



ST. JOAN OF ARC SECONDARY SCHOOL

聖 貞 德 中 學

55 Braemar Hill Road, North Point, Hong Kong. 香港北角寶馬山道五十五號
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Ref. No.: P05/2023-2024

11 September 2023

Dear Parents / Guardians,

Student Grant (2023/24 School Year)

This circular is about the arrangements of providing day-school students with the student grant by the Education Bureau (EDB) in the 2023/24 school year.

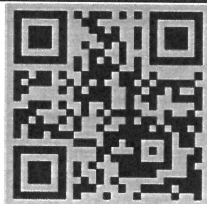
Application Arrangements:

To cater for the needs of individual parents, apart from making e-submission, parents can still choose to return the completed paper application form to schools for onward submission. However, only one application, either in electronic form (e-form) or paper form, can be submitted for each eligible student.

Relevant Arrangements of e-Submission:

Starting from the 2023/24 school year, parents/guardians (hereinafter referred to as “applicants”) may submit online applications for the student grant for students studying in public sector schools and DSS schools. Applicants must have a user account of “iAM Smart+” with digital signing function. They may log in to the online service of “e-Submission of Student Grant Applications” via the “iAM Smart” App direct, or scan the QR code or click the link below and log in to the e-submission platform (e-platform) to submit online applications.

Student Grant e-Submission Platform



(Link: <https://stgsesweb.edb.gov.hk/>)

For details of “iAM Smart” registration, applicants are advised to visit the thematic website at <https://www.iamsmart.gov.hk>.

Applicants should read carefully the “Guidance Notes” on the e-platform. Applicants who received the student grant in the 2022/23 school year are “Continuing Applicants”. “Continuing Applicants” will be given a pre-filled e-form when their identity has been successfully verified with a one-time verification code. They are only required to check the pre-filled information of the student and the

applicant therein and fill in the class name of the student, and then make an e-submission with digital signing. “Continuing Applicants” may amend the information on the e-form if necessary. If the student is newly admitted to a school or has transferred to another school, the “Continuing Applicant” has to select the name of the new day-school in the pre-filled e-form. New applicants or applicants whose identity cannot be successfully verified through the e-platform are required to fill in a blank e-form. Before making the submission, applicants should check the accuracy of the information provided, especially the name of the school, so as to avoid delaying the progress of the application due to incorrect information. To ensure correct selection of school name and school code given as below:

Name of School: St. Joan of Arc Secondary School
School Code: 133469

The e-platform will open at 6:00 a.m. on 14 September 2023 and close after 11:59 p.m. on 2 October 2023. Applicants may scan the QR codes below for details on the application procedures and to learn more about how to fill in an e-form:

Guide on Application Procedures



Video on e-Form Filling



EDB will inform the applicants of the application progress and other related matters via SMS and/or email. Applicants may also check the application progress and use other functions of the e-platform, such as updating or amending information, or uploading supporting documents upon the request of EDB.

Distribution of Paper Application Forms and Relevant Arrangements:

EDB will distribute the student grant paper application forms and verify the student status via schools. For the paper application forms, there are Form B (sample at Appendix 1) and Form A (sample at Appendix 2). Form B is pre-printed with the basic information of the student as well as that of the applicant (applicable to students who received the student grant last school year and are studying in the same school) while Form A is a blank form (applicable to students who are newly admitted to a school or have transferred to another school in this school year). Schools are advised to remind applicants to fill in the application forms according to the circumstances set out below:

(A) Form B:

- In general, applicants are only required to check the accuracy of the pre-printed information. If there is no need to change the pre-printed information, applicants should **put a “✓” in the confirmation box** at the bottom part of the paper form, sign and submit the application form to EDB through schools.

- If the essential student particulars pre-printed on Part I of Form B (i.e. Student's Name in English, Name of Day-school or School Type) require amendment(s), applicants of the students concerned **should use Form A for application**.
- If other pre-printed information on Form B requires updating (information other than the essential student particulars), applicants should make the amendment(s) in the space above the relevant information in BLOCK letters using **black or blue ball pen** (correction fluid or tapes should not be used for making amendment(s)), **leave the confirmation box at the bottom part of the form blank** and submit the application form to EDB through schools.

