



香港佛教聯合會主辦 佛教葉紀南紀念中學

**BUDDHIST YIP KEI NAM MEMORIAL COLLEGE**

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX: 2433 9009

E-mail: ykn-mail@byknmc.edu.hk

WEB: <http://www.byknmc.edu.hk/>

### **有關 2024 / 25 年度學生書簿津貼 / 車船津貼 事宜**

敬啟者：新學年的學生書簿津貼 / 車船津貼將有以下的安排，謹請家長垂注：

#### **1. 持續申請者**

如申請家庭有子女就讀中、小學(包括 2024/25 學年升讀小一)並在 2024 年 3 月 1 日或以前曾成功申請 2023/24 學年中、小及/或學前學生資助，他們在 3 月中起會收到本處發出的「登入碼」，用以開啟載於本處「電子通」\*的 2024/25 學年預填的「學生資助計劃綜合申請電子表格」，或收到紙本預填的 2024/25 學年「學生資助計劃綜合申請表格」。

#### **2. 其他申請人**

其他申請人(包括新申請人)亦可於 2024 年 5 月 2 日或之後前往「電子通」\*使用電子申請表格於網上遞交申請，或使用紙本的 2024/25 學年「學生資助計劃綜合申請表格」。

\*「學資處電子通 — 我的申請 (學前教育、小學及中學程度資助計劃)」網站

<https://ess.wfsfaa.gov.hk/espps>



3. 持續申請人如在 2024 年 5 月 31 日或之前遞交申請時已提供完整的申請資料及證明文件，並符合申請資格及通過入息審查，學資處會提早在 2024 年約 7 月/8 月以自動轉帳形式發放首階段書簿津貼予合資格的申請人。
4. 至於 2023/24 學年不曾獲發書簿津貼的學生，有關申請人如在 2024 年 5 月 31 日或之前遞交 2024/25 學年申請時已提供完整的申請資料及證明文件，並符合申請資格及通過入息審查，學資處則會於 2024 年約 8 月起向合資格的申請人發出資格證明書。申請人如在 8 月收到資格證明書並於開課後一星期內或發出日期的兩星期內(二者以較遲者為準)將證明書交回學校，而學校在 9 月中旬將收集到的資格證明書交回學資處，學資處便會安排約於 10 月底/11 月初起以自動轉帳形式發放學校書簿津貼給合資格的申請人。
5. 申請 以家庭為單位，每個家庭只需提交一份申請表，重覆申請將阻礙申請進度。
6. 申領綜援的家庭，如已獲綜援的家庭不需領取「綜合申請表格」，以免重覆申領資助。
7. 學生資助處資料

查詢熱線	2802 2345 (24 小時熱線)
網址	<a href="http://www.wfsfaa.gov.hk">www.wfsfaa.gov.hk</a>
地址	九龍協調道 3 號工業貿易大樓 5 樓

此 致  
貴家長 台鑒

佛教葉紀南紀念中學



蘇家樑校長 謹啟

二零二四年三月二十五日



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

九龍協調道3號工業貿易大樓5樓  
5/F, Trade and Industry Tower, 3 Concorde Road, Kowloon

各位家長：

### 網上申請 2024/25 學年「學生資助計劃綜合申請」


2024/25 學年「學生資助計劃綜合申請」即將接受申請，有經濟需要的家庭可向本處遞交「學生資助計劃綜合申請表」以申請各項為中、小學或學前學生而設的學生資助。

#### **經網上申請可提早收到資助**


本處鼓勵申請人使用電子表格經網上遞交申請。申請人使用電子表格將較使用紙本表格更快獲發資助。持續申請人如在 2024 年 5 月 31 日或之前遞交電子申請，於遞交時已提供完整的申請資料及證明文件，並符合相關的申請資格及通過入息審查，將約於 2024 年 7 月起獲發放 2024/25 學年首階段學校書簿津貼及上網費津貼（如適用）。此外，使用電子表格方便及節省時間，申請人可隨時隨地透過電腦或智能電話於網上填寫及遞交申請，以及上載證明文件，無需出門或郵寄表格，節省郵費及影印費。

