



**Letter to Parents: LP2409**

12 September 2024

**Application for Student Grant 2024/25**

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 2024/25 school year, the electronic submission (e-submission) of student grant applications will be expanded to all school types. Parents-guardians (hereinafter referred to as "applicants") of students studying in secondary-day-schools, primary schools and special schools as well as kindergartens can apply for the grant by e-submission. To cater for the needs of individual parents, apart from making e-submission, parents can still opt to fill out the paper application form and submit it to the schools for further processing. 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**

Applicants must have an "iAM Smart+" account with a 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 electronic applications (e-application).

Student Grant e-Submission Platform



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

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

Applicants should read carefully the "Guidance Notes" on the e-platform. Those who received the student grant in the previous school year will be given a pre-filled e-form upon identity verification (which may necessitate entering a one-time verification code). These applicants simply need to verify the pre-filled student and applicant information in the e-form and enter the student's class name before proceeding with e-submission using digital signing. In cases where the student has transferred to another school, the applicant should select the name of the new day-school from the e-form. Applicants can amend and/or supplement the information (such as the number of the newly obtained identity document) on the e-form if necessary. New applicants or applicants not provided with a

pre-filled e-form can fill out a blank e-form. Before submission, applicants must ensure the accuracy of all provided information, particularly the school name and address, to prevent delays in the application process. To ensure correct selection of school name, parents shall refer to the following information including school name and school code.

**\*\*\* Remarks: The information shown below is only for 'day student/boarder of our school'. Students under Short-term Adjustment Program should use information of their original school.**

Name of school	Tung Wan Mok Law Shui Wah School
Address of school	12 Wong Yin Street, Tuen Mun, N.T.
School code	154105

The e-platform will open at 6:00 a.m. on 13 September 2024 and close after 11:59 p.m. on 2 October 2024. Applicants may submit e-applications via the e-platform during this period. They 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



Applicants may refer to the “Student Grant - Parent’s Guide on e-Submission of Applications” on EDB website for more information about e-submission.



EDB will inform the applicants of the application status and other related matters via SMS and/or email. Applicants may also check their application status on the e-platform and use its other functions, such as updating or amending information, or uploading supporting documents as requested by 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 9 October 2029, 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 in the previous 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 those who have transferred to another school in the current school year). Applicants are advised to fill in the application forms according to the circumstances set out below:

#### **Form B:**

- In general, applicants are only required to check the accuracy of the pre-printed

information. If there is no change in the information pre-printed, applicants should **put a “✓” in the confirmation box** at the bottom part of the paper form, sign and submit the application form to EDB through schools.

- 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 EDB or those with the aforementioned student 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



List of Common Bank Code



Please note that the completed paper application forms must be submitted through the schools that the students concerned are attending **by 28 October 2024**. 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 Ms Lai or Ms Hui (General Office) at 2980 2383.

Principal



(Mr. Cheuk Tak Kan Paul)

**Reply Slip**

**Letter to Parents: LP2409**

**Application for Student Grant 2024/25**

Dear Principal,

I have read and understood the content of LP2409.

Name of Student (English): \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**\* Please return the reply slip by 23 September 2024.**