(B) Form A:

- For students who are newly admitted to a school, have transferred to another school, individual students without Form B provided by EDB or those with the aforementioned essential student particulars requiring amendment(s), applicants should use Form A for application.
- In completing the paper application form, applicants may refer to the reference information (including how to fill in bank account information correctly) uploaded onto EDB website (<http://www.edb.gov.hk>) (Home > Students and Parents Related > Support and Subsidies > Student Grant) or scan the QR codes below for access to the information.

Video on Paper Form Filling



Common Bank Code List



Applicants are not required to provide other documents at this stage. EDB will inform parents of the status of their application via SMS and/or email as appropriate. As parents generally possess local bank accounts, the grant will be disbursed to parents via bank transfer.

Enquiries:

For enquiries, please contact the Student Special Support Section Kwun Tong Office of EDB (email: stgenquiry@edb.gov.hk; hotline: 3850 2000).

Yours sincerely,

YUEN Cheung Oi
Principal



You are like salt for the whole human race, You are like light for the whole world. (Matthew 5:13-14)

(Reply Slip)

Ref. No.: P05/2023-2024

Dear Principal,

Student Grant (2023/24 School Year)

I have read and noted the circular dated 11 September 2023. Thank you.

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Name of Student: _____

Class & Class No.: _____ ()

Date: _____



123456-0001-12345678-01

(供學校參考)

For School Reference

2022/23

級別 Class Level

4A

教育局

EDUCATION BUREAU

2023/24「學生津貼」申請表

2023/24 "STUDENT GRANT" APPLICATION FORM

(表格 B FORM B)

須知事項 Notes to Complete this Form

- 本表格用作申請 2023/24 學年「學生津貼」。學生必須在 2023/24 學年就讀中學日校、小學、特殊學校或幼稚園。
This application form ("Form") is for application for Student Grant for the 2023/24 school year. The student must attend secondary day school, primary school, special school or kindergarten in the 2023/24 school year.
- 學生必須是香港居民。只持有學生簽證或入境事務處發出的擔保書（坊間一般稱為「行街紙」）的學生均不符合資格。
The student must be a Hong Kong resident. Students holding student visas only or recognizance forms issued by the Immigration Department are not eligible.
- 申請人必須是學生的父母或監護人。
The applicant must be the parent or guardian of the student.
- 如本表格所列資料需要更新（學生英文姓名、日校名稱及學校類別除外），請在有關資料的上方位置用黑色或藍色筆以正楷作出修正。請勿使用塗改液或改錯帶。如學生英文姓名、日校名稱或學校類別需作更改，請使用表格 A。建議申請人備存一份填妥的表格以供日後參考。
If the pre-printed information on this Form requires updating (except Student's Name in English, Name of Day-school and School Type), please provide the amendment in the space above the relevant information in BLOCK letters using black or blue pen. Please do not use correction fluid or tapes. If Student's Name in English, Name of Day-school or School Type requires amendment, please use Form A. It is advisable for the applicant to keep a copy of the completed Form for future reference.
- 申請人於填寫及簽署本表格時，即表示申請人同意提供第 I 和第 II 部分所需資料以及第 III 部分的聲明。如申請人未能提供所需資料，可能會令其申請延遲或無法處理。
Upon completing and signing this Form, the applicant is deemed to have agreed to provide the required information in Parts I and II, and the declaration in Part III. Failure to provide the required information may result in delay or non-processing of the application.
- 填妥的表格須在指定時間內透過學生就讀的學校提交。
The duly completed Form should be submitted through the student's attending school within a specified period of time.

(# 請填寫適當的選擇 Please fill in the appropriate option)

I 學生資料 Student Information

英文姓名

Name in English

C H A N T A I M A N

(姓 Surname) (名 Other Name)

(按香港身份證、香港出生證明書或其他身份證明文件所示；略去短號。)(as shown on the HK Identity Card, HK Birth Certificate or other identity document, comma excluded.)

日校名稱

Name of Day-School

X X X S C H O O L

學校類別 School Type #

3

([1] 幼稚園 Kindergarten [2] 小學 Primary [3] 中學 Secondary)

級別 Class Level

S 5

(學校專用 For School Use)

茲證明本表格所示的學生就讀於本表格第 I 部分指明的日校，並未曾在 2023/24 學年「學生津貼」就此學生遞交申請。

This is to certify that the student shown in this Form is enrolled in the day-school as specified in Part I of this Form, and there is no previous submission for Student Grant for the 2023/24 school year in respect of this student.

