

## **Education Bureau Circular Memorandum No. 182/2024**

From: Permanent Secretary for Education      To: Supervisors and Heads of all  
Ref.: EDB(SSS2)/1-50/12 (2024/25)                      secondary day-schools, primary  
Date: 30 August 2024    schools, special schools and  
kindergartens

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### **Student Grant (2024/25 School Year)**

#### **Summary**

This circular memorandum informs all secondary day-schools, primary schools, special schools and kindergartens about the arrangements for providing day-school students with the student grant in the 2024/25 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 was 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. According to the Chief Executive's 2019 Policy Address, the provision of the student grant has been regularised starting from the 2020/21 school year.

#### **Eligibility Criteria**

3. The student grant is non-means-tested. All students<sup>1</sup> who are, as at the date of application, studying in secondary day-schools, primary schools and special schools (including public sector schools, Direct Subsidy Scheme (DSS) schools, English Schools Foundation (ESF) 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 visas for entry into Hong Kong for studies and students holding Recognizance Forms issued by the Immigration Department are not within the scope of subsidy.

4. Taking into account that there are some students who should meet the eligibility criteria

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<sup>1</sup> Kindergarten students have to be at the age of two years and eight months or above as at 1 September of the school year in order to be eligible for the student grant.

stated in paragraph 3 above but are enrolled in 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.

### **Application Arrangements**

5. Starting from the 2024/25 school year, the electronic submission (e-submission) of student grant applications will be expanded to all school types. Parents/guardians (hereinafter referred to as “applicants”) of students studying in secondary day-schools, primary schools and special schools (including public sector schools, DSS schools, ESF schools and private schools) as well as kindergartens can apply for the grant by e-submission. Schools are advised to inform parents of the relevant e-submission arrangements. To cater for the needs of individual parents, apart from making e-submission, parents can still opt to fill out the paper application form and submit it to the school for further processing. However, **only one application, either in electronic form (e-form) or paper form, can be submitted for each eligible student.**

### **Relevant Arrangements of e-Submission**

6. Applicants must have an “iAM Smart+” account with a digital signing function. They may log in to the online service of “e-Submission of Student Grant Applications” via the “iAM Smart” App direct, or scan the QR code or click the link below and log in to the e-submission platform (e-platform) to submit electronic applications (e-application).

#### Student Grant e-Submission Platform



(Link: <https://stgsesweb.edb.gov.hk/>)

For details of “iAM Smart” registration, applicants are advised to visit the “iAM Smart” thematic website at <https://www.iamsmart.gov.hk>.

7. Applicants should read carefully the “Guidance Notes” on the e-platform. Those who received the student grant in the previous school year will be given a pre-filled e-form upon identity verification (which may necessitate entering a one-time verification code). These applicants simply need to verify the pre-filled student and applicant information in the e-form and enter the student’s class name before proceeding with e-submission using digital signing. In cases where the student has transferred to another school, the applicant should select the name of the new day-school from the e-form. Applicants can amend and/or supplement the information (such as the number of the newly obtained identity document) on the e-form if necessary. New applicants or applicants not provided with a pre-filled e-form can fill out a blank e-form. Before submission, applicants must ensure the accuracy of all provided information, particularly the school name and address, to prevent delays in the application process. Schools are advised to furnish parents with relevant details (e.g. school name, number and address) for reference to ensure the correct selection of school names. Schools may also provide parents with illustrative examples of class levels and class names as needed to facilitate the verification of student status.

8. The e-platform will open at 6:00 a.m. on 13 September 2024 and close after 11:59 p.m. on 2 October 2024. Applicants may submit e-applications via the e-platform during this period. They may scan the QR codes below for details on the application procedures and to learn more about how to fill in an e-form:

[Guide on Application Procedures](#)



[Video on e-Form Filling](#)



Applicants may refer to the “[Student Grant - Parent’s Guide on e-Submission of Applications](#)” on EDB website for more information about e-submission.



9. EDB will inform the applicants of the application status and other related matters via SMS and/or email. Applicants can also check their application status on the e-platform and use its other functions, such as updating or amending information, or uploading supporting documents as requested by EDB.

