



Letter to Parents: LP2305

8 September 2023

Application for Student Grant 2023/24

To alleviate parents' financial burden in defraying education expenses, a regularized grant of \$2,500 for each secondary day-school, primary school and kindergarten student will be provided starting from the 2021/22 school year. The student grant is non-means-tested. All students who, as at the date of application, study in secondary day-schools, primary schools, special schools as well as kindergartens offering local or non-local curriculum in Hong Kong, are eligible for the grant.

Starting from the 2023/24 school year, EDB will introduce electronic submission of student grant applications (e-submission) in public sector schools and DSS schools. Schools concerned are advised to inform parents of the relevant arrangements of e-submission. To cater for the needs of individual parents, apart from making e-submission, parents can still choose to return the completed paper application form to schools for onward submission. 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

Starting from the 2023/24 school year, parents/guardians (hereinafter referred to as "applicants") may submit online applications for the student grant for students studying in public sector schools and DSS schools. Applicants must have a user account of "iAM Smart+" with 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 online applications.

Student Grant e-Submission Platform



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

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

Applicants should read carefully the "Guidance Notes" on the e-platform. Applicants who received the student grant in the 2022/23 school year are "Continuing Applicants". "Continuing Applicants" will be given a pre-filled e-form when their identity has been successfully verified with a one-time verification code. They are only required to check the pre-filled information of the student and the applicant therein and fill in the class name of the student, and then make an e-submission with digital signing. "Continuing Applicants" may amend the information on the e-form if necessary. If the student is

newly admitted to a school or has transferred to another school, the “Continuing Applicant” has to select the name of the new day-school in the pre-filled e-form. New applicants or applicants whose identity cannot be successfully verified through the e-platform are required to fill in a blank e-form. Before making the submission, applicants should check the accuracy of the information provided, especially the name of the school, so as to avoid delaying the progress of the application due to incorrect information. To ensure correct selection of school name, parents shall refer to the following information including school name and school code.

Name of school	Tung Wan Mok Law Shui Wah School
School code	154105

The e-platform will open at 6:00 a.m. on 14 September 2023 and close after 11:59 p.m. on 2 October 2023. Applicants 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 Filing](#)



EDB will inform the applicants of the application progress and other related matters via SMS and/or email. Applicants may also check the application progress and use other functions of the e-platform, such as updating or amending information, or uploading supporting documents upon the request of EDB.

Distribution of Paper Application Forms and Relevant Arrangements

EDB will also distribute the student grant paper application forms and verify the student status via schools. Parents of eligible students will be distributed the paper application forms starting from 3 October 2023, except for those who have submitted an online application.

For the paper application forms, there are Form B and Form A. Form B is pre-printed with the basic information of the student as well as that of the applicant (applicable to students who received the student grant last 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 have transferred to another school in this school year). Applicants are advised to fill in the application forms according to the circumstances set out below:

Form B:

- In general, parents/guardians are only required to check the accuracy of the pre-printed information. If there is no change in the information pre-printed, **put a “✓” in the confirmation box** at the bottom part of the form, sign to confirm and submit the application form to EDB through the school.
- 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.

Form A:

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

Video on Paper Form Filling



Common Bank Code List



Please note that the completed paper application forms must be submitted through the schools that the students concerned are attending **by 27 October 2023**. Applicants should read carefully the “Notes to Complete this Form” and the “Declaration” before completing the “Student Grant” application form.

Applicants are not required to provide other documents at this stage. EDB 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.

For enquiries, please contact the school social worker Mr. Simon Lee, Ms Sze or Ms Lam at 2980 2383.

Principal



(Mr. Cheuk Tak Kan Paul)

Reply Slip

Letter to Parents: LP2205

Application for Student Grant 2023/24

Dear Principal,

I have read and understood the content of LP2205.

Name of Student (English): _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

*** Please return the reply slip and Student Grant Application Form by 22 September 2023.**