

PAOC Ka Chi Secondary School
加拿大神召會嘉智中學
School Circular No. 3 (2023 – 2024)
家長通告第三號 (2023 至 2024 年度)
【Student Grant】
【學生津貼】

15 September 2023

Dear Parents,

We are delighted to inform you that your children meet the eligibility criteria for the student grant, amounting to HK\$2,500, as per Education Bureau (EDB) Circular No. 160/2023. Please submit your application using either the printed application form or the e-application form (for [iAM Smart+](#) users only). Please complete the student grant application before 29 October 2023, and return it to the class teacher.

Printed Application Form

The Education Bureau will send the printed application form to schools in mid-October. S1 and in-year admission students will receive "Student Grant" Application Form A, while S2 to S6 students will receive an **orange** "Student Grant" Application Form B". Form B is pre-printed with the basic school and student information.

Application notes:

1. Only ONE application Form is provided.
2. The individual applying must be the legal parent or guardian of the student.
3. Only one application is allowed per eligible student. Prior to completing the "Student Grant" application, applicants are advised to thoroughly review the "Notes to Complete this Form" and the "Declaration" sections.
4. Please use a **black or blue pen** to complete the form in capital letters (BLOCK letters). It is recommended that the applicant keep a copy of the completed form for future reference.
5. Please provide accurate and complete bank account information, including the bank code. Refer to the attached "Common Bank Code List" for reference.
6. For printed Form B:
 - (a) Typically, parents/guardians only need to review the **pre-printed information** for accuracy, place a "√" in the confirmation box at the bottom of the form, and sign to confirm if there are no changes to the pre-printed information.

- (b) If there are updates required for certain pre-printed information on Form B (*excluding the Student's Name in English, Name of School, and School Level*), please make amendments in the space provided above the relevant information using **capital letters and a black or blue ball pen**, leave the confirmation box empty and submit the modified application forms.
- (c) For any amendments to the pre-printed Student's Name in English, Name of school, or School Level on Form B, please **utilize Form A** for their application.
- (d) If Form B is misplaced, kindly complete Form A, which can be downloaded from the EDB Homepage (<http://www.edb.gov.hk> > Students and Parents Related > Support and Subsidies > Student Grant) or reach out to the school for assistance.

7. For Printed Form A

- a) For students who are newly admitted to a school, have transferred to another school, or do not have Form B provided by the EDB, or for those who need to make amendments to the essential particulars such as Name in English, Name of Day-school, or School Level, parents/guardians should utilize Form A for their application. To assist in completing the application forms, parents/guardians can refer to the reference information available on the EDB website (<http://www.edb.gov.hk> > Students and Parents Related > Support and Subsidies > Student Grant), which includes guidance on correctly filling out the bank account information.
8. Applicants must promptly return the completed application form to the school for verification of the student's identity and submission to the EDB. The deadline for submitting the application to the school is 29 October 2023. Late applications will not be accepted.
9. Generally, no additional documents are required besides the application form. Parents will be notified of the application status by the EDB through SMS and email, and the subsidy will be automatically disbursed via bank transfer.

E-application form

To apply through the e-application, it is mandatory for applicants to possess an "iAM Smart+" user account equipped with a digital signing capability. They can access the "e-Submission of Student Grant Applications" online service directly through the "iAM Smart" App, or alternatively, they can utilize the provided QR code or link to log in to the e-submission platform (e-platform) and proceed with their online application submission.

Student Grant e-Submission Platform



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

For details of "iAM Smart" registration, applicants are advised to visit <https://www.iamsmart.gov.hk>.

