

GRANTHAM MAINTENANCE GRANTS 2024/25

GUIDANCE NOTES ON APPLICATIONS

1. Grantham Maintenance Grants

The Grantham Maintenance Grants, a scheme under the Grantham Scholarships Fund, aim to provide assistance to students who are in financial need as assessed under a means test, in the form of maintenance grants.

2. Eligibility

2.1 The student-applicant is eligible if he / she is pursuing any one of the following full-time courses of study:

- (a) a secondary day school approved by the Education Bureau
i.e. Senior Secondary 1 / Secondary 4 to Senior Secondary 3 / Secondary 6;
- (b) the following courses of the Hong Kong Institute of Vocational Education and Youth College under the auspice of the Vocational Training Council:

Course Code	Course Title	Course Code	Course Title
FS113351	Diploma of Vocational Education (Business)	FS113352	Diploma of Vocational Education (Hairdressing)
FS113354	Diploma of Vocational Education (Mechanical Engineering)	FS113359	Diploma of Vocational Education (Building Services Engineering)
FS113362	Diploma of Vocational Education (Automotive Technology)	FS113363	Diploma of Vocational Education (Beauty Care)
FS113364	Diploma of Vocational Education (Jewellery Arts and Design)	FS113371	Diploma of Vocational Education (Information Technology)
FS113373	Diploma of Vocational Education (Gas Services Engineering)	FS113374	Diploma of Vocational Education (Electrical Engineering)
FS113376	Diploma of Vocational Education (Fitness and Sports Studies)	FS113377	Diploma of Vocational Education (Watch and Clock)
FS113378	Diploma of Vocational Education (Business Event Operations)	FS113379	Diploma of Vocational Education (Hotel Studies)
FS113381	Diploma of Vocational Education (Electronic and Computer Engineering)	FS113382	Diploma of Vocational Education (Construction Technology)
FS113383	Diploma of Vocational Education (Interior and Exhibition Design)	FS113384	Diploma of Vocational Education (Artificial Intelligence and Robotics)
FS113385	Diploma of Vocational Education (Image Design)	FS113386	Diploma of Vocational Education (Fashion)
FS113387	Diploma of Vocational Education (Design & Print Media)	FS113388	Diploma of Vocational Education (Food Technology & Nutrition)
FS113389	Diploma of Vocational Education (Business Event and Marketing)	FS113390	Diploma of Vocational Education (Jewellery Design and Technology)
FS113392	Diploma of Vocational Education (Pet Care and Grooming)	FS113393	Diploma of Vocational Education (Music and Media Production)
FS113840	Diploma of Vocational Baccalaureate (Design)	FS113850	Diploma of Vocational Baccalaureate (Engineering)
FS113860	Diploma of Vocational Baccalaureate (Sport)		

2.2 The student-applicant must be a Hong Kong resident who is not in receipt of the Comprehensive Social Security Assistance (CSSA) in his / her own name or as a member under the applicant's family. However, the holder of the Grantham Maintenance Grants may receive other forms of financial assistance provided that the aggregate amount of financial assistance received is not excessive.

2.3 The applicant must be financially in need as assessed under a means test. He / She must be a parent of the student-applicant. If both parents have deceased or are unable to exercise their guardianship, the applicant must be the guardian who supports the student-applicant. Written explanation on why the application is not made by parents of the student-applicant must be provided.

2.4 Assessment of eligibility:

- The mechanism for assessment of eligibility (Adjusted Family Income (AFI) mechanism) adopted by the Student Finance Office (SFO) will form the basis of assessing the applicant's financial needs.
- The Grantham Scholarships Fund Committee (Committee) with the assistance of the SFO will assess the financial needs of the applicant's family based on the information provided in this application and / or in the applicant's / the spouse's application for other financial assistance schemes administered by the SFO.

