



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

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Dear Parents,
各位家長：

P25009

**Household Application for Student Financial Assistance Schemes &
School-based Life-wide Learning & Support Program (Online Survey)**

「學生資助計劃綜合申請」及「校本全方位學習及支援計劃」(網上問卷調查)

The Student Financial Assistance Agency administers the following financial assistance schemes for needy secondary students: the School Textbook Assistance Scheme, the Student Travel Subsidy Scheme and the Subsidy Scheme for Internet Access Charges. The Household Application for Student Financial Assistance Schemes for the 2025/26 school year is now accepting applications. Needy families may submit applications to the SFO to apply for student financial assistance for students. For the applicants receiving Eligible Certificates should return the completed ECs to the school. Besides, with an aim to provide further financial assistance to needy students to join the school based Life-wide Learning & Support Program, you are invited to provide information by the provided Online Survey on or before 4/9/2025, the information provided will be treated as strict confidence.

學生資助辦事處管理下列各項為有經濟需要的中、小學生而設的資助計劃：學校書簿津貼計劃、學生車船津貼計劃、上網費津貼計劃。2025/26 學年「學生資助計劃綜合申請」現正接受申請，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」以申請各項資助。申請人若收到「資格證明書」後，必須將填妥的「資格證明書」交回學校。此外，為進一步向有需要之學生提供更多資助，本校誠邀 貴家長於 4/9/2025 或以前完成「線上問卷」提供資料，學校從而能及早篩選及邀請合資助資格學生參與「全方位學習及支援計劃」，確保有效善用資源。所得資料會按保密程序嚴謹處理。

Online Survey 線上問卷調查

<https://forms.gle/1aBJ4xuTaxoXZt9u9>



Appendices :

Appendix 1: Student Financial Assistance Schemes (Memo to New Applicant & Continuing Applicant)

「學生資助計劃綜合申請」(新舊個案注意事項)

Appendix 2: Parent Letter issued by SFAA concerning the Online Application Household Application for Student Financial Assistance Schemes 2025/26

由學生資助辦事處發出之網上申請「學生資助計劃綜合申請」家長

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

1st September, 2025 二零二五年九月一日



Student Financial Assistance Schemes (Memo to New Applicant & Continuing Applicant) 「學生資助計劃綜合申請」(新舊個案注意事項)

SFAA Hotline 學生資助處熱線 : 2802 2345

Student 學生	Action to be taken 開學時需之辦理事宜 Online Application 網上申請
New Application for Needy Students 因應經濟狀況 新申請之學生	<p>Applicants should submit their application to the SFO on or before 31 October 2025. Otherwise, School Textbook Assistance will generally not be released even if they can pass the means test and meet the eligibility criteria.</p> <p>2025/26 學年學校書簿津貼計劃的截止申請日期是 2025 年 10 月 31 日。申請人應於該日期或之前遞交學生資助計劃綜合申請，否則即使通過入息審查，通常也不會獲發津貼。</p>
Applicants receiving Eligible Certificates 已收到 「資格證明書」之申請者	<p>Applicants should return the completed ECs to the school in which the children are attending within one week after the commencement date of the schools or within two weeks from the issue date of ECs (whichever is the later) for processing. Schools will certify the student-applicants' enrolment status and attendance and then forward the ECs to the SFO. In general, the SFO will not accept any ECs submitted after the deadline</p> <p>申請人若收到「資格證明書」，應小心核對預填的個人資料和資助計劃選擇。申請人須將填妥的「資格證明書」於開課後一個星期內或發出日期後的兩星期內（二者以較遲者為準）<u>交回學校辦理</u>。學校在證明學生的身分及出席情況後會將「資格證明書」呈交學資處。在一般情況下，學資處不會處理申請人逾期遞交的「資格證明書」。學資處在核實收到的「資格證明書」後，會決定學生是否符合申請個別資助計劃的資格，並會以<u>自動轉帳</u>形式向合資格學生發放津貼。</p>



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

Appendix 2

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>



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



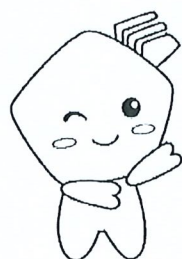
¹ 如持續申請人已於 2024/25 學年的申請表內表示下一學年需要紙本表格，除向他們寄出預填了個人基本資料的 2025/26 學年紙本預填表格外，本處亦會提供用作網上申請的登入碼。

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