

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

## 資助專上課程學生資助計劃

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For Local Full-time UGC-funded Students (including UGC-funded associate degree programmes)

### Introduction

If you are a full-time UGC-funded CityUHK student and have the right of abode in Hong Kong or have resided/had your home in Hong Kong continuously for three complete years immediately prior to the commencement of your programme, you are eligible to apply for financial assistance through this Scheme which is administered by the Hong Kong Government. For guidelines of application, please visit the following websites of the **Student Finance Office (SFO)**[學生資助處], which is under the **Working Family and Student Financial Assistance Agency (WFSFAA)** of the Hong Kong SAR Government.

<http://www.wfsfaa.gov.hk/sfo/tc/postsecondary/tsfs/overview.htm> (Chinese version)

<http://www.wfsfaa.gov.hk/sfo/en/postsecondary/tsfs/overview.htm> (English version)

The Scheme offers assistance in the forms of grants and/or loans to cover students' tuition fees, academic expenses, compulsory union fees and living expenses. As this is the main source of financial assistance, you are strongly advised not to miss the application periods. Continuing and new students are normally invited to submit applications in April and August each year respectively. The earlier the application is submitted, the earlier the application is processed.

### Enquiries

Student Finance Office (SFO) Enquiry Hotline : 2152 9000  
24-hour Automated Enquiry Hotline provided by SFO : 2802 2345

### 2024/25 Application

#### Online Application Form (E-submission)

All TSFS applicants are required to submit their applications through the online application form at “SFO E-link – My Applications” platform (<https://ess.wfsfaa.gov.hk>). **No more hard copy of application form can be submitted / processed.**

For Course Coding Sheet, please visit the Student Finance Office website :

<http://www.wfsfaa.gov.hk/sfo/en/postsecondary/tsfs/general/coding.htm>

(Please note that your Institution Course Code means “Programme” + “Major” codes as enlisted in AIMS. For details, please click [here](#)).

Online demonstration on E-submission of TSFS applications:

<https://ess.wfsfaa.gov.hk/demo/tc/> (Chinese version)

<https://ess.wfsfaa.gov.hk/demo/en/> (English version)

#### Importance of Complete and Accurate Information

To ensure you have filled in each and every item of information in the appropriate parts accurately and attached all documentary proofs when submitting the online application form, you are highly recommended to read through the information, such as “[Guidance Notes](#)”, “[Illustration of Reporting Income & Assets](#)”, “[Provision of Complete Information and Supporting Documents](#)” and “[Common Mistakes in Completing Application Forms](#)”, enlisted in SFO’s website: <https://www.wfsfaa.gov.hk/sfo/en/postsecondary/tsfs/application/forms.htm>.

All unavailable information / supporting documents at the time of submitting the application form should be stated in Step 12 "Additional Information" of the online application form and applicants should take the initiative to submit to the SFO once available. Otherwise, any information / supporting document(s) reported / provided only upon the SFO's enquiry will be treated as misrepresentations and/or omissions and the application may be rejected.

### **Submission of Declaration (paper signing selected) & Supporting Documents**

Applicants should submit the signed declaration (paper signing selected) and the required supporting documents to the SFO directly **within 7 days** from the date of submitting the online application form through the following means:

A. Online upload

- Through SFO E-link – My Applications platform (<https://ess.wfsfaa.gov.hk>)
- File formats - PDF or JPEG
- File capacity - 40 MB (about 100 black and white pages)
- If you have a large volume of supporting documents, please use other means to submit the documents in one go.

B. By mail to the SFO / through the SFO's drop-in boxes **(together with the Reply Slip)**

Address: Student Finance Office  
Working Family and Student Financial Assistance Agency  
12/F, One Mong Kok Road Commercial Centre  
1 Mong Kok Road, Kowloon  
(Attn: Application Team (TSFS))

### **Application Period**

#### **For Full-time Current Students: (Application deadline: 24 May 2024)**

In 2024/25 academic year, TSFS applicants should submit their applications through the online application form at SFO E-link – My Applications platform (<https://ess.wfsfaa.gov.hk>) **from 18 April to 24 May 2024.**

#### **For Full-time New Students: (Application deadline: 20 September 2024)**

In 2024/25 academic year, TSFS applicants should submit their applications through the online application form at SFO E-link – My Applications platform (<https://ess.wfsfaa.gov.hk>) **from 1 August 2024 to 20 September 2024.**

Please note that the earlier you hand in your application, the earlier your application will be processed and you may obtain your Government Grant and Loan / Non-means-tested Loan in time to cover your tuition fee for 2024/25.

### **Late Application**

The online application form will be available at "SFO E-link – My Applications" (<http://ess.wfsfaa.gov.hk>) until 31 December 2024. Late applications after 31 December 2024 should be supported with written explanation and will only be considered on individual merits. Students should call the SFO hotline direct at 2152 9000 for assistance. **In any event, no application will be accepted after 31 March 2025.**

#### **For Local Full-time Postgraduate (by Research) UGC-funded Students:**

Application should be submitted within one month after registration of 2024/25 programme which starts before March 2025. Application after March 2025 will not be accepted.

## Maximum Grant & Loan Offered to CityUHK Students

### A. Maximum Grant 2024/25

Sum of Items 1 and 2 below.

#### 1. The 2024/25 Tuition Fee Payable

- Degree and Postgraduate Programme HK\$42,100
- Associate Degree / Sub-degree Programme HK\$31,575

#### 2. The 2024/25 Academic Expenses of Related Discipline:

Discipline of Studies	Undergraduate (HK\$)
Arts	12,970
Social Science	10,710
Science	9,350
Business Administration	10,560
Engineering	10,180
Architecture	41,890
Building & Surveying	14,590
Law	16,770
Fine Arts / Design	42,440

Note: The above rates are applicable to undergraduates. For postgraduates, 28% would be added to the above rates.

### B. Maximum Loan 2024/25

HK\$58,890

### C. Maximum Deduction for Medical Expenses 2024/25

Maximum deduction for medical expenses in AFI formula per household member with chronic illness or permanent disability is HK\$23,310.

## Student Travel Subsidy Scheme (STS)

### Eligibility

- Study in full-time UGC-funded programme
- Succeed in TSFS application
- Reside beyond 10 minute's walking distance from normal place of study
- Require to travel to school by public transport

Students wish to apply for student travel subsidy, they should do so through the TSFS online application. The applicants who have been approved to receive any kind of travel allowance are NOT entitled to apply for STS from the SFO.