2.5 Students who are repeaters will not be considered for this application except under very special circumstances.

3. Provision / Handling of Personal Data

- 3.1 It is the responsibility of the applicants to complete the application form fully and truthfully and to provide all supporting documents. Insufficient information / misrepresentation of facts will render the application disqualified for further processing.
- 3.2 The Committee / the SFO will use the personal data in the application and any supplementary information provided on the request of the SFO for the following purposes:
- Activities relating to the processing and authentication of the application;
 - Activities relating to the recovery of overpayments, if any;
 - Activities relating to the matching of personal data provided against other databases of the SFO and Social Welfare Department as may be required;
 - Statistics and research purposes; and
 - Processing of applications related to other student financial assistance schemes administered by the Committee / the SFO / agents of SFO / other relevant government bureaux / departments.
- 3.3 The personal data and the supplementary information provided may be disclosed to government bureaux / departments, related schools / institute or organisations for the purposes stated in Section 3.2 above; or where the applicant has given consent to such disclosure; or where such disclosure is authorised or required by law. If necessary, the Committee / the SFO will seek additional information from the applicant, contact other government bureaux / departments and organisations, including the employers of the family members and based on the findings, make adjustments if necessary to the grant. Any willful misrepresentation and concealment of facts revealed will lead to disqualification, restitution of the grant paid in full and possible prosecution.
- 3.4 All documents submitted are not returnable. However, in accordance with Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administrative Region), the applicant has the right to obtain, access and make corrections to the personal data in the application. He / she can also obtain copies of his / her personal data subject to the payment of necessary administrative charges. Such request should be addressed in writing to the Secretariat of the Committee (Secretariat of the Grantham Scholarships Fund Committee, 34/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong).
- 3.5 Applicants who do not wish to submit the required photocopies of the HKID Cards or other personal data via the school / institute may present them in person by making an appointment with the Secretariat of the Committee by phone before the deadline for submission of the applications.

4. Application Procedure and Payments of Grants

- 4.1 The **original** of completed application form should be **signed by the School Principal / Head of Department of Institute with School / Institute chop** and returned together with the copies of documentary proofs, **through the Head of School / Department of Institute, on or before 30 September 2024** to the Secretariat of the Committee on 34/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong. Please mark "Application for GMG 2024/25" on the envelope. The postmark date on the envelope will be regarded as the date of submission of application and applications which are late, submitted by fax or e-mail, or not made in the prescribed form will not be processed. **The Committee will notify the students the results of the applications via their Schools / Institutes in July 2025 tentatively. Schools / Institutes will then assist in arranging payments of the grants to successful grantees.**
- 4.2 If the student-applicant transfers to a school / an institute and / or course of study other than that indicated in the application form in the year of application, he / she must report the change at once to the Secretariat of the Committee; otherwise, his / her application will be considered null and void.
- 4.3 Students awarded with the grants may be required to refund the amount they received if they fail to complete the course. Grants are not renewable. Successful grantees who wish to continue to receive grants next year must re-apply.
- 4.4 If there is overpayment due to error of calculation or assessment, applicants are liable to refund the overpaid amount.
- 4.5 The Committee reserves the right to disqualify the applicant / student-applicant on the grounds that the applicant / student-applicant has / have engaged, is / are engaging, or is / are reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion of the eligibility of the applicant is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
- 4.6 For the avoidance of doubt, the applicant and the student-applicant will not be exonerated from any legal liability by virtue of the Committee's grants. The Committee reserves the right to hold the applicant / student-applicant accountable for all losses and liabilities arising from breaches of the Guidance Notes on Applications and any other laws and statutes on the part of the applicant / student-applicant. If the applicant / student-applicant is / are found to be in breach of the terms in relevant Guidance Notes on Applications or any other Hong Kong laws and statutes (including but not limited to The Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region) after the Committee's disbursement of approved grants, the Committee may exercise the right to require the applicant / student-applicant to return the disbursed grants to the Committee and cancel the disbursement of the remaining grants (if any).

