



Po Leung Kuk
Lo Kit Sing (1983) College

保良局羅傑承(一九八三)中學

Cheung Hong Estate, Tsing Yi, N.T., Hong Kong

香港新界青衣長康邨

Tel: 2497 7110
Fax: 2431 1156

Dear all Parents (F1-F5),
各位家長(中一至中五級):

P24156

Online Application of Household Application for Student Financial Assistance Scheme

網上申請「學生資助計劃綜合申請」(2025/26)

The Household Application for Student Financial Assistance Schemes for the 2025/26 school year will start accepting applications soon. Needy families may submit applications to the Student Finance Office (SFO) to apply for student financial assistance. 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 2025**, 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) from around mid-July 2025. If you are a continuing applicant, SFO will issue an Access Code to you to get the pre-filled E-Form, please submit the E-form online with supporting documents after completion. **New applicants** may access the E-link **on or after 2 May 2025** to use the E-form and submit online. (Please check the appendix I for the website address and QR code.)

2025/26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學生資助處遞交「學生資助計劃綜合申請表」以申請學生資助。學生資助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**2025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2025年7月中起獲發放2025/26學年首階段學校書簿津貼及上網費津貼（如適用）。如果你是持續申請人，你將會收到由學生資助處發出的「登入碼」以前往學生資助處「電子通」開啟你專屬的預填電子表格，填寫後連同證明文件經網上遞交申請。至於**新申請人**，則於**5月2日或之後**前往「電子通」使用電子申請表格。（網址及二維碼詳見附件II）

Po Leung Kuk Lo Kit Sing (1983) College
保良局羅傑承(一九八三)中學



Law Wing Chung, Principal 羅穎忠校長
29th April, 2025 二零二五年四月二十九日

Appendices :

- I. 由「在職家庭及學生資助事務處」發出「學生資助計劃綜合申請」之家長信
- II. Parent Letter concerning "Household Application for Student Financial Assistance Scheme" issued by Student Finance Office



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
2025/26 學年「學生資助計劃綜合申請」

2025/26 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 2025 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 2025 年 7 月起獲發放 2025/26 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」¹，請你前往本處電子服務平台（網址及二維碼列於下表）並以「登入碼」開啟 2025/26 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 日或之後前往電子服務平台使用電子申請表格。

電子服務平台 https://ess.wfsfaa.gov.hk/espps	
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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 https://www.wfsfaa.gov.hk/tc/household_youtube.htm#v3	
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¹ 如持續申請人已於 2024/25 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 2025/26 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

2025 年 3 月 7 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



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

7 March 2025

Dear Parents,

Online Application
Household Application for Student Financial Assistance Schemes (Household Application)
for 2025/26 School Year

The Household Application for Student Financial Assistance Schemes for the 2025/26 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 2025, 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 2025/26 school year from around July 2025. 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 you¹. Please access our e-service platform (the website address and QR code are listed below) and then input the Access Code to get the 2025/26 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 our e-service platform on or after 2 May 2025 to use the E-form and submit online.

¹ If continuing applicants has indicated in their 2024/25 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 2025/26 School Year pre-filled with the applicant's basic information, SFO will also issue to them an access code for making online application.

E-service platform

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



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

Video – How to complete / submit the E-Form on Household Application for Student Financial Assistance Scheme

https://www.wfsfaa.gov.hk/en/household_youtube.htm#v3



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