10. Schools should retrieve student information from the e-applications and verify student status via the Student Grant System (STGS) (<https://stgsfile.edb.gov.hk>). **They must assign their staff to log in to STGS to verify the student's status within 14 days from the date of the parent's e-submission.** Applications with unverified student status will expire by the specified deadline and will be automatically returned to the applicant for rectification. The applicant should rectify the information for re-submission **within seven days**, after which the school will have to verify the student status once more. To enable schools to timely verify student status, EDB will issue reminders to schools via STGS to inform them of the number of applications pending verification on a regular basis. A video on how to verify student status and the presentation materials of relevant school briefings are available on STGS for schools' reference. Schools are urged to arrange staff to log in to STGS regularly and verify the student status as soon as possible to facilitate the early processing of the applications by EDB.

### **Distribution of Paper Application Forms and Relevant Arrangements**

11. EDB will distribute the "Student Grant" paper application forms and verify the student status via schools. For the paper application forms, there are **Form B** (sample at Appendix 1) and **Form A** (sample at Appendix 2). Form B is pre-printed with the basic information of the student and the applicant (applicable to students who received the student grant in the previous school year and are studying in the same school), while Form A is a blank form (applicable to students who are newly admitted to a school or those who have transferred to another school in the current school year). Schools are advised to remind applicants to fill in the application forms according to the circumstances set out below:

#### **(A) Form B:**

- ✧ In general, applicants are only required to check the accuracy of the pre-printed information. If there is no need to change the pre-printed information, applicants should **put a "✓" in the confirmation box** at the bottom part of the paper form, sign and submit the application form to EDB through schools.
- ✧ If the essential student particulars pre-printed on Part I of Form B (i.e. Student's Name in English, Name of Day-school or School Type) require amendment(s), applicants of the students concerned **should use Form A for application.**
- ✧ If other pre-printed information on Form B requires updating (information other than the essential student particulars), applicants should make the amendment(s) in the space above the relevant information in BLOCK letters using **black or blue ball pen** (correction fluid or tapes should not be used for making amendment(s)), **leave the confirmation box at the bottom part of the form blank** and submit the application form to EDB through schools.

**(B) Form A:**

- ✧ For students who are newly admitted to a school, have transferred to another school, individual students without Form B provided by EDB or those with the aforementioned essential student particulars requiring amendment(s), applicants should use Form A for application.
- ✧ In completing the paper application form, applicants may refer to the reference information (including how to fill in bank account information correctly) uploaded onto EDB website (<http://www.edb.gov.hk>) (Home > Students and Parents Related > Support and Subsidies > Student Grant) or scan the QR codes below to access the information.

Video on Paper Form Filling



List of Common Bank Codes



12. Private schools (including international schools), ESF schools and kindergartens should arrange for their staff to bring along the completed Collection Slip (Appendix 3) when collecting the “Student Grant” paper application forms and Notification Slip (for indicating the number of paper application forms submitted, sample at Appendix 4) at the respective Regional Education Offices (REO) from 3 to 18 October 2024. Form A can also be downloaded from EDB website (Home > Students and Parents Related > Support and Subsidies > Student Grant) or obtained from REO. Please note that **the completed paper application forms must be submitted through the schools that the students concerned are attending**. Applicants should read carefully the “Notes to Complete this Form” and the “Declaration” before completing the “Student Grant” application form.

13. As the e-submission of applications for student grant has been implemented in public sector and DSS schools in the previous school year, if any parents need a paper application, these schools should download the “Student Grant” Form B from STGS and print it double-sided, and download the Notification Slip from STGS. Please note that Form B will not be provided to parents who have submitted e-applications in this and/or the previous school year, and they should be encouraged to stick to e-submission. Public sector and DSS schools may log in to STGS from 7 October 2024 to download the forms and Notification Slip. The relevant user manual and demonstration video are also available on STGS for schools’ reference. If needed, Form A can be downloaded from EDB website by the applicants.