5. How to Complete the Application Form

WARNING

This application must be completed FULLY and TRUTHFULLY. Any misrepresentation or concealment of facts may lead to disqualification of application and / or full recovery of financial assistance already granted by the Committee, and possible prosecution. Applicants are reminded that it is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits an offence and is liable, on conviction, to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

5.1 **Application form should be completed in block letters using black or blue ball pen. The following points should be carefully studied before completing every item of the form.**

5.2 **Part I Particulars of Student-applicant**

- Items 1 & 2: The name and HKID Card No. of the student-applicant should be provided. Please fill in the HKID Card No. with reference to the following example and copy of the student-applicant's identity document should be affixed onto Annex 1.
- Items 3, 4 & 5: The email address, contact phone no. of the student-applicant, and name of the School / Institute in English should be provided.
- Item 6: The appropriate box should be circled. For example, if the student-applicant attended Senior Secondary 1 / Secondary 4 in 2023/24 academic year and is going to be promoted to Senior Secondary 2 / Secondary 5 in 2024/25 academic year, the information should be provided as shown below:

Part I Particulars of Student-applicant (this part is mandatory)	School / Institute's Certification (Completed by School / Institute and with School / Institute Chop)																																
<p>1. Name of Student-applicant <u>CHAN SIU MAN</u> <u>陳小文</u> <small>Name in English (As shown on HKID Card) Name in Chinese (if applicable)</small></p> <p>2. HKID Card No. <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px; text-align: center;">A</td></tr></table> <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px; text-align: center;">1</td><td style="width: 20px; height: 20px; text-align: center;">2</td><td style="width: 20px; height: 20px; text-align: center;">3</td><td style="width: 20px; height: 20px; text-align: center;">4</td><td style="width: 20px; height: 20px; text-align: center;">5</td><td style="width: 20px; height: 20px; text-align: center;">6</td><td style="width: 20px; height: 20px; text-align: center;">(7)</td></tr></table> (Please attach a copy at Annex 1) <small>Prefix Number</small></p> <p>3. Email Address of Student-applicant <u>chansiuman@email.com</u></p> <p>4. Contact Phone No. of Student-applicant Residential: <u>1144 2255</u> Mobile Phone: <u>4499 8877</u></p> <p>5. Name of School / Institute (in English) <u>SHAM SHUI PO SECONDARY SCHOOL</u></p> <p>6. Class / Year (Note: Repeaters will not be considered except under very special circumstances.)</p> <p>(a) Class / Year attended in the 2023/24 academic year (Please circle the appropriate box)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;">A S3</td> <td style="width: 15%; border: 2px solid black;">B SS1 / S4</td> <td style="width: 15%;">C SS2 / S5</td> <td style="width: 15%;">D SS3 / S6</td> <td style="width: 15%; border: 1px solid black;">E Year 1</td> <td style="width: 15%; border: 1px solid black;">F Year 2</td> </tr> <tr> <td colspan="4" style="font-size: small;">For Education Bureau approved secondary school students</td> <td colspan="2" style="font-size: small;">For HKIVE and YC Students</td> </tr> </table> <p>(b) Class / Year attended in the 2024/25 academic year (Please circle the appropriate box)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;">G SS1 / S4</td> <td style="width: 15%; border: 2px solid black;">H SS2 / S5</td> <td style="width: 15%;">I SS3 / S6</td> <td style="width: 15%; border: 1px solid black;">J Year 1</td> <td style="width: 15%; border: 1px solid black;">K Year 2</td> <td style="width: 15%; border: 1px solid black;">L Year 3</td> </tr> <tr> <td colspan="3" style="font-size: small;">For Education Bureau approved secondary school students</td> <td colspan="3" style="font-size: small;">For HKIVE and YC Students</td> </tr> </table>	A	1	2	3	4	5	6	(7)	A S3	B SS1 / S4	C SS2 / S5	D SS3 / S6	E Year 1	F Year 2	For Education Bureau approved secondary school students				For HKIVE and YC Students		G SS1 / S4	H SS2 / S5	I SS3 / S6	J Year 1	K Year 2	L Year 3	For Education Bureau approved secondary school students			For HKIVE and YC Students			<p>I confirm that:</p> <p>1. the student-applicant is a bona fide full-time student of this school / institute attending Senior Secondary _____ / Secondary _____ (Class) (For Education Bureau approved secondary school students) or _____ (Year of Study) / _____ (Course Code) (For HKIVE and YC Students) in the 2024/25 academic year; and</p> <p>2. the student-applicant * <i>is / is not</i> a repeater in the 2024/25 academic year. <small>* Please circle as appropriate</small></p> <p>Signature of Head of School / Department:</p> <p>School / Institute Chop:</p> <p>Date:</p>
A																																	
1	2	3	4	5	6	(7)																											
A S3	B SS1 / S4	C SS2 / S5	D SS3 / S6	E Year 1	F Year 2																												
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G SS1 / S4	H SS2 / S5	I SS3 / S6	J Year 1	K Year 2	L Year 3																												
For Education Bureau approved secondary school students			For HKIVE and YC Students																														

