

**CHI YUN SCHOOL**  
**2024-2025 School Year**  
**Application for provision of Student Grant in 2024/25 school year**

13<sup>th</sup> September, 2024

Dear Parents/Guardians :

The Education Bureau (EDB) issued a circular memorandum to all secondary day-schools, primary schools and kindergartens on August 30, announcing the arrangements for the provision of the Student Grant to day-school students in the 2024/25 school year. **E-Submission platform will open at 6:00 a.m. on 13 September 2024 and close after 11:59 p.m. on 2 October 2024.** 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 from **October 9 to November 8.** However, **only one application, either in electronic form (e-form) or paper form, can be submitted for each eligible student.**

#### Eligibility Criteria

The student grant is non-means-tested. All students who are, as at the date of application, studying in secondary day-schools, primary schools and special schools (including public sector schools, Direct Subsidy Scheme (DSS) schools, English Schools Foundation schools and private schools) as well as kindergartens (whether having joined the kindergarten education scheme or not) offering local or non-local curriculum in Hong Kong, are eligible for the grant. Students of evening schools, students of private studies, holders of student visa for entry into Hong Kong for studies and holders of Form of Recognizance issued by the Immigration Department are not within the scope of subsidy.

#### Relevant Arrangements of e-Submission

Starting from the 2024/25 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. You may log in to the online service of “e-Submission of Student Grant Applications” via the “iAM Smart” App directly. **The e-platform will open at 6:00 a.m. on 13 September 2024 and close after 11:59 p.m. on 2 October 2024.** The details and guideline of e-Submission is attached (Annex 1). Please read it carefully before submit the application.


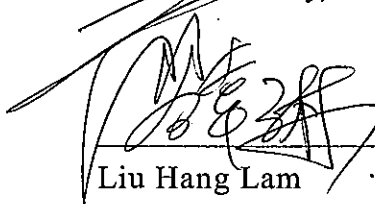
Distribution of Paper Application Forms and Relevant Arrangements

EDB will distribute the student grant paper application forms and verify the student status via schools. School will distribute the paper application forms to parents of eligible students **starting from 9 October 2024**, except for those who have submitted an online application. **The completed paper application form should be returned to school before November 8 at 4 p.m.** School will stamp a school chop on each paper application form to certify that the student concerned is our student, then return to EDB by batches.

Applicants are not required to provide other documents at this stage. We will make use of available school, student and applicant information to conduct verification as far as possible. Applicants will only be required to provide documents when necessary. 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

Should you have any enquiries, please contact Ms. Tsang at 2386 2010 or 2386 2064.

Yours faithfully,



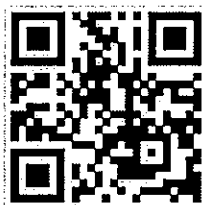
Liu Hang Lam

Acting Principal, Chi Yun School

### **Relevant Arrangements of e-Submission (Annex1)**

Starting from the 2024/25 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 2024/25 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. School name and school code are in the below for your reference.

Name of School	School Code	School address
Chi Yun School	313343	13, Chi Kiang Street, To Kwa Wan, Kowloon

**The e-platform will open at 6:00 a.m. on 13 September 2024 and close after 11:59 p.m. on 2 October 2024.** 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.

<u>Guide on Application Procedures</u>	<a href="https://www.edb.gov.hk/attachment/en/student-parents/support-subsidies/student-grant/Guide_on_Application_Procedures_ENG.pdf">https://www.edb.gov.hk/attachment/en/student-parents/support-subsidies/student-grant/Guide_on_Application_Procedures_ENG.pdf</a>	
<u>Video on e-Form Filling</u>	<a href="https://www.youtube.com/watch?v=Lb1gFsiJQec">https://www.youtube.com/watch?v=Lb1gFsiJQec</a>	
<u>Parent's Guide on e-Submission of Applications</u>	<a href="https://www.edb.gov.hk/tc/student-parents/support-subsidies/student-grant/e-submission.html">https://www.edb.gov.hk/tc/student-parents/support-subsidies/student-grant/e-submission.html</a>	

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.