華懋荃灣廣場19樓 電話：2437 7272</p>	Venue:	<p><b>Hong Kong Regional Education Office</b> 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong Tel: 2863 4646</p> <p><b>Kowloon Regional Education Office</b> Podium, East Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon Tel: 3698 4108</p> <p><b>New Territories East Regional Education Office</b> 22/F, Landmark North, 39 Lung Sum Avenue, Sheung Shui, New Territories Tel: 2639 4876</p> <p><b>New Territories West Regional Education Office</b> 19/F, Chinachem Tsuen Wan Plaza, 457 Castle Peak Road, Tsuen Wan, New Territories Tel: 2437 7272</p>
時間:	<p><b>星期一至五</b> 上午九時三十分至十二時三十分 及下午二時三十分至五時三十分 (星期六、日及公眾假期休息)</p>	Time:	<p><b>Monday – Friday</b> 9:30 a.m. – 12:30 p.m. &amp; 2:30 p.m. – 5:30 p.m. (Closed on Saturdays, Sundays and Public Holidays)</p>

請向持表格人提供下列物品：

Please issue the bearer the following materials:

本表格所示學校的2023/24「學生津貼」申請表格及通知書  
Application Form and Notification Slip for 2023/24 Student Grant of the school as shown in this form

學校名稱：

Name of School: \_\_\_\_\_

學校編號

School No.

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學校類別\*

School Type\*

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

學校分區\* School District\*

港島區域 Hong Kong Region	<input type="checkbox"/> 中西區 Central & Western <input type="checkbox"/> 南區 Southern	<input type="checkbox"/> 東區 Hong Kong East <input type="checkbox"/> 灣仔 Wan Chai	<input type="checkbox"/> 離島 Islands
九龍區域 Kowloon Region	<input type="checkbox"/> 九龍城 Kowloon City <input type="checkbox"/> 深水埗 Sham Shui Po	<input type="checkbox"/> 觀塘 Kwun Tong <input type="checkbox"/> 黃大仙 Wong Tai Sin	<input type="checkbox"/> 西貢 Sai Kung <input type="checkbox"/> 油尖旺 Yau Tsim & Mong Kok
新界東區域 New Territories East Region	<input type="checkbox"/> 北區 North	<input type="checkbox"/> 沙田 Sha Tin	<input type="checkbox"/> 大埔 Tai Po
新界西區域 New Territories West Region	<input type="checkbox"/> 葵青 Kwai Chung & Tsing Yi <input type="checkbox"/> 元朗 Yuen Long	<input type="checkbox"/> 荃灣 Tsuen Wan	<input type="checkbox"/> 屯門 Tuen Mun

校長簽署：

Signature of School Head: \_\_\_\_\_

校長姓名：

Name of School Head: \_\_\_\_\_

學校電話號碼：

School Telephone No.: \_\_\_\_\_

日期：

Date: \_\_\_\_\_

學校蓋章  
School Chop

\* 請在適當的方格內「✓」 Please put a “✓” in the box as appropriate

教育局  
EDUCATION BUREAU  
2023/24 「學生津貼」“STUDENT GRANT”  
通知書 Notification Slip

(教育局專用 For EDB Use)



123456-0001

學校資料 **School Particulars**學校名稱 School Name XXXX SCHOOL學校編號 School Number XXXXXXXX - 000X

學校在遞交「學生津貼」申請表前已覆核下列各項：

**The following is checked before submission of application forms:**

- ✓ 每名學生只提交一份申請表 (表格A 或 表格B)  
Only one application form (Form A or Form B) is submitted for each student.
- ✓ 每份申請表均有申請人簽署  
Each application form has been signed by the applicant.
- ✓ 每份申請表均已有學校蓋章  
School chop has been stamped on each application form.
- ✓ 學校已影印多份未填寫的通知書備用  
School has made copies of unfilled notification slip for future use.
- ✓ 沒有夾附未填寫的表格B (如表格B的學生已離校，有關表格會被銷毀)  
No unfilled Form B is attached (If students in Form B have left school, the forms will be destroyed).

現交回 2023/24 學年「學生津貼」申請表

We return herewith application forms for Student Grant for the 2023/24 school year:

	表格 A Form A	表格 B Form B	表格 A(R) Form A(R)	表格 B(R) Form B(R)	總數 Total
數目 No.					

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

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

校長簽署 Signature of School Head : \_\_\_\_\_

聯絡人 Contact Person : \_\_\_\_\_

電話號碼 Telephone No. : \_\_\_\_\_

電郵地址 Email Address : \_\_\_\_\_

日期 Date : \_\_\_\_\_

學校蓋章

School  
Chop