

## Guidance Notes

(Please read this introductory notes carefully before you fill in the application form)

**APPLICATION PERIOD**

Date: 13 January 2025 – 7 February 2025

**Deadline: 5:00 pm, 7 February 2025**

**OBJECTIVE**

The CityUHK Financial Assistance is a scheme supplementary to the Government Financial Assistance. It aims to assist students who face financial hardship.

**ELIGIBILITY**

All local full-time UGC-funded undergraduate students who have not applied for the CityUHK Financial Assistance Scheme in Semester A 2024/25 and have genuine financial need are eligible to submit applications.

**FORM & LEVEL OF ASSISTANCE**

The assistance would be in the form of bursaries (without repayment) or interest-free loans. A summary of awards granted in 2023/24 academic year is shown below:

<b>Award Type</b>	<b>Successful Applicants</b>	<b>Average Amount</b>
<b>Bursary</b>	197	HK\$ 27,350
<b>Loan</b>	5	HK\$ 22,000

The level of assistance offered to each successful applicant is determined by the applicant's family financial circumstances:

- ▶ Applicants whose families have undergone **sudden financial change after 31.3.2024** due to the following factors will have higher chance of obtaining financial assistance:
  - family members suffering from unemployment
  - drastic decrease of family income
  - heavy medical expenses incurred due to chronic illness
  - loss of breadwinners
- ▶ The assistance is established with an aim to help students cover tuition fees and basic living expenses. Applications for purchasing computer, travelling and the like will not be considered.

**APPLICATION**

Completed application form with all supporting documents should reach the Student Development Services (SDS) by the deadline. **Late applications will not be considered without sound explanation.**

**INTERVIEW**

The Student Development Services may contact you for further information on your family circumstances through interviews.

**SUBSEQUENT CHANGES**

Please inform the Student Development Services **immediately** should there be any subsequent change of your family circumstances, address, contact numbers or study status, etc. The standard "Change Report Form" is available at SDS Counter.

**IMPORTANT NOTES**

- ▶ As this is a supplementary scheme, you should apply for the Government Grant & Loan before you apply for CityUHK Financial Assistance.
- ▶ In case you have not applied for the Government Grant & Loan, you must give full explanation in Section III. Otherwise, your application will **not** be considered.
- ▶ For current students, if you have already been offered the Government Grant & Loan 2024/25, you must explain in details in Section XI on why you need further assistance from the CityUHK Financial Assistance.

**RELEASE OF RESULTS**

- **Successful applicants** will be informed via email by batches starting from **late March 2025**.
- Unsuccessful applicants will be informed via email in **early April 2025**.

**PAYMENT ARRANGEMENT**

Payment will normally be made from April 2025 to May 2025, subject to final approval of individual donor and payment arrangement.

**EMERGENCY FUNDING**

If you face sudden financial hardship due to unforeseeable circumstances at any time of the year, you may apply for an **emergency fund** at Student Development Services, subject to availability of funding.

**ENQUIRIES**

sdsfinance@cityu.edu.hk

**DATA USAGE**

The information provided in the application form will be used for the following purposes:

- \* as a basis for assessing your financial need by SDS or donors and allocating assistance available to you when appropriate
- \* for obtaining from the Student Finance Office (SFO) of the Hong Kong SAR Government your TSFS/FASP & NLSFT/NLSPS (i.e. Government Grant & Loan) application result or progress
- \* for obtaining from the offices and departments of CityUHK information in connection with your study records and status
- \* for transferring to the Financial Assistance System in SDS and University Scholarship and Financial Aid System

**Data Storage**

Data provided will be kept for one year after application and will be destroyed afterwards without further notice.

**Self-screening Exercise**  
**on Chance of Obtaining CityUHK Financial Assistance**

Before you decide to apply for the assistance, please first consider your chance of obtaining assistance by answering the following questions:

1. Have you applied for the Government Grant and Loan 2024/25?

- ☐ Yes **(answer question 2)**                      ☐ No **(answer question 3)**

2. Have you obtained the maximum Government Grant and Loan?

- ☐ Yes                                              ☐ No **(answer question 4)**

***Result on application:***  
***No / Lower chance of obtaining***  
***assistance***

3. Can you give sufficient explanation of not applying for Government Grant and Loan 2024/25?

- ☐ Yes **(answer question 4)**                      ☐ No

***Result on application:***  
***Application will be rejected due to insufficient***  
***information***

4. Does your family have adverse financial change after 31 March 2024?

- ☐ Yes                                              ☐ No

***Result on application:***  
***Higher chance of obtaining***  
***assistance***

***Result on application:***  
***No / Lower chance of obtaining***  
***assistance***