學校蓋章
School Chop

II 申請人(家長/監護人)資料 Applicant (parent/guardian) Information

英文姓名

Name in English

W O N G M E I F A N

(必須與銀行記錄的帳戶持有人名稱相同，否則自動轉帳可能會被拒絕。)(must be the same as the account holder name registered with the bank, otherwise autopay may be rejected.)

與學生的關係 Relationship with the Student #

2

([1] 父 Father

[2] 母 Mother

[3] 監護人 Guardian)

銀行帳戶號碼

Bank Account Number

0 2 4 - 1 2 3 4 5 6 7 8 9 0

(按存摺或銀行結單上所示)(as shown on passbook or bank statement)

銀行碼 Bank Code 分行編號及帳戶號碼 Branch Code and Account Number

(例如：渣打銀行 Standard Chartered Bank: 003, 滙豐銀行 HSBC: 004, 一般銀行編號請參閱右方二維碼 Please refer to the QR code on the right for common bank code list.)

(必須是申請人在其指定銀行以個人名義開立的本地港幣儲蓄或往來帳戶號碼。定期存款帳戶、信用卡帳戶、外幣帳戶及貸款帳戶概不適用。)

(must be a local Hong Kong dollar sole-name savings or current bank account number of the bank designated by the applicant. The account must not be a fixed deposit account, a credit card account, a foreign currency account or a loan account.)

銀行名稱

Name of Bank

H A N G S E N G B A N K

香港流動電話號碼

HK Mobile Phone No.

9 1 2 3 4 5 6 7

電郵地址

Email Address

m f w o n g @ h o n g k o n g . h k

(用作接收香港短訊通知)(For receiving HK SMS notification)

短訊通知的語言

Language of SMS notification

1

([1] 中文 Chinese

[2] 英文 English)

上述學生不是持學生簽證來港就學或持有人入境事務處發出的擔保書（坊間一般稱為「行街紙」）。本人，並代表在表格內填報的學生，同意政府把其資料與教育局及／或入境事務處及／或其他政策局／部門及／或其代理人／承辦商所持有關於其個人資料進行核對，以便處理本人就該等計劃的申請及領款事宜。本人明白核對程序旨在確定填報的學生是否符合該等計劃的資格；如填報的學生不符合資格，將不能在該等計劃下領取款項。

The student specified above is not a holder of student visa for entry into Hong Kong for studies or a holder of recognizance form issued by the Immigration Department. I, and on behalf of the student specified in this Form, consent to the matching of the Data with the personal data held by the Education Bureau and/or the Immigration Department and/or other bureaux/departments and/or their agents/contractors in relation to my application and receipt of payment under such scheme(s), and understand that the matching procedure is conducted for ascertaining whether the student is eligible under such scheme(s) or not, and therefore I will not receive payment under such scheme(s) in case the student is ineligible.



請在此方格加上「✓」號，以茲確認本表格所列資料並沒有更改。如有更改，請留空此格。

Please "✓" in this box to confirm that there is no change of the pre-printed information on this Form. If there are changes, please leave this box blank.

申請人簽署 Signature of Applicant: _____

日期 Date: _____

教育局
EDUCATION BUREAU
2023/24「學生津貼」申請表
2023/24 "STUDENT GRANT" APPLICATION FORM
(表格 A FORM A)

須知事項 Notes to Complete this Form

- 本表格用作申請 2023/24 學年「學生津貼」。學生必須在 2023/24 學年就讀中學日校、小學、特殊學校或幼稚園。
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The student must be a Hong Kong resident. Students holding student visas only or recognizance forms issued by the Immigration Department are not eligible.
 - 申請人必須是學生的父母或監護人。
The applicant must be the parent or guardian of the student.
 - 請用黑色或藍色筆以正楷填寫本表格。請勿使用塗改液或改錯帶。建議申請人備存一份填妥的表格以供日後參考。
Please complete this Form in BLOCK letters using black or blue pen. Please do not use correction fluid or tapes. It is advisable for the applicant to keep a copy of the completed Form for future reference.
 - 申請人於填寫及簽署本表格時,即表示申請人同意提供第 I 和第 II 部分所需資料以及第 III 部分的聲明。如申請人未能提供所需資料,可能會令其申請延遲或無法處理。
Upon completing and signing this Form, the applicant is deemed to have agreed to provide the required information in Parts I and II, and the declaration in Part III. Failure to provide the required information may result in delay or non-processing of the application.
 - 填妥的表格須在指定時間內透過學生就讀的學校提交。
The duly completed Form should be submitted through the student's attending school within a specified period of time.
- (# 請填寫並圈出適當的選擇 Please fill in and circle the appropriate option)

I 學生資料 Student Information

英文姓名 Name in English (姓 Surname) (名 Other Name)

(按香港身份證、香港出生證明書或其他身份證明文件所示,略去逗號。)(as shown on the HK Identity Card, HK Birth Certificate or other identity document; comma excluded.)