7. Applicants should read carefully the "Guidance Notes" on the e-platform.

- a) In the 2022/23 school year, individuals who have already received the student grant are referred to as "Continuing Applicants." Once their identity has been successfully verified using a one-time verification code, these applicants will be provided with a pre-filled electronic form (e-form). The e-form will contain pre-filled information about the student and the applicant. Continuing Applicants are only required to **review** the pre-filled information, provide the student's class name, and then submit the e-form electronically with a digital signature. If any amendments to the information on the e-form are necessary, Continuing Applicants are allowed to make the changes.
- b) If a student is newly admitted to a school or has transferred to another school, the Continuing Applicant must select the name of the new school from the pre-filled e-form.
- c) Once the Education Bureau sends printed application forms to schools in mid-October, the schools will then distribute them to parents who have not completed the online application.
- d) For new applicants or applicants whose identity cannot be successfully verified through the electronic platform, a blank e-form should be completed. Before submitting the form, all applicants are advised to carefully verify the accuracy of the provided information, particularly the name of the school, to avoid any delays in the application process caused by incorrect information.

Please refer to the school name and school code provided for your reference.

School Name: PAOC Ka Chi Secondary School

School Code: 132918

The e-platform opens at 6:00 a.m. on 14 September 2023 and closes after 11:59 p.m. on 2 October 2023. To obtain detailed information about the application procedures and guidance on filling in an e-form, please scan the QR codes provided below.

Guide on Application Procedures



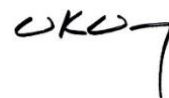
Video on e-Form Filling



The Education Bureau (EDB) will keep applicants updated on their application progress and provide relevant information through SMS and/or email. Additionally, applicants have the option to check their application progress and access other features of the e-platform. These features include updating or amending information and uploading supporting documents as requested by the EDB.

For inquiries, please contact the Vice Principal, Mr. Leung Wai Hong, at 2441 3818.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Wong Wai Keung'.

Principal Wong Wai Keung

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敬啟者：

就教育局通函第 160/2023 號有關學生津貼 (2023/24 學年)，現於本校就讀的學生皆合乎申請資格，可獲學生津貼港幣 2,500 元。請家長/監護人可透過紙本申請表格或電子申請表格 (僅限 [iAM Smart+](#) 用戶) 提交您的申請，請於 2023 年 10 月 29 日 前完成申請，或將學生津貼報名表交回班主任。

紙本申請表格

教育局會於 10 月中旬送紙本表格到學校。學校會派發「學生津貼」申請表格 A 予中一學生及插班生，亦會派發「學生津貼」申請表格 B (橙色，已預印學校和學生的基本資料) 予中二至中六學生。

注意事項：

1. 申請表格只有一份，請學生/家長/監護人小心保管。
2. 申請人必須是學生的父母或監護人。
3. 每名合資格學生只可提交一份申請，申請人在填寫「學生津貼」申請表前，請先細閱表格內的「須知事項」及「聲明」。
4. 請用黑色或藍色筆以正楷填寫表格，建議申請人備存一份填妥的表格以供日後參考。
5. 申請人請在申請表格提供完整的銀行戶口資料。如果申請人未能提供完整銀行戶口資料，將會引致教育局無法完成銀行轉帳。銀行戶口號碼必須包括銀行編號，請參閱附件“一般銀行編號一覽表”，申請人如不確知戶口的銀行編號，可向有關銀行查詢。
6. 表格 B：
 - (a) 一般情況下，家長 / 監護人只須核對所載資料正確無誤，如預印資料沒有更改，便可在表格底部的指定**確認方格**加上「✓」號，並簽署確認，透過學校送交本局辦理，無需重新填寫資料。
 - (b) 如表格 B 所列部分資料需要更新 (學生英文姓名、日校名稱及學校級別以外的資料)，家長 / 監護人請在有關資料的上方位置用**黑色或藍色原子筆**以正楷作出修正，並**漏空確認方格**，再透過學校送交本局辦理。
 - (c) 如表格 B 所列的學生英文姓名、日校名稱或學校級別需作更改，有關學生的家長 / 監護人需填寫**表格 A 申請**。

(d) 如遺失申請表格 B，可到教育局網頁 (<http://www.edb.gov.hk> > 學生及家長相關 > 支援及資助 > 學生津貼) 下載並填寫申請表格 A 或與學校聯絡。

