

Application for PolyU Emergency Financial Assistance 2018/19 (For Local Full-time Degree and Sub-degree Students)

Notes to Applicants

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

Eligibility

1. All local full-time degree and sub-degree students (postgraduate student with genuine financial need may be considered for The Croucher Foundation Fund for Students with Emergency Needs) who experience financial difficulties caused by recent unforeseen circumstances such as sudden unemployment/serious illness/accident/death of the sole breadwinner of the family, natural or man-made disaster, etc., may apply for emergency financial assistance.

Source of Funds

2. Funded by the generous donations of organizations/individual, the available funds are: Hong Kong Rotary Club Students' Loan Fund, Ng Wing Hong Bursary, The Croucher Foundation Fund for Students with Emergency Needs, The Winsor Education Foundation Students' Interest-Free Loans well as Vitasoy International Holding Ltd. Education Foundation Bursary.

Form and Level 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. The level of assistance depends on the stipulation of available fund and the impact of the sudden changes on the level of family support to the student.

Application Procedure

4. Please complete and return the Application Form together with :
 - (i) a copy of your completed e-application form for 2018/19 TSFS/FASP (full version) as submitted to the government Student Finance Office (SFO), if any;
 - (ii) copies of income proofs of ALL your working household members for the recent 3 months;
 - (iii) copies of bank accounts of ALL your household members for the recent 3 months; and
 - (iv) any relevant documents supporting your application as mentioned on Part D of the Application Form.

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

5. Application form and supporting documents submitted are not returnable.
6. Applicants will be interviewed by staff of the Office of Student Resources and Residential Life (SRRL) for need assessment. Upon verification of need 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 and Personal Data Provided

8. Your provision of all the personal data requested in this form is obligatory. Failure to provide these data and the required documents may affect the processing and outcome of your application.
9. The information and personal data collected in this application form and attached documents will be handled as stated in the PolyU Personal Information Collection Statement, which can be obtained from <https://www.polyu.edu.hk/as/PICS.pdf>.
10. The personal data and supplementary information provided in this application will be used by the SRRL and relevant party/parties for activities relating to (i) processing of this application, (ii) processing of your application(s) for other financial assistance during your studies in PolyU, if any, (iii) conduction of survey(s) for service improvement, and (iv) compilation of relevant statistics to facilitate analysis of applicants' needs and review of different financial assistance schemes.
11. 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 10 above, (ii) where you have given your consent to such disclosure, and (iii) where such disclosure is authorized or required by law.
12. The application form and supporting documents submitted will be disposed within one year upon applicant's graduation/departure from PolyU.
13. You have the right to request for access and correction of your personal data held by PolyU. During your studies, correction of personal data can be performed via eStudent. Any data access and correction request according to the Personal Data (Privacy) Ordinance should be made by completing the "Personal Data (Privacy) Ordinance Data Access Request Form" and sending it to the Academic Secretariat at asdept@polyu.edu.hk. A handling fee may be imposed.