

## Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) 2023/24

### Submission Guidelines (New Students)

Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) is a means-tested financial assistance scheme administered by the Government Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency. Financial assistance is provided in the form of a grant and / or loan. The grant is to cover tuition fee, academic expenses and compulsory fees while the loan is for living expenses. For details, please visit the website of SFO at <https://www.wfsfaa.gov.hk/sfo/en/postsecondary/tsfs/overview.htm>.

#### Eligibility

- ✧ Applicants should be registered as a full-time student in The Chinese University of Hong Kong;
- ✧ Applicants must take up exclusively University Grants Committee (UGC)-funded or publicly-funded student places of recognized programmes. The Course Coding Sheet of the recognized programmes is available at SFO's website: <http://www.wfsfaa.gov.hk/sfo/en/postsecondary/tsfs/general/coding.htm>;
- ✧ Applicants should have the right of abode in the Hong Kong Special Administrative Region (Hong Kong) or alternatively, applicants or their families must have resided in Hong Kong continuously for 3 complete years prior to the commencement of the programme. This does not cover students who are staying in Hong Kong with student visas / entry permits; and
- ✧ Students can only submit an application for one eligible full-time course in any particular academic year.

#### Online Submission of Application

- ✧ Applicants may submit their applications through “SFO E-link – My Applications” online platform at <http://ess.wfsfaa.gov.hk>. New students should submit their online applications **on or before 22 September 2023**.

#### Submission of Declaration and Supporting Documents

- ✧ After submission of the online form, applicants will be required to submit the declaration and supporting documents by online uploading, by post or to the collection boxes at SFO's office. Applicants may also submit the documents to the collection box at Scholarships and Financial Aid Section, Office of Admissions and Financial Aid at Room 1206, 12/F, Yasumoto International Academic Park from 8:45 a.m. to 1:00 p.m. and 2:00 to 5:30 p.m., **Monday to Friday (except public holidays) during 4 to 29 September 2023**.
- ✧ Applicants should print the declaration and supporting documents on blank A4 white paper (Documents printed on used paper are not accepted). Applicants should staple the declaration and supporting documents together or punch the top left corner of the declaration and supporting documents and then use a piece of file string to tie them up before submission.

#### Notes

- ✧ Applicants should study the “Guidance Notes” before submitting their applications. The Notes are available at [https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tsfs/Guidance\\_Note\\_Eng.pdf](https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tsfs/Guidance_Note_Eng.pdf).
- ✧ Applicants may refer to the online demonstration at the homepage of SFO E-link – My Applications (<https://ess.wfsfaa.gov.hk/demo>) when completing the application form.
- ✧ **If applicants attend postgraduate courses (by research)** that commence between March 2023 and February 2024, they should apply for financial assistance under the 2023/24 academic year. The application deadline is one month following the commencement of the course and in any case not later than 31 March 2024.
- ✧ **Full-time undergraduate students can indicate the wish to apply for Student Travel Subsidy when submitting the online application for TSFS.**
- ✧ The University Bursaries and Loans are in general to supplement TSFS provided by the Government, students who are in financial need should apply for the TSFS first. Applicants who wish to apply for University Bursaries and Loans (2023/24) should submit the online application via CUSIS during the period from 4 to 29 September 2023. Applicants are required to submit the supporting documents to the Scholarships and Financial Aid Section, Office of Admissions and Financial Aid at Room 1206, 12/F, Yasumoto International Academic Park, Monday to Friday, during 21 to 29 September 2023. Please visit the website <http://admission.cuhk.edu.hk> for details.

#### Enquiries

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| ✧ Government Student Finance Office      | Tel. No: 2152 9000<br>Website: <a href="http://www.wfsfaa.gov.hk/sfo">http://www.wfsfaa.gov.hk/sfo</a>             |
| ✧ Office of Admissions and Financial Aid | Tel. No: 3943 1898 / 3943 7205<br>Website: <a href="http://admission.cuhk.edu.hk">http://admission.cuhk.edu.hk</a> |