- If student-applicant has applied for financial assistance schemes for primary or secondary students for 2024/25 from the SFO, applicants are required to complete Parts III and VIII of the application form ONLY (i.e. Parts IV to VII need not be completed).

5.3 **Part III Particulars of Applicant and his / her Spouse**

- Items 9 & 10: The English and Chinese name(s) (if applicable) and HKID Card No. of the Applicant / Spouse as shown on the HKID Card should be provided. Copies of their identity documents should be affixed onto Annex 1. The HKID Card No. should be filled in with reference to the following example. If neither the applicant nor his / her spouse possesses a Hong Kong Identity Card, the number of other identity document and a copy of the proof, such as the Hong Kong Birth Certificate, Hong Kong Re-entry Permit, Document of Identity for Visa Purposes or One-way Permit should be provided.
- Item 11: The appropriate box should be circled to indicate the relationship between the applicant and the student-applicant. If the applicant is not the parent of the student-applicant, written explanation on why the application is not submitted by the student-applicant's parents should be provided separately.
- Items 12, 13 & 14: Please fill in the marital status during 1.4.2023 to 31.3.2024. If the applicant is "Married", please circle item (A) and provide spouse's information in items 13 and 14. If the applicant is a single-parent, please circle item (B) and the applicable status, and provide relevant supporting documents.
- Items 15, 16 & 17: The residential address, email address and contact phone no. of the applicant should be provided.

Part III Particulars of Applicant and his / her Spouse (this part is mandatory)

9. Name of Applicant CHAN TAI MING 陳大明
Name in English (As shown on HKID Card) Name in Chinese (if applicable)

10. Applicant's HKID Card No.

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2	3	4	5	6	7	(8)
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 (Please attach a copy at Annex 1)
Prefix Number

If HKID Card No. is not available, please provide Other Identity Document No. _____ (Please attach a copy of the relevant proof)

11. Relationship with Student-applicant M Father N Mother O Others (please specify): _____
(Please circle the appropriate box. If the applicant is not the parent of the student-applicant, please give a written explanation separately on why the application is not submitted by the student-applicant's parents.)

12. Applicant's marital status during the period from 1.4.2023 to 31.3.2024 (Please circle the appropriate box and * item)
 A Married B * Divorced / Separated / Widowed / Single / Others (Please specify): _____
(Please provide spouse's information in item nos. 13 and 14) (Please provide relevant supporting documents (e.g. divorce certificate (together with the page showing the child custody) or death certificate), and spouse's information need not be provided in item nos. 13 and 14)

13. Name of Spouse WONG LAI 黃麗
Name in English (As shown on HKID Card) Name in Chinese (if applicable)

14. Spouse's HKID Card No.

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 (Please attach a copy at Annex 1)
Prefix Number

If HKID Card No. is not available, please provide Other Identity Document No. H1234567890123 (Please attach a copy of the relevant proof)

