

保良局馬錦明中學2021-2022年度第83號通告
下學年學生資助計劃申請程序

敬啟者：

1. 於本學年獲批全額/半額資助的家庭：

- 學生資助處(學資處)已於本年三月至四月初向相關家庭發出可用於網上開啟「預填表格」的「登入碼」及相關資料，或預印的紙本版「學生資助計劃綜合申請表格」。
- 收到網上版「預填表格登入碼」的家長需要於本年五月底前登入「學資處電子通」(<http://ess.wfsfaa.gov.hk/espps>)於網上遞交表格及有關證明文件；而收到紙本版預印表格的家長則需於本年五月底或之前，將上述表格及有關證明文件副本，直接寄交學生資助處，地址為尖沙咀郵箱96824號。
- 成功通過入息審查的家庭，將於本年八月底前收到學生資助處發出的「資格評估申請結果通知書」、書簿津貼及上網費津貼。
- 申請過程中，學生不用遞交任何文件到學校，亦不會收到「資格證明書」。
- 家長必須小心保存「資格評估申請結果通知書」，日後或需出示此通知書以作申請其他津貼。

2. 以往不曾獲發資助或首次申請資助的家庭：

- 家長可以使用「學資處電子通」(<http://ess.wfsfaa.gov.hk/espps>)填寫網上版「學生資助計劃綜合申請表格」；學生或家長亦可到本校校務處、學生資助處或民政事務處民政諮詢中心索取紙本版「學生資助計劃綜合申請表格」。
- 家長需於本年五月底前，於「學資處電子通」網頁完成遞交申請，或將上述表格及有關文件直接寄交學生資助處，地址為尖沙咀郵箱96824號。
- 成功通過入息審查的家庭，將於本年八月底起收到學資處發出的「資格證明書」，學生填妥後需於下學年九月開學首星期交回學校處理。
- 家長必須自行影印「資格評估申請結果通知書」備用，日後或需出示證明書副本，以作申請其他津貼。

註：

1. 學生資助處會假設學生能在下學年升班，並於八月份將書簿津貼轉賬至家長戶口。新學年開學後，學生資助處將與本校核對資料，若所獲津貼並不符合實際就讀級別，則會向家長補回或追回差額。
2. 請留意學生資助處寄給家長的申請指引。如有疑問，可致電2802-2345向學資處查詢。

此致
貴家長

校長

謹啟

2022年5月3日

(請家長於 ESCHOOL 確認回條)

Po Leung Kuk Ma Kam Ming College 2021-2022 Notice No.83
Application Procedures of Financial Assistance Scheme for the Next School Year

03 May 2022

Dear Parents / Guardians,

1. Families obtaining financial assistance in current school year (both full grant and half grant):

- Student Finance Office (SFO) has issued the Access Code and related information for accessing the online pre-filled e-form of Household Application Form for Student Financial Assistance Schemes, or paper-based pre-printed to related families between March and early-April this year.
- For the families receiving Access Codes for accessing the online pre-filled e-form, parents are required to login to the SFO E-link (<http://ess.wfsfaa.gov.hk/espps>) with the Access Code and submit the completed e-form and relevant supporting documents online by the end of May this year. As for the families who receive paper-based pre-printed forms, parents should submit the completed application form together with copies of the relevant supporting documents directly to the SFO by post before the end of May this year. (Correspondence Address: PO Box 96824, Tsim Sha Tsui Post Office)
- Families who pass the Means Test will receive a Notification of Result and the grants before late-August this year.
- During the application process, students and parents are not required to submit any document to the school. No Eligibility Certificates will be issued.
- Parents should keep the Notification of Result properly in case it is needed for applying other subsidies.

2. Families who have NEVER received financial assistance before and first-time applicants:

- Parents may fill in the online e-form of Household Application Form for Student Financial Assistance Schemes on SFO E-link (<http://ess.wfsfaa.gov.hk/espps>). Students or parents may also obtain a paper-based form from our school's general office, Student Finance Office or Home Affairs Enquiry Centres of the Home Affairs Department.
- For online applications with SFO E-link, parents should submit the completed e-form and relevant supporting documents by the end of May this year. As for the paper-based applications, completed application form together with copies of the relevant supporting documents should be submitted directly to the SFO by post by the end of May this year.
- Families who pass the Means Test will receive Eligibility Certificates issued by the SFO by August this year. Students should submit the completed certificate to the school within the first week of the new school year.
- Parents should keep a copy of the Eligibility Certificate in case it is needed for applying other subsidies.

Remarks :

1. SFO assumes students can get promoted to a higher grade in the coming school year and the grant will be disbursed to parents' bank accounts in August this year. If the grant received is not conforming to a student's grade after verification in the new school year, the difference will be repaid/retrieved.
2. Please pay attention to the Guidance Notes to be sent by the SFO. For inquiries, please contact the SFO at 2802-2345.

Yours faithfully,
Ha Man Leung
The Principal

(Parents are required to confirm this notice via ESCHOOL)