性別 Sex # ☐ ([1] 男 Male) ☐ ([2] 女 Female) 出生日期 Date of Birth 日 Day 月 Month 年 Year

香港身份證號碼 HK Identity Card No. () (倘若學生沒有香港身份證或出生證明書,請留空此欄。)(Please leave it blank if the student does not have a HK Identity Card / Birth Certificate.)

香港出生證明書號碼 HK Birth Certificate No. ()

日校名稱 Name of Day-School

學校類別 School Type # ☐ ([1] 幼稚園 Kindergarten) ☐ ([2] 小學 Primary) ☐ ([3] 中學 Secondary) 級別 Class Level

(學校專用 For School Use)

茲證明本表格所示的學生就讀於本表格第 I 部分指明的日校,並未曾在 2023/24 學年「學生津貼」就此學生遞交申請。

This is to certify that the student shown in this Form is enrolled in the day-school as specified in Part I of this Form, and there is no previous submission for Student Grant for the 2023/24 school year in respect of this student.

學校蓋章
School Chop

II 申請人(家長/監護人)資料 Applicant (parent/guardian) Information

英文姓名 Name in English

(必須與銀行記錄的帳戶持有人名稱相同,否則自動轉帳可能會被拒絕。)(must be the same as the account holder name registered with the bank, otherwise autopay may be rejected.)

與學生的關係 Relationship with the Student # ☐ ([1] 父 Father) ☐ ([2] 母 Mother) ☐ ([3] 監護人 Guardian)

銀行帳戶號碼 Bank Account Number (按存摺或銀行結單上所示)(as shown on passbook or bank statement)

銀行編號 Bank Code 分行編號及帳戶號碼 Branch Code and Account Number 如申請人對於銀行帳戶號碼有任何疑問,請向有關銀行查詢。
(例 e.g.: 渣打銀行 Standard Chartered Bank: 003, 滙豐銀行 HSBC: 004, 一般銀行編號請參閱右方二維碼 Please refer to the QR code on the right for common bank code list.)

(必須是申請人在其指定銀行以個人名義開立的本地港元儲蓄或往來帳戶號碼。定期存款帳戶,信用卡帳戶,外幣帳戶及貸款帳戶概不適用。)
(must be a local Hong Kong dollar sole-name savings or current bank account number of the bank designated by the applicant. The account must not be a fixed deposit account, a credit card account, a foreign currency account or a loan account.)

銀行名稱 Name of Bank

香港流動電話號碼 HK Mobile Phone No. 電郵地址 Email Address

(用作接收香港短訊通知)(For receiving HK SMS notification)

短訊通知的語言 Language of SMS notification # ☐ ([1] 中文 Chinese) ☐ ([2] 英文 English) 如沒有選擇短訊通知的語言,申請人將會收到中文短訊。
If not choosing the language of SMS notification, the applicant will receive the SMS in Chinese.)



上述學生不是持學生簽證來港就學或持有人入境事務處發出的擔保書(坊間一般稱為「行街紙」)。本人,並代表在表格內填報的學生,同意政府把其資料與教育局及/或入境事務處及/或其他政策局/部門及/或其代理人/承辦商所持有關於其個人資料進行核對,以便處理本人就該等計劃的申請及領款事宜。本人明白核對程序旨在確定填報的學生是否符合該等計劃的資格;如填報的學生不符合資格,將不能在該等計劃下領取款項。

The student specified above is not a holder of student visa for entry into Hong Kong for studies or a holder of recognizance form issued by the Immigration Department. I, and on behalf of the student specified in this Form, consent to the matching of the Data with the personal data held by the Education Bureau and/or the Immigration Department and/or other bureaux/departments and/or their agents/contractors in relation to my application and receipt of payment under such scheme(s), and understand that the matching procedure is conducted for ascertaining whether the student is eligible under such scheme(s) or not, and therefore I will not receive payment under such scheme(s) in case the student is ineligible.

申請人簽署 Signature of Applicant: 日期 Date:

日 Day

月 Month

年 Year