7. 表格 A：

新入學學生、轉讀他校的學生、個別沒有獲教育局提供表格 B 的學生，或需要修改主要資料 (即學生英文姓名、日校名稱或學校類別) 的學生，家長 / 監護人需填寫表格 A 申請。家長 / 監護人在填寫申請表格時，請參閱已上載教育局網頁 (<http://www.edb.gov.hk>) 的參考資料 (包括如何正確填寫銀行戶口資料) (主頁 > 學生及家長相關 > 支援及資助 > 學生津貼)。

8. 請申請人完成表格後盡快交回學校，以便校方核實學生身份及代遞交表格。學校的截止收表日期為 2023 年 10 月 29 日，逾期恕不受理，敬請家長體諒。

9. 申請人無須提交其他文件，教育局有需要時才要求申請人提交其他文件。教育局會適時透過短訊和電郵，讓家長知悉申請的進度。由於家長一般擁有本地銀行戶口，我們會透過銀行轉賬向家長發放津貼。請家長/監護人耐心等待。

電子申請表格

申請人必須擁有具有數位簽署功能的「iAM Smart+」用戶帳戶。他們可以直接通過「iAM Smart」應用程式登錄「學生津貼網上提交」的網上服務，或掃描下方的 QR 碼或點擊下方的鏈接，登錄到電子提交平台 (電子平台) 進行在線申請。

學生津貼電子申請平台



(連結: <https://stgsesweb.edb.gov.hk/>)

有關登記「智方便」的詳情，申請人請瀏覽專題網站 <https://www.iamsmart.gov.hk>.

7. 申請人須在電子平台細閱「申請須知」

- a) 2022/23 學年成功申請學生津貼的申請人為「持續申請人」，「持續申請人」經一次性驗證碼成功核實身份後可獲取預填電子表格，只須核對預填表格上有關學生及申請人的資料，並填寫學生的班別，便可透過數碼簽署遞交電子申請。
- b) 如有需要，「持續申請人」可修改電子表格上的資料。若學生是新入學或已轉讀他校，「持續申請人」須在電子表格選取新的日校名稱。
- c) 新申請人或未能透過電子平台成功核實身份的申請人需填寫空白電子表格。
- d) 當教育局於 10 月中旬送紙本表格到學校後，學校便會轉派給未作網上填寫申請的家長。
- e) 在遞交申請前，申請人須核實所有資料正確，尤其是學校名稱，以免因資料有誤而影響申請進度。為確保申請人選取的學校名稱正確，請家長參考學校名稱及學校編號：

學校名稱: PAOC Ka Chi Secondary School

學校編號: 132918

電子平台於 2023 年 9 月 14 日上午 6 時正啟用，並於 2023 年 10 月 2 日晚上 11 時 59 分後關閉。有關電子申請程序及如何填寫電子表格，申請人可掃描以下二維碼了解詳情：

申請程序指引



如何填寫電子表格短片



教育局會透過短訊及/或電郵通知申請人有關申請的進度及相關事宜，申請人亦可於電子平台查看申請進度及使用其他功能，例如應教育局的要求，於電子平台更新或修改資料，以及上傳補充文件等。如有任何查詢，請致電 2441 3818 與梁偉康副校長聯絡。

此致

貴家長

校長



謹啟

二零二三年九月十五日

【Reply Slip 回條】

Dear Principal,

I have carefully read and comprehended the information provided in School Circular No. 3 pertaining to the **【Student Grant】**.

敬覆者：

頃接家長通告第三號，藉悉 貴校有關**【學生津貼】**事宜。

此覆

加拿大神召會嘉智中學校長

Name of Student	學生姓名	_____
Class	班 別	_____
Class Number	學 號	_____
Name of Parent	家長姓名	_____
Signature of Parent	家長簽名	_____
Date	日 期	_____