15. Applicant's Residential Address ROOM 1000, LOK TIN HOUSE, TIN LOK ESTATE, SHAM SHUI PO, KOWLOON

16. Applicant's Email Address abc@email.com

17. Applicant's Contact Phone No. Residential: 1144 2255 Mobile Phone: 4499 8866

5.4 Part IV Particulars of Other Family Members

- Item 18: The data of any other unmarried children living with the applicant should be provided as appropriate (position as of **September 2024**), and the appropriate boxes should be circled to indicate their present study or working status as shown in the following example. Copy of their identity documents should be affixed onto Annex 1. If the child has just graduated from school in the 2023/24 academic year, please circle the box under "Just Graduated" and provide a copy of the graduation certificate or the student ID card.
- Item 19: The data of the parent(s) who are dependent on the applicant should be provided and the appropriate box circled to indicate the status of their dependency as shown in the following example. Copy of their identity document(s) should be affixed onto Annex 1, and the relevant documents submitted as proofs. Dependent parent means any of the applicant's parents, including in-laws, who is not in receipt of CSSA at the time of submission of application (excluding Old Age Allowance / Old Age Living Allowance / Disability Allowance). They must, throughout the normal assessment year (1.4.2023 to 31.3.2024), not in employment and meet any one of the following conditions for at least 6 months –
 - resided with the applicant's family; or
 - resided in premises owned or rented by the applicant or his / her spouse; or
 - resided in an elderly home and the expenses were fully paid by the applicant or his / her spouse OR totally supported by the applicant or his / her spouse.

Remarks: Applicant or his / her spouse should continue to support their parent in the 2024/25 academic year and the form of support should be similar to that in the year of assessment. Besides, as the number of family members may affect directly the level of assistance the applicant's family is eligible for, please send the completed application form together with documentary proof for supporting the parents (e.g. tenancy agreement, residential address proof or receipt of the home for the elderly, etc.) to the Secretariat of the Committee.

Part IV Particulars of Other Family Members (if the SFO's application no. is provided in Part I, please skip Parts IV to VII)

18. Other Unmarried Children Residing with the Family (Status as of September 2024)					
Name (Excluding the Student-applicant)	HKID Card No; If HKID Card No. is not available, please provide Other Identity Document No. (Please attach a copy of HKID at Annex 1 or attach a copy of Other Identity Document)	Present Status (Please circle the appropriate box)			
		Under Education (Exclude part-time studies)	In Employment	Just Graduated #	Unemployed / Others
(a) CHAN SIU TIN	A654321(0)	<input type="checkbox"/> P	<input type="checkbox"/> Q	<input checked="" type="checkbox"/> R	<input type="checkbox"/> S
(b) CHAN SIU FU	A543215(2)	<input checked="" type="checkbox"/> P	<input type="checkbox"/> Q	<input type="checkbox"/> R	<input type="checkbox"/> S
(c) CHAN SIU WA	A876543(1)	<input type="checkbox"/> P	<input checked="" type="checkbox"/> Q	<input type="checkbox"/> R	<input type="checkbox"/> S

19. Dependent Parent (Should <u>not</u> be a recipient of the Comprehensive Social Security Assistance (CSSA)) (Please refer to Paragraph 5.4 of the Guidance Notes for definition of “Dependent Parent”. Please also provide supporting documents for dependence of the parents including tenancy agreement, residential address proof or receipt of the home for the elderly, etc.)					
Name of Dependent Parent	HKID Card No; If HKID Card No. is not available, please provide Other Identity Document No. (Please attach a copy of HKID at Annex 1 or attach a copy of Other Identity Document)	Relationship with the applicant	Dependency Status (Please circle the appropriate box)		
			at least 6 months during 1.4.2023 to 31.3.2024:		
			Resided with the applicant's family	Resided in premises owned or rented by the applicant or his / her spouse	Resided in an elderly home and the expenses were fully paid by the applicant or his / her spouse <u>OR</u> totally supported by the applicant or his / her spouse
(a) LAI HEI LOK	A712345(6)	Mother-in-law	<input checked="" type="checkbox"/> T	<input type="checkbox"/> U	<input type="checkbox"/> V
(b)			<input type="checkbox"/> T	<input type="checkbox"/> U	<input type="checkbox"/> V