#### **網上申請的相關網址／二維碼**

請立即轉用網上申請，享受網上申請的好處。如果你是持續申請人，你將會收到本處發出的「登入碼」<sup>1</sup>，請你前往本處「電子通」（網址及二維碼列於下表）並以「登入碼」開啟 2024/25 年度已預填了你的基本資料的電子申請表格（即預填電子表格），填寫後連同證明文件經網上遞交申請。新申請人亦可於 5 月 2 日或之後前往「電子通」使用電子申請表格。

「學資處電子通 - 我的申請（學前教育、小學及中學程度資助計劃）」網站 <a href="https://ess.wfsfaa.gov.hk/espps">https://ess.wfsfaa.gov.hk/espps</a>	
--	---

此外，申請人可前往本處網站瀏覽介紹填寫電子表格的短片。有關的網址及二維碼列於下表。

短片 - 如何經網上填寫及遞交學生資助計劃綜合申請的電子表格 <a href="https://youtu.be/vjtg36iHzlU">https://youtu.be/vjtg36iHzlU</a>	
---	---

<sup>1</sup> 如持續申請人已於 2023/24 學年的申請表內表示下一學年需要紙本表格，除向他們寄出預填了個人基本資料的 2024/25 學年紙本預填表格外，本處亦會提供用作網上申請的登入碼。

## 查詢

如需更多資料，請瀏覽本處網頁（<https://www.wfsfaa.gov.hk>）或致電本處 24 小時查詢熱線 2802 2345。

在職家庭及學生資助事務處

2024 年 2 月 26 日



提提你：

**網上申請最方便，一部手機就搞掂！**

- 無需出門交表或郵寄
- 節省郵費及影印費
- 遞交證明文件更便捷（以手機拍照上載即可！）
- 隨時隨地查詢申請進度



香港佛教聯合會主辦 佛教葉紀南紀念中學

**BUDDHIST YIP KEI NAM MEMORIAL COLLEGE**

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX: 2433 9009

E-mail: ykn-mail@byknmc.edu.hk

WEB: <http://www.byknmc.edu.hk/>

**Dear Parents/Guardians,**

**25 March 2024**

**2024/25 School Year**  
**Household Application for Student Financial Assistance Schemes**

The arrangements of 2024/25 School Year the “Household Application for Student Financial Assistance Schemes” (Household Application), payment of School Textbook Assistance (TA) are :

**1. Continuing Applicants**

For families with child(ren) attending primary and secondary school(s) (including child(ren) who will be attending Primary 1 in 2024/25 school year) which have successfully applied for financial assistance for primary, secondary and / or pre-primary levels in 2023/24 school year on or before 1 March 2024, the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency will issue an Access Code for getting the pre-filled “Electronic Household Application Form” (E-form) for 2024/25 school year at the SFO E-link\* or paper-based pre-filled “Household Application Form” for 2024/25 school year to them by batches starting from around mid-March 2024.

**2. Other Applicants**

Other applicants (including new applicants) may access the SFO E-link\* on or after 2 May 2024 to use the E-form and submit online or use paper-based application form to submit their applications. Payment of School Textbook Assistance (TA)

\*SFO E-link – My Application (Financial Assistance Schemes at Pre-primary, Primary and Secondary levels) websites

<https://ess.wfsfaa.gov.hk/espps>

3. If continuing applicants submitting applications **on or before 31 May 2024** have provided all necessary information with supporting documents, met the eligibility criteria and passed the means test, the SFO will release the provisional TA by autopay to those eligible applicants in around July / August 2024.
4. For those who did not receive TA in the 2023/24 school year and new Primary 1 students in the 2024/25 school year, Eligibility Certificates (ECs) will be issued to eligible applicants starting from around August 2024 if their applications are submitted **on or before 31 May 2024**, have provided all necessary information with supporting documents, met the eligibility criteria and passed the means test. Applicants in receipt of ECs in August should return the completed ECs to schools within one week after the commencement date of the schools or within two weeks from the issue date of ECs (whichever is the later). Schools should then pass the ECs collected to the SFO for processing in mid-September. Upon receipt of the returned ECs, the SFO will arrange payment of the TA to the eligible applicants through autopay starting from around end October / November 2024.



