

Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS)

資助專上課程學生資助計劃

For Local Full-time UGC-funded Students (including UGC-funded associate degree programmes)

Introduction

If you are a full-time UGC-funded CityU student and have the right of abode in Hong Kong or have resided/had a home in Hong Kong continuously for three complete years immediately prior to the commencement of your programme, you are eligible to apply for financial assistance through this Scheme which is administered by the Hong Kong Government. For guidelines of application, please visit the following websites of the **Student Finance Office (SFO)**[學生資助處], which is under the **Working Family and Student Financial Assistance Agency (WFSFAA) of the Hong Kong SAR Government**.

<http://www.wfsfaa.gov.hk/sfo/tc/postsecondary/tsfs/overview.htm> (Chinese version)

<http://www.wfsfaa.gov.hk/sfo/en/postsecondary/tsfs/overview.htm> (English version)

The Scheme offers assistance in the forms of grants and/or loans to cover tuition fees, academic expenses, students' union fees and living expenses. As this is the main source of financial assistance, you are strongly advised not to miss the application periods. Continuing and new students are normally invited to submit applications in April and September each year respectively. The earlier the application is submitted, the earlier the application is processed.

Enquiries

Student Finance Office (SFO) Enquiry Hotline : 2150 6000
24-hour Automated Enquiry Hotline provided by SFO : 2802 2345

2016/17 Application

Online Application Form (E-submission)

All TSFS applicants are required to submit their applications through the online application form at SFO E-link – My Applications platform (<https://ess.wfsfaa.gov.hk>). **No more hard copy of application form can be submitted / processed.**

For Course Coding Sheet, please visit the Student Finance Office website :
<http://www.wfsfaa.gov.hk/sfo/tc/postsecondary/tsfs/general/coding.htm>

(Please note that your Institution Course Code means “Programme” + “Major” codes as enlisted in AIMS. For details, please click [here](#)).

To ensure you have filled in each and every item of information in the appropriate parts accurately and attached all documentary proofs when submitting the online application form, you are highly recommended to read through the information enlisted in SFO’s leaflet ([Chinese](#)) ([English](#)).

Online demonstration on E-submission of TSFS applications:

<https://ess.wfsfaa.gov.hk/demo/tc/> (Chinese version)

<https://ess.wfsfaa.gov.hk/demo/en/> (English version)

Submission of Declaration (paper signing selected) & Supporting Documents

Students should submit the signed declaration (paper signing selected) and supporting documents to the SFO **within 7 days** from submission of online application form through the following means:

A. Online upload (<https://ess.wfsfaa.gov.hk>)

- Through SFO E-link – My Applications
- File formats - PDF and JPEG
- File capacity - 10 MB (about 30 pages)

If applicants have more than 30 pages of documents, please use other means to submit the documents in one go.

B. By mail / By hand (together with the Reply Slip)

Address: Student Finance Office
Working Family and Student Financial Assistance Agency
12/F, One Mong Kok Road Commercial Centre
1 Mong Kok Road, Kowloon
(Attn: AP Registry, FS Section)

C. Through CityU Drop-in Box (**from 15 August 2016 to 31 October 2016**)

Address: Student Development Services
6/F, Amenities Building

(Please note that the SFO will collect the documents from the Drop-in Box weekly. To speed up the application process, you may submit the supporting documents via the above-mentioned means (A – B) to the SFO direct.)

Application Period

For Full-time Current Students: (Application deadline: 22 April 2016)

In 2016/17 academic year, TSFS applicants should submit their applications through the online application form at SFO E-link – My Applications platform (<https://ess.wfsfaa.gov.hk>) **from 1 to 22 April 2016**.

For Full-time New Students: (Application deadline: 21 September 2016)

In 2016/17 academic year, TSFS applicants should submit their applications through the online application form at SFO E-link – My Applications platform (<https://ess.wfsfaa.gov.hk>) **from 1 August 2016 to 21 September 2016**.

Please note that the earlier you hand in your application, the earlier your application will be processed. And you may obtain your Government Grant and Loan / Non-means-tested Loan in time to cover your tuition fee for 2016/17.

Late Application

Late application should be submitted through the online application form at SFO E-link – My Applications platform (<https://ess.wfsfaa.gov.hk>).

No late application will be accepted after 31 December 2016.

For Local Full-time Postgraduate (by Research) UGC-funded Students:

Application should be submitted within one month after registration of 2016/17 programme which starts before March 2017. Application after March 2017 will not be accepted.

Maximum Grant & Loan Offered to CityU Students

A. Maximum Grant 2016/17

Maximum Grant of Undergraduates = **Sum of Items 1, 2 & 3**

Maximum Grant of Postgraduates = **Sum of Items 1 & 2**

1. The 2016/17 Tuition Fee Payable

- Degree and Postgraduate Programme HK\$42,100
- Associate Degree / Sub-degree Programme HK\$31,575

2. The 2016/17 Academic Expenses of Related Discipline :

Discipline of Studies	Undergraduate (HK\$)
Arts	10,940
Social Science	9,040
Science	7,890
Business Administration	8,910
Engineering	8,610
Architecture	35,350
Building & Surveying	12,310
Law	14,150
Fine Arts / Design	35,830

Note : The above rates are applicable to undergraduates. For postgraduates, 28% would be added to the above rated.

3. The Compulsory 2016/17 Student Union Fee for Undergraduates

- New Students HK\$197
- Current Students HK\$127

B. Maximum Loan 2016/17

HK\$48,370

C. Maximum Deduction for Medical Expenses 2016/17

Maximum deduction for medical expenses in AFI formula per household member with chronic illness or permanent disability is HK\$19,680.

Student Travel Subsidy Scheme (STS)

Eligibility

- Study in full-time UGC-funded programme
- Succeed in TSFS application
- Reside (at home / hostel) beyond 10 minute's walking distance from place of study
- Require the use of public transport

Students wish to apply for student travel subsidy, they must do so through the TSFS online application. The applicants who have been approved to receive any kind of travel allowance are NOT entitled to apply for STS from the SFO.

Enquiries

Student Finance Office (SFO) Enquiry Hotline : 3616 6563