5.5 Part V Family Income

- Item 20: Information of the family members' employment and their respective annual incomes, if applicable, for the 12 months during the period from 1.4.2023 to 31.3.2024 should be provided with relevant documentary proofs. Reference can be made to the example below. If applicants cannot provide any income proof for special reasons, please notify the SFO in writing, providing justifiable reasons and the detailed calculation of income by completing Annex 2. Applicant should also sign on the explanatory letter personally. Otherwise, the SFO may need to make adjustments and apply benchmark figures (based on statistical information provided by the relevant government departments, such as the Census and Statistics Department) to assess the income of applicants and their family members. If necessary, the SFO may require the applicants to provide documentary proof of items which is not listed below or seek further clarification for amounts that were used for maintaining the living of family but have not been accounted for in the application such as savings, loans, and may request the applicants to produce documentary proof including bank savings records, duly signed declaration from the debtor, etc. In case no valid proof is provided, the amounts for maintaining the living of the family may be taken as part of the family income. Other incomes received by the family under item (e) Other Incomes should be listed out.

Part V Family Income (1.4.2023 to 31.3.2024)						
20. Family Income						
(1) Please provide information on your employment including your position, working period and total annual income and those of your family member(s) during the period from 1.4.2023 to 31.3.2024. Additional sheet with applicant's signature may be added if there is insufficient space to provide the information.						
(2) If you / your family member(s) was a housewife, was unemployed, has retired or was not working the whole year during the period aforementioned, please specify the status and relevant duration. For self-employed persons, please provide the relevant income proof (e.g. receipt for services rendered, profit and loss account or Personal Assessment Notice issued by the Inland Revenue Department).						
(3) If your spouse had deceased, you and your spouse had divorced / separated or your spouse had received Comprehensive Social Security Assistance (CSSA) during part or the entire period aforementioned, please provide supporting documents with specification on the date.						
(4) Please submit the application form together with the relevant documentary proofs on the annual income earned during the period from 1.4.2023 to 31.3.2024 and follow point 6 of Part IX “Checklist” of this application form in submitting the proofs. If no documentary evidence can be provided, please refer to Paragraphs 5.5 and 5.9 of the Guidance Notes and complete Annex 2 “Self-prepared Income Breakdown”. The SFO reserves the right to make adjustment and apply benchmark figures on the basis of the statistical information provided by relevant government departments (e.g. Census and Statistics Department) to assess your income and those of your family member(s).						
Applicant and Family Members	Mode of Employment	Position / Other (e.g. housewife, unemployed, retired) (Please specify the period if it does not cover the whole year)	Working Period (e.g. 1.4.2023 – 31.3.2024)	Total Annual Income (\$) (If nil, please write '0')		
(a) Applicant Name: CHAN TAI MING	<input checked="" type="checkbox"/> Full-time	(i) Accountant	(i) 1.4.2023 to 31.8.2023	(i) 96,000		
	<input type="checkbox"/> Part-time	(ii) Retired	(ii) 1.9.2023 to 31.3.2024	(ii) 0		
(b) Spouse Name: WONG LAI	<input type="checkbox"/> Full-time	(i) Housewife	(i) 1.4.2023 to 31.8.2023	(i) 0		
	<input checked="" type="checkbox"/> Part-time	(ii) Part-time Cashier	(ii) 1.9.2023 to 31.3.2024	(ii) 45,000		
(c) Unmarried child residing with the family (if applicable) Name: CHAN SIU WA	<input type="checkbox"/> Full-time	(i) Unemployed	(i) 1.4.2023 to 31.12.2023	(i) 0		
	<input checked="" type="checkbox"/> Part-time	(ii) Construction Site Worker (Temporary)	(ii) 1.1.2024 to 31.3.2024	(ii) 36,000		
(d) Unmarried child residing with the family (if applicable) Name:	<input type="checkbox"/> Full-time					
	<input type="checkbox"/> Part-time					
(e) Other Incomes (if applicable) (\$)	Contribution from children not residing together, relatives or friends	Rental Income of property, land, carpark, vehicle or vessel	Interest from fixed deposit, investments	Alimony / Pension (excluding the lump sum retirement gratuity)	Widows and orphans pension	Others
	12,000	7,000	3,200	9,980	3,791.2	