香港佛教聯合會主辦 佛教葉紀南紀念中學

**BUDDHIST YIP KEI NAM MEMORIAL COLLEGE**

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX: 2433 9009

E-mail: ykn-mail@byknmc.edu.hk

WEB: <http://www.byknmc.edu.hk/>

- 
5. Applications are **based on family units**, and each family only needs to submit one application form. Repeated applications will hinder the progress of the application.
6. Families applying for CSSA do not need to obtain a "Comprehensive Application Form" to avoid repeated applications for subsidies.
7. Student Finance Office information

Inquiry hotline	2802 2345 (24-hour hotline )
Website	<a href="http://www.wfsfaa.gov.hk">www.wfsfaa.gov.hk</a>
Address	5/F, Trade and Industry Tower, 3 Concorde Road, Kowloon

Yours faithfully

---

Mr. So Ka Leung

Principal



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

---

九龍協調道3號工業貿易大樓5樓  
5/F, Trade and Industry Tower, 3 Concorde Road, Kowloon

26 February 2024

Dear Parents,

**Online Application**  
**Household Application for Student Financial Assistance Schemes (Household Application)**  
**for 2024/25 School Year**

The Household Application for Student Financial Assistance Schemes for the 2024/25 school year will start accepting applications soon. Needy families may submit applications to the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency to apply for student financial assistance for students at pre-primary, primary or secondary levels.

***Apply Online to Receive Subsidy Earlier***


SFO encourages applicants to **apply online**. Applicants **applying online** will receive subsidy earlier than those using paper-based application forms. **Continuing applicants** who have submitted the completed application and supporting documents online on or before 31 May 2024, met the relevant eligibility criteria and passed the mean test will receive the provisional School Textbook Assistance and Subsidy for Internet Access Charges (if applicable) for the 2024/25 school year from around July 2024. In addition, using E-form is convenient and saves time. Applicants may complete and submit applications online with their personal computers or smart phones and upload supporting documents online anytime and anywhere. Applicants no longer need to submit applications in person or by post, and this can also save money on postage and photocopying.

***Website / QR Code for Applying Online***


Please switch to online application immediately to enjoy the benefits. If you are a continuing applicant, SFO will issue an Access Code to you<sup>1</sup>. Please access the SFO E-link (the website address and QR code are listed below) and then input the Access Code to get the 2024/25 school year E-form pre-filled with your basic information (i.e. the pre-filled E-Form) and submit the E-form online with supporting documents after completion. New applicants may access the E-link on or after 2 May 2024 to use the E-form and submit online.

---

<sup>1</sup> If continuing applicants has indicated in their 2023/24 household application that they need paper-based application form for the next school year, apart from issuing to them a paper-based form for the 2024/25 School Year pre-filled with the applicant's basic information, SFO will also issue to them an access code for making online application.

<p>SFO E-link – My Applications (Financial Assistance Schemes at Pre-primary, Primary and Secondary Levels)</p> <p><a href="https://ess.wfsfaa.gov.hk/espps">https://ess.wfsfaa.gov.hk/espps</a></p>	
--	---


Video on how to complete / submit the E-Form is available on the following website and QR code:

<p>Video – How to complete / submit the E-Form on Household Application for Student Financial Assistance Scheme</p> <p><a href="https://youtu.be/gjH4TOFMC0w">https://youtu.be/gjH4TOFMC0w</a></p>	
--	---

### **Enquiry**

For further information, please visit our website (<https://www.wfsfaa.gov.hk>) or call our 24-hour enquiry hotline at 2802 2345.

Working Family and Student Financial Assistance Agency



Smart tip :

**Applying Online** is the most convenient.

**All you need is a Mobile Phone!**

---

- No more hassle of submitting application in person or by post
- Saves money on postage and photocopying
- Submitting documentary proof is easy  
(just use your mobile phone to take photos and then upload!)
- You can check application progress anytime and anywhere