

Education Bureau Circular Memorandum No. 14/2020

From: Permanent Secretary for Education To: Supervisors and Heads of all
Ref.: EDB(SA)/ADM/150/5/88/1 secondary day-schools, primary
Date: 8 January 2020 schools and special schools as well
as kindergartens

Student Grant (2019/20 School Year)

Summary

This circular memorandum is to inform all secondary day-schools, primary schools and kindergartens about the arrangements of providing day-school students with the student grant in the 2019/20 school year.

Background

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

Eligibility Criteria

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

4. Taking into account that there are some students who should meet the eligibility criteria stated in paragraph 3 above but attend other programmes owing to special circumstances, we also deem the following students eligible for the grant:

- (a) children at the age of two years and eight months or above as at 1 September of the school year concerned attending Special Child Care Centres subsidised by the Social Welfare Department owing to special needs;
- (b) newly arrived children attending the full-time Initiation Programme funded by the Education Bureau (EDB); and
- (c) students taking full-time programmes for Secondary 3 school leavers offered by the Vocational Training Council.

Distribution of Application Forms and Related Arrangements

5. EDB will distribute the “Student Grant” Application Forms and verify the student status via schools. For the Application Forms, there are Form A (sample at Appendix 1) and Form B (sample at Appendix 2). Form A is a blank form while Form B is pre-printed with the basic school and student information. Form B is mainly applicable for use by public sector schools, DSS schools and kindergartens having joined the kindergarten education scheme. In order to streamline the information to be provided by parents, Form B, a pre-printed form, is prepared with basic information kept by EDB as far as possible. If the relevant information requires amendment or updating, or there is no pre-printed forms for individual students, parents should use Form A for application. As for other schools, such as private schools and kindergartens not joining the kindergarten education scheme, Form A should be used for application.

6. Schools are requested arrange their staff to bring along the completed Collection Slip (Appendix 3) to collect the “Student Grant” Application Forms and Notification Form (for indicating the number of Application Forms submitted and yet to be submitted, sample at Appendix 4) at the respective Regional Education Offices (REO) from 9 January to 22 January 2020. Schools should distribute the Application Forms to parents of eligible students. Form A can also be downloaded from the EDB Homepage (<http://www.edb.gov.hk> > Students and Parents Related > Support and Subsidies > Student Grant) or obtained from REO, but the completed Application Forms must be submitted through the student’s attending school. Only one application can be submitted for each eligible student. Applicants should read carefully the “Notes to Complete this Form” and the “Declaration” before completing the “Student Grant” Application Form.

7. Schools are also requested to stamp the school chop on each Application Form to certify that the student concerned is its student. The Application Forms together with the Notification Form (please make photocopies for use if necessary) should be returned to EDB’s Special Duties Office (Address: 10/F, Kwun Tong View, 410 Kwun Tong Road, Kowloon) during the period from 16 January to 14 February 2020. If individual students could not submit the

applications before the end of the period specified, schools can return the completed Application Forms together with the Notification Form to EDB by batches. If there are students enrolled to a school after 14 February 2020 (such as newly arrived children) and if they are admitted on or before 30 June 2020, they can still apply for the subsidy. If the students concerned are changing schools, they can only apply for this subsidy in their last attending school or new school.

8. Applicants are not required to provide other documents at this stage. We will make use of existing school and student information to carry out verification as far as possible. Applicants will only be required to provide documents when necessary. We expect to start disbursing the subsidy to parents of eligible students in about six weeks after receiving the applications. As parents generally possess local bank accounts, the subsidy will be disbursed to parents via bank transfer.

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

Enquiries

10. For enquiries, please contact the respective Senior School Development Officers / Senior Services Officers, or call the hotline of EDB's Special Duties Office at 3850 2000.

Ms Karen LAU
for Permanent Secretary for Education

c. c. Heads of all sections – for information

教育局
EDUCATION BUREAU
「學生津貼」申請表
“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 2019/20 學年「學生津貼」。學生必須在 2019/20 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 2019/20 school year. The student must attend secondary day school, primary school, special school or kindergarten in the 2019/20 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。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. 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 consent 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 within a specified period of time be submitted through the student's attending school.
- (# 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

(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

級別 Level # ([1] 幼稚園 Kindergarten [2] 小學 Primary [3] 中學 Secondary) 班別 Class

香港身份證號碼 HK Identity Card No. ()

香港出生證明書號碼 HK Birth Certificate No. ()

(如未能提供,請在下方空格填寫性別及出生日期)
(If not available, please fill in Sex and Date of Birth in the space below)

性別 Sex # ([1] 男 Male [2] 女 Female) 出生日期 Date of Birth 日 Day 月 Month 年 Year

(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。
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.