- Types of incomes earned by the family both within and outside Hong Kong that should be reported are listed below for reference:

Items need to be reported		Items need not to be reported	
1	Salary (including the salary of applicant, applicant's spouse and student-applicant's unmarried sibling(s) residing with the applicant for full-time, part-time or temporary jobs, <u>excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee</u>)	1	Financial assistance from the Government, or payment from the assistance programme under the Community Care Fund (such as CSSA / Old age allowance / Old age living allowance / Disability allowance / Retraining allowance / Work Incentive Transport Subsidy / Working Family Allowance etc.)
2	Double pay / Leave pay	2	Long service pay / Contract gratuity
3	Allowance (including overtime work / living / housing or rent / transport / meals / education / shift allowance, etc.)	3	Severance pay
4	Bonus / Commission / Tips	4	Loans
5	Studentship	5	Lump sum retirement gratuity / Provident fund
6	Wages in lieu of notice of dismissal	6	Inheritance
7	Business profits and other income earned by means of self-employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered, etc.	7	Charity donations
8	Alimony	8	Insurance / Accident / Injury indemnity
9	Contributions from any person(s) not residing with the applicant's family to any of the applicant's family member(s) (including money or contribution of housing / remittance(s) / contribution for mortgage repayment / rent / water / electricity / gas or other living expenses)	9	MPF / Provident Fund contribution by employee (the <u>ceiling</u> of contribution needs not to be reported is <u>\$18,000 per year</u>)
10	Interests from fixed deposits, stocks, shares and bonds, etc.		
11	Rental income of property, land, carpark, vehicle or vessel (including Hong Kong, the Mainland and overseas)		
12	Monthly pension / Widows and orphans pension		

5.6 **Part VI Comprehensive Social Security Assistance (CSSA):
Excluding Old Age Allowance / Old Age Living Allowance / Disability Allowance**

- Item 21: If the student-applicant is receiving CSSA in his / her own name or as a member under the applicant's family, please circle the "Y" box on the right and the application will not be considered. Otherwise, please leave the box blank.
- Item 22: If any other family members are receiving CSSA, the "Y" box should be circled as appropriate and the names of the family members who are in receipt of CSSA, the effective date and the reference no. should be provided. Reference can be made to the following example. Relevant documents should be attached as proof, such as the Annex of Notification of Successful Application or Annex of Notification of Revision of Assistance. Otherwise, please leave the box blank.
- If the applicant / any other family member(s) have been CSSA recipients prior to application, please provide the relevant documents. If the student-applicant has successfully applied for CSSA after submitting the application form, this should be reported to the SFO as soon as practicable.

Part VI Comprehensive Social Security Assistance (CSSA): Excluding Old Age Allowance / Old Age Living Allowance / Disability Allowance			
21. If the student-applicant is receiving CSSA from the Social Welfare Department (SWD), please circle the "Y" box on the right			<input type="checkbox"/> Y *
22. If any other family members are receiving CSSA from the SWD, please circle the "Y" box on the right			<input checked="" type="checkbox"/> Y *
* Please specify the name(s) of the family member(s), the effective date and the CSSA reference number below and attach a copy of documentary proofs such as the Annex of Notification of Successful Application or Annex of Notification of Revision of Assistance.			
Name(s) of the family member(s)	Effective date	CSSA reference no.	Attention:
(a) LAI HEI LOK	1.4.2023 – 30.4.2024	CW1-C-11111	(1) <u>The student-applicant must not be in receipt of CSSA in his / her own name or under the applicant's family.</u>
(b)			(2) If the applicant / any family member(s) had received CSSA prior to application, please provide the relevant documents.
			(3) If the student-applicant has successfully applied for CSSA after submitting this application, please inform the SFO as soon as practicable.

