

To: All Full-time Students  
From: Academic Secretariat  
Date: 16 August 2017

Dear Students

**Application for MTR Student Travel Scheme 2017 - 18**

If you are a full-time student of 25 years old or below, you are eligible to apply for the MTR Student Travel Scheme.

Details on the application period, procedures and fees are set out in the attached summary.

If you have any queries on the above, please feel free to call our enquiry hotline at 2333 0600 during office hours.

Academic Secretariat

## Application Procedures for the MTR Student Travel Scheme

(Not applicable to Research programmes and PolyU award programmes administered by SPEED\*)

	Application for Personalised Octopus Card with “Student Status”	Renewal of “Student Status” on the Personalised Octopus Card
Application Period	1 September 2017 to 31 August 2018	
Eligibility	Students aged 25 years old or below who are enrolled on full-time programmes. (Students who have not yet reached 26 in age on the date when the application is submitted may apply.)	
<b>Date/Time/ Venue for form distribution and certification of student status (i.e. stamping of school chop)</b>	<ul style="list-style-type: none"> <li>• <b>12-15 September 2017:</b> Room GH206, Podium Level 10:00 a.m. to 5:00 p.m.</li> <li>• <b>from 18 September 2017 onwards:</b> Academic Secretariat Service Centre (Room M101, 1/F, Li Ka Shing Tower) Monday – Friday: 9:00 a.m. to 7:00 p.m. (closed on Saturdays, Sundays &amp; Public Holidays)</li> <li>• <b>Students are required to obtain the application form from:</b> <ul style="list-style-type: none"> <li>➢ MTR website <a href="http://www.mtr.com.hk/en/customer/tickets/student_travel_scheme.html">http://www.mtr.com.hk/en/customer/tickets/student_travel_scheme.html</a>, or</li> <li>➢ MTR Customer Service Centre (Except Airport Express stations, Lo Wu, Lok Ma Chau, Racecourse, Disneyland Resort and Sunny Bay stations) or the Concessionary Travel Offices in Admiralty, Tai Wai or Siu Hong station.</li> </ul> </li> </ul>	
Date/Venue for submission of form	Students should submit the completed form to MTR Customer Service Centre (please refer to the addresses listed on the application form) <i>within 14 days from the date of obtaining the certification.</i>	
Date/Venue for settlement of fees	The application fee will be <u>charged at the time of submitting the form.</u> A receipt will be issued to the student as a temporary proof of the application for “Student Status”.	The application fee will be <u>charged when students renew the “Student Status”</u> of the Card at MTR Customer Service Centre (please refer to the addresses listed on the application form).
Fees	HK\$90  <u>First time applicant</u> will be given a special rebate of service charge paid to Octopus Card Ltd. (HK\$20) in the form of usable value encoded on the processed card.	HK\$20
Date/Venue for collection of Card or renewal of “Student Status”	Students should refer to details on the MTR receipt to collect the card at the distribution counter of the designated MTR stations.	Students should refer to the schedule shown on the application forms and bring along the Personalised Octopus Card in person to MTR Customer Service Centre (please refer to the addresses listed on the application form)

**MTR Hotline: 2881 8888 (then press [1], [1], [ \*])**

**Monday to Friday, 8:30 am to 6:00 pm; Saturdays, 8:30 am to 1:00 pm (except Sundays and Public Holidays)**

\* Students who are enrolling on PolyU award programmes administered by SPEED, please refer to the relevant information provided by SPEED.