學校蓋章
School Chop

II 申請人資料 Applicant Information

英文姓名 Name in English

(必須與銀行帳戶持有人相同) (must be the same as the bank account holder)

與學生的關係 Relationship with the Student # ([1] 父 Father [2] 母 Mother [3] 監護人 Guardian [4] 其他 Others:)

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)

銀行編號 Bank Code 分行編號及帳戶號碼 Branch Code and Account Number

(必須是申請人在其指定銀行以個人名義開立的本地港幣儲蓄或往來帳戶號碼) (must be a local Hong Kong dollar sole-name savings or current bank account number of the bank designated by the applicant)

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

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:

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

收集資料的目的：香港特別行政區政府（下稱「政府」）及其代理人／承辦商會就「學生津貼」及其他根據相同目的而實施的計劃（下稱「該等計劃」），使用本表格的資料，包括表格第 I 部分及／或教育局備存的學生資料以及可能就「學生津貼」提供的其他資料（下稱「資料」），作下列一項或多項用途或作其他直接有關的用途：

Purpose of Collection: The information in this Form, including the student information specified in Part I of this Form and/or kept by the Education Bureau and other information that may be provided for the purposes of Student Grant ("the Data"), will be used by the Government of the Hong Kong Special Administrative Region ("the Government") and its agents/contractors for one or more of the following purposes and any directly related purpose, in respect of Student Grant and other scheme(s) operated for the same purpose as Student Grant (hereinafter referred to "such scheme(s)"):

- 在該等計劃下辦理你的申請及領取款項事宜（如適用）包括但不限於表格第 III 部分所述的程序，並在有需要時就與該等計劃有關的事宜聯絡你；
to process your application and payment, if applicable, under such scheme(s) (including but not limited to the process(es) referred to in Part III) and if required, to communicate with you for matters relating to such scheme(s);
- 根據政府（包括入境事務處）持有的個人資料，與你在本表格提供的資料作核對，以確定你是否符合該等計劃的資格；
to conduct matching between the Data and the personal data held by the Government including the Immigration Department to check your eligibility under such scheme(s);
- 執行該等計劃，包括但不限於發放相關款項、向你發出書面通知及進行本表格第 III 部分第 4 段所述的調查；
to administer such scheme(s) including but not limited to effecting payment to you, issuing written notifications to you and conducting the investigations referred to in paragraph 4 in Part III;
- 作統計用途，但所得的統計數字，不會以能辨識任何資料當事人或其中任何人的身份的形式提供；以及
for statistics purposes on the condition that the resulting statistics will not be made available in a form which will identify the data subjects or any of them; and
- 作法律規定、授權或准許的用途。
any other purposes as may be required, authorized or permitted by law.

提供個人資料純屬自願，但你如果沒有提供足夠和正確的資料，你的申請可能無法處理。

It is voluntary for you to supply the Data but if you fail to supply any of the data required by this Form, your application may not be processed.

資料轉交的類別：為達到本表格所述的目的，你所提供的個人資料，或會向相關的政府政策局和部門及其代理人／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。

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

查閱個人資料：除了《個人資料（私隱）條例》（第 486 章）規定的豁免範圍之外，你有權要求查閱及改正未被刪除的個人資料。

Access to Personal Data: Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data provided in this Form when the data have not been erased.

查詢：你的要求或查詢可以傳真（號碼：2893 1461）或郵遞方式送交香港添馬添美道 2 號政府總部東翼 5 樓行政主任（學校行政）。

Enquiries: Your requests or enquiries should be addressed by fax (no. 2893 1461) or by post to Executive Officer (School Administration), 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

- 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）及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 **authorize 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.

- 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) be 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 authorize 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.

- 本人明白只有其中一位父母或監護人可為每一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 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.

- 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；
or
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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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

(教育局專用 For EDB Use)



123456-0001-12345678-01
12345

須知事項 Notes to Complete this Form

- 本表格用作申請 2019/20 學年「學生津貼」。學生必須在 2019/20 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 2019/20 school year. The student must attend secondary day school, primary school, special school or kindergarten in the 2019/20 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。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. 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 consent 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 within a specified period of time be submitted through the student's attending school.
- (# 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
(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 H O N G K O N G S E C O N D A R Y S C H O O L

級別 Level # 3 ([1] 幼稚園 Kindergarten [2] 小學 Primary [3] 中學 Secondary) 班別 Class 4 A

(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。

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.