5.7 Part VII Other Special Family Information

- Items 23 & 24: If the applicant wishes to provide special family information for the Committee's special consideration, please circle the box(es) "Y" with reference to the example below and submit written explanation with relevant documentary proof. Otherwise, please leave the box(es) blank.
- If applicant has incurred medical expenses for family members (for family members who are chronically ill or permanently incapacitated) during the period from 1.4.2023 to 31.3.2024, he / she may state details of the situation in Part VII of the application form. Applicant must provide relevant medical certificate(s) and receipt(s) issued by the hospitals / clinics / registered practitioners to the SFO for consideration of deducting such expenses (the ceiling of deductible amount for each family member is \$23,310 per year in 2024/25).

Part VII Other Special Family Information	
23. If the applicant has filled in any unmarried child in Part IV of this application form who is not a self-bearing child, please specify his / her name below, give written explanation separately to state the reasons for declaring him / her as family member, provide relevant documents and circle the "Y" box on the right	<input checked="" type="checkbox"/> Y
Chan Siu Wa is not a self-bearing child but I consider him as my family member. Please see the attachment for further explanation.	
24. If the applicant has any special financial hardship / has incurred medical expenses for family members who are chronically ill or permanently incapacitated , please give written explanation separately to state the nature of incapacity or chronic illness, relevant duration, medical expenses incurred, provide relevant supporting documents and circle the "Y" box on the right	<input type="checkbox"/> Y

5.8 Part VIII Declaration

- The paragraphs should be read through carefully. If the applicant fully understands and agrees to the content of the declaration, he / she should sign and fill in the date in the space provided. The one who signs the application form should be the applicant provided in Part III of the form.

5.9 Part IX Checklist

- The checklists should be read through to ensure that copies of the relevant documents have been provided as attachments to this application form. Annexes 1 – 4 will facilitate the applicant to provide relevant documentary proof for assessment.
- **Annex 1 – Copies of HKID Cards / Mailing Address:**
The copies of the HKID Cards of all the family members that the applicant has mentioned in this application form should be affixed. The applicant's mailing address should be put down in the space provided. If any of the family members is not a holder of the HKID Card, please attach a copy of other valid identity documents.
- **Annex 2 – Self-prepared Income Breakdown:**
If the applicant / applicant's spouse / unmarried children residing with the family are self-employed (except those described in Annex 4), or have no fixed income, and cannot produce any income proofs, Annex 2 should be filled in.
- **Annex 3 – Income Certificate:**
If the applicant / applicant's spouse / unmarried children residing with the family are salaried but cannot provide Salary Statement, Salaries Tax Demand Note, Bank Statement showing autopayment of salaries or other income proofs, this Annex should be completed. The applicant may make copy of the Annex if more than one income certificate are necessary.
- **Annex 4 – Profit and Loss Account:**
If the applicant / applicant's spouse / unmarried children residing with the family are self-employed vehicle driver, sole proprietor or partner of partnership business, Annex 4 should be completed.

6. Enquiries

Enquiries on application for the Grantham Maintenance Grants should be addressed to the Secretariat of the Committee:

Address: 34/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

Office Hours: Monday to Friday 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:30 p.m.

Telephone Enquiry Hotline: 3718 6874 or 3718 6802

Website Address: <https://www.wfsfaa.gov.hk/en/other/grantsloans/grantham/9.1.10.htm>

Important Notes

- Failure to provide relevant documents without sufficient grounds may lead to rejection of the application.
- All applications and documents submitted are not returnable. Applicants are advised to make their own copies for retention, if necessary.
- Applicants who do not wish to submit the required photocopies of the HKID Cards via the School / Institute may present them in person by making an appointment with the Secretariat of the Committee by phone before the deadline for submission of their applications.
- The postmark date on the envelope will be regarded as the date of submission of application and applications which are late, submitted by fax or e-mail, or not made in the prescribed form will not be processed.

Grantham Scholarships Fund Committee

July 2024