14. All schools may distribute the paper application forms to parents of eligible students starting from 9 October 2024, except for those who have submitted an e-application. A list of students with e-applications submitted is available for schools to check on STGS. Schools should stamp a school chop on each paper application form to certify that the student concerned

is their student. **The paper application forms, together with the Notification Slip**, should be returned to the Student Special Support Section Kwun Tong Office of EDB (Address: Unit 1001-3, 10/F, Kwun Tong View, 410 Kwun Tong Road, Kowloon) during the period from 14 October to 13 November 2024. If individual students cannot submit the application within the specified period, schools may return the completed paper application forms, together with the Notification Slip, to EDB in batches. Students enrolled in a school after 13 November 2024 (such as newly arrived children) with an admission date on or before 30 June 2025 can still apply for the subsidy. In such cases, applicants should submit the completed paper application form to EDB through the schools on or before 4 July 2025. If the students concerned are transferees, they may apply for this grant through the school they previously attended or the admitting school, but **duplicate applications are not permitted**.

15. Applicants are not required to provide other documents at this stage. We will make use of the school, student and applicant information available to conduct verification as far as possible. Applicants will only be requested to provide documents when necessary. EDB will inform parents of the status of their application via SMS and/or email as appropriate. As parents generally possess local bank accounts, the grant will be disbursed to parents via bank transfer.

16. To assist schools to communicate with parents/guardians on issues related to the student grant, EDB will provide schools with progress reports on the applications via STGS on a regular basis. If the information provided in the application forms is incomplete or incorrect, or further information for verifying students' eligibility is needed, EDB will seek schools' assistance in requesting the applicants to submit the required information. To download the progress reports and other documents, schools should access STGS via the Common Log-On System (CLO) either using a master school administrator account of EDB e-Services Portal or a school administrator account of the CLO. Schools can also assign their staff to assist in handling student grant-related matters by using the delegation function of the CLO.

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

## **Enquiries**

18. For enquiries, please contact the respective Senior School Development Officers/Senior Services Officers, or the Student Special Support Section Kwun Tong Office of EDB (email: [stgenquiry@edb.gov.hk](mailto:stgenquiry@edb.gov.hk); hotline: 3850 2000).

(Ms Cynthia CHAN)

for Permanent Secretary for Education

c.c. Heads of Sections – for information



123456-0001-12345678-01

(供學校參考)  
For School Reference

2023/24

級別 Class Level

4A

教育局

EDUCATION BUREAU

2024/25「學生津貼」申請表

2024/25 "STUDENT GRANT" APPLICATION FORM

(表格 B FORM B)

## 須知事項 Notes to Complete this Form

- 本表格用作申請 2024/25 學年「學生津貼」。學生必須在 2024/25 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 2024/25 school year. The student must attend secondary day school, primary school, special school or kindergarten in the 2024/25 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.
- 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。  
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 2024/25 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 2024/25 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)

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

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人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.



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下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，包括入境事務處及社會福利署，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。  
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.
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）、銀行及資料的其他轉承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) 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 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.
8. 本人目前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).
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  
2024/25「學生津貼」申請表  
2024/25 "STUDENT GRANT" APPLICATION FORM  
(表格 A FORM A)

## 須知事項 Notes to Complete this Form

- 本表格用作申請 2024/25 學年「學生津貼」。學生必須在 2024/25 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 2024/25 school year. The student must attend secondary day school, primary school, special school or kindergarten in the 2024/25 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,並未曾於 2024/25 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 2024/25 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)
銀行編號 Bank Code	分行編號及帳戶號碼 Branch Code and Account Number		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.
(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.
- 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 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符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 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.
- 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2024/25「學生津貼」申請表格及通知書  
Application Form and Notification Slip for 2024/25 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\*

<p>港島區域 Hong Kong Region</p>	<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
<p>九龍區域 Kowloon Region</p>	<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
<p>新界東區域 New Territories East Region</p>	<input type="checkbox"/> 北區 North	<input type="checkbox"/> 沙田 Sha Tin	<input type="checkbox"/> 大埔 Tai Po
<p>新界西區域 New Territories West Region</p>	<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  
2024/25「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 XXXXXX - 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 2024/25 學年「學生津貼」申請表

We return herewith application forms for Student Grant for the 2024/25 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