學校蓋章
School Chop

II 申請人資料 Applicant Information

英文姓名 Name in English

(必須與銀行帳戶持有人相同) (must be the same as the bank account holder)

與學生的關係 Relationship with the Student # ([1] 父 Father [2] 母 Mother [3] 監護人 Guardian [4] 其他 Others:)

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)

銀行編號 Bank Code 分行編號及帳戶號碼 Branch Code and Account Number

(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) (must be a local Hong Kong dollar sole-name savings or current bank account number of the bank designated by the applicant)

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

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:

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

收集資料的目的：香港特別行政區政府（下稱「政府」）及其代理人／承辦商會就「學生津貼」及其他根據相同目的而實施的計劃（下稱「該等計劃」），使用本表格的資料，包括表格第 I 部分及／或教育局備存的學生資料以及可能就「學生津貼」提供的其他資料（下稱「資料」），作下列一項或多項用途或作其他直接有關的用途：

Purpose of Collection: The information in this Form, including the student information specified in Part I of this Form and/or kept by the Education Bureau and other information that may be provided for the purposes of Student Grant ("the Data"), will be used by the Government of the Hong Kong Special Administrative Region ("the Government") and its agents/contractors for one or more of the following purposes and any directly related purpose, in respect of Student Grant and other scheme(s) operated for the same purpose as Student Grant (hereinafter referred to "such scheme(s)"):

- (i) 在該等計劃下辦理你的申請及領取款項事宜（如適用）包括但不限於表格第 III 部分所述的程序，並在有需要時就與該等計劃有關的事宜聯絡你；
to process your application and payment, if applicable, under such scheme(s) (including but not limited to the process(es) referred to in Part III) and if required, to communicate with you for matters relating to such scheme(s);
- (ii) 根據政府（包括入境事務處）持有的個人資料，與你在本表格提供的資料作核對，以確定你是否符合該等計劃的資格；
to conduct matching between the Data and the personal data held by the Government including the Immigration Department to check your eligibility under such scheme(s);
- (iii) 執行該等計劃，包括但不限於發放相關款項、向你發出書面通知及進行本表格第 III 部分第 4 段所述的調查；
to administer such scheme(s) including but not limited to effecting payment to you, issuing written notifications to you and conducting the investigations referred to in paragraph 4 in Part III;
- (iv) 作統計用途，但所得的統計數字，不會以能辨識任何資料當事人或其中任何人的身份的形式提供；以及
for statistics purposes on the condition that the resulting statistics will not be made available in a form which will identify the data subjects or any of them; and
- (v) 作法律規定、授權或准許的用途。
any other purposes as may be required, authorized or permitted by law.

提供個人資料純屬自願，但你如果沒有提供足夠和正確的資料，你的申請可能無法處理。

It is voluntary for you to supply the Data but if you fail to supply any of the data required by this Form, your application may not be processed.

資料轉交的類別：為達到本表格所述的目的，你所提供的個人資料，或會向相關的政府政策局和部門及其代理人／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。

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

查閱個人資料：除了《個人資料（私隱）條例》（第 486 章）規定的豁免範圍之外，你有權要求查閱及改正未被刪除的個人資料。

Access to Personal Data: Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data provided in this Form when the data have not been erased.

查詢：你的要求或查詢可以傳真（號碼：2893 1461）或郵遞方式送交香港添馬添美道 2 號政府總部東翼 5 樓行政主任（學校行政）。

Enquiries: Your requests or enquiries should be addressed by fax (no. 2893 1461) or by post to Executive Officer (School Administration), 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

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 authorize 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) be 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 authorize 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，亦非持有人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.
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；
or
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).
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.

教育局
Education Bureau

領取表格
Collection Slip

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

學校名稱：

Name of School: _____

學校編號

School No.

--	--	--	--	--	--

學校級別*

School Level*

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

學校分區* School District*

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

校長簽署：

Signature of School Head: _____

校長姓名：

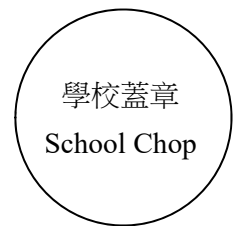
Name of School Head: _____

學校電話號碼：

School Telephone No.: _____

日期：

Date: _____



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

教育局
EDUCATION BUREAU

「學生津貼」“STUDENT GRANT”

(教育局專用 For EDB Use)



123456-0001

通知書 Notification Form

學校資料 School Particulars

學校名稱 School Name HONG KONG SECONDARY SCHOOL

學校編號 School Number 1 2 3 4 5 6 - 0 0 0 1

現夾附 2019/20 學年的「學生津貼」申請表共 _____ 份，包括表格 A _____ 份及表格 B _____ 份。
尚未交回的申請表共 _____ 份。

I attach herewith a total of _____ application forms for Student Grant for the 2019/20 school year, including _____ Form A and _____ Form B. There are a total of _____ application forms yet to be submitted.

校長簽署 Signature of School Head : _____

校長姓名 Name of School Head : _____

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

電話號碼 Telephone No. : _____

傳真號碼 Fax No. : _____

日期 Date : _____

學校蓋章

School
Chop