



在職家庭及學生資助事務處
學生資助處

WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY
STUDENT FINANCE OFFICE

11/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon

To all applicants of the Tertiary Student Finance Scheme – Publicly-funded Programmes:

Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS)
2024 Processing Officer Outstanding Service Award Scheme

In order to encourage our staff to provide quality service to our clients, the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency is now organising the “2024 Processing Officer Outstanding Service Award Scheme”. To make this scheme a success, we need your support and participation.

If you would like to commend the quality of service and / or efficiency of the Processing Officer who handles your TSFS application in this academic year, please complete the attached **nomination form*** and send it back to us **on or before 30 November 2024** by fax, mail or through drop-in boxes[#].

If you have any enquiries about the award scheme, please contact Clerical Officer (Administration Support) at 2150 6063.

Student Finance Office
Working Family and
Student Financial Assistance Agency

**Note: You can also download the nomination form from our website:*

http://www.wfsfaa.gov.hk/sfo/pdf/common/news/TSFS_OPO_E.pdf

[#]Note: There are drop-in boxes for submission of documents in the Reception Hall on 11/F (during office hours) and G/F lift lobby (outside office hours), Cheung Sha Wan Government Offices (CSWGOs), 303 Cheung Sha Wan Road, Kowloon. SFO's office hours are 8:45 a.m. to 1:00 p.m. and 2:00 p.m. to 5:45 p.m. from Monday to Friday, except public holidays. For submission outside office hours, you may enter the CSWGOs through the side entrance near the security counter and use the drop-in box in G/F lift lobby.

Nomination Form

To : Student Finance Office
Working Family and Student Financial Assistance Agency
11/F., Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road
Kowloon
[Attn : CO(AS)]

Fax No : 2519 8512
2111 0263

Tertiary Student Finance Scheme – Publicly-funded Programmes 2024 Processing Officer Outstanding Service Award Scheme

I would like to nominate the Processing Officer who handles my application under the Tertiary Student Finance Scheme for Publicly-funded Programmes Students in this academic year as the “Outstanding Processing Officer”.

Applicant’s Signature : _____

Applicant’s Name : (Chinese) _____

(English) _____

Name of Institution : _____

Application Number* : _____

Date : _____

**Note : Please refer to your application form or Notification of Result for the application number.*