



Application for PolyU Emergency Financial Assistance 2011/12 (For Local Full-time UGC-funded Students)

Important Notes to Applicants

(Applicant must read this Important Notes before filling in the Application Form)

Eligibility

1. All local full-time UGC-funded students who experience financial difficulties caused by recent unforeseen circumstances such as sudden unemployment/serious illness/accident/death of the sole breadwinner of the family may apply for emergency financial assistance.

Source of Funds

2. Funded by the generous donations of organizations, as of 25 July 2011, the available funds are: Hong Kong Rotary Club Students' Loan Fund, The Croucher Foundation Fund for Students with Emergency Needs, Vitasoy International Holding Ltd. Education Foundation Bursary as well as the Winsor Education Foundation Fund.

Form of Assistance

3. Successful applicants will be offered either grant (助學金) (no repayment needed) or interest-free loan (免息貸款), or a combination of both to tide the emergency need over.

Application Procedure

4. Please complete and return the Application Form together with :

- (i) a copy of page 7 - 17 of your completed TSFS Application Form 2011/12 as submitted to the Government Student Financial Assistance Agency. (If you have not applied for the TSFS, you are still required to complete and submit the same information for the Student Affairs Office's understanding on your financial situation.);
- (ii) copies of income proofs of ALL your working household members listed in Table 1 Sections A & B of your TSFS Application Form 2011/12 for the period 1 April 2011 to the date of this application;
- (iii) copies of bank accounts of ALL your household members listed in Table 1 Section A of your TSFS Application Form 2011/12 (with all transactions shown from 1 April 2011 to the date of this application); and
- (iv) any relevant documents supporting your application as mentioned on Part E of the Application Form.

If you cannot provide any of the above documents, you can still apply for this Scheme provided that you can submit acceptable documentary proofs to justify your emergency needs caused by recent unforeseen circumstances.

5. Application form and documents submitted are not returnable. Applicants are advised to retain a copy for future reference.
6. Applicants will be interviewed by staff of SAO for need assessment. You may make an interview appointment through SAMS at <https://www40.polyu.edu.hk/saosams/> (select "Appointment - Financial Assistance") first and please bring along this application form and all the supporting documents to the interview. Upon verification of needs and approval of the financial assistance by the respective donor, payment shall be arranged as soon as possible through autopay.
7. In general, upon approval, for students being offered emergency grants and/or loans managed by the University, the money shall be made available within 10 working days. For those to be assisted with emergency grants and/or loans managed by outside bodies, the money shall normally be made available in about 3 weeks' time.

Handling of Information

8. The personal data/information provided in this Application Form, in the copy of the TSFS Application Form 2011/12, and in any supplementary document(s), will be used by the Student Affairs Office for processing/counter-checking of your application for financial assistance during your studies in PolyU, administration of your loan account (if any), and the compilation of relevant statistics to facilitate analysis of applicants' needs and review of different financial assistance schemes.
9. The personal data/information collected for this application may be disclosed to those relevant parties including individual donors:
 - (i) for the purposes mentioned in paragraph 8 above; and
 - (ii) where such disclosure is authorized or required by law.
10. The personal data/information will be kept for a period of no more than three years after your last application for financial assistance in PolyU.
11. Applicant has the right to obtain access and make correction to the personal data provided by him/her in the application. Such request may be charged a notional fee and should be made in writing and addressed to the Director of Student Affairs of PolyU.



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If there are any subsequent changes in Student I.D. No., address, phone no., programme of study, applicant is required to inform SAO immediately.