



## Student Emergency Fund Important Notes for Applicants

Please read the Important Notes carefully before submitting your application.

### I. Objective

Student Emergency Fund (“the Fund”) aims to provide one-time emergency financial assistance to full-time students pursuing full-time programmes offered by the School of Continuing Education (SCE) with proven financial hardship. Students who have exhausted all other resources to meet the immediate and essential expenses arising from an unforeseen emergency circumstance, such as sudden death, unemployment, work injuries, serious illness or bankruptcy of family member(s) who is/are the major support of students’ education expenses may apply for the Fund at any time in the academic year.

The Fund is **NOT** a substitute for financial aids and does **NOT** cover routine expenses and education expenses including but not limited to tuition, student fees, study abroad costs and other expenses alike, as these expenses are typically addressed by other financial aids. Students should seek financial assistance from the Student Finance Office of the HKSAR Government for such expenses as appropriate.

### II. Eligibility

Applicants should:

- i. be current students of SCE pursuing full-time studies leading to HKBU or SCE award; and
- ii. have proven financial needs associated with an unforeseen emergency circumstance, such as sudden death, unemployment, work injuries, serious illness or bankruptcy of family member(s) who is/are the major support of students’ education expenses, etc; and
- iii. have satisfactory academic performance in the past year (if applicable).

### III. Level of Assistance

Successful applicants will be offered a grant from HK\$5,000 to HK\$10,000 on a case-by-case basis.

### IV. Application Procedure

1. Please submit the application form together with the following required supporting documents:
  - i. Copies of bank statements of all family members **for the past three months**;
  - ii. Copies of income proofs of all working family members **for the past three months**; and
  - iii. Other relevant supporting documents **for the past three months**. \*
2. The completed application form and supporting documents should be submitted in person to either of the following:
  - i. Programme Administration Team on 2/F, Franki Centre, Kowloon Tong Campus; or
  - ii. CIE Academic Registry Services Section on 2/F, Franki Centre, Kowloon Tong Campus or 13/F, Shek Mun Campus.
3. Applicants may be invited to an interview.
4. Applications with incomplete information and/or without supporting documents will not be considered.
5. The submitted application form and supporting documents are non-returnable.

\* Below are the suggested documents supporting your application under different unforeseen emergency circumstances. You may attach other documents which you consider appropriate for your application.

<b>1</b>	<b>Death of a Main Breadwinner</b> - Death certificate issued by the Births and Deaths Registry - Documentary proof from hospital
<b>2</b>	<b>Serious Illness of a Main Breadwinner</b> - Medical certificates/receipts - Documentary proof from hospitals/clinics/health centres
<b>3</b>	<b>Accident of a Main Breadwinner</b> - Report records from the Police - Other documentary proof
<b>4</b>	<b>Divorce of Parents</b> - Decree Nisi - Decree Absolute
<b>5</b>	<b>Bankruptcy/High Debts of a Main Breadwinner</b> - Copy of bankruptcy documents filed to the High Court - Loan reminders - Warning letters - Statements from the financial companies/banks - Other legal documents
<b>6</b>	<b>Business Close or Loss of a Main Breadwinner</b> - Profit and loss statements and balance sheets produced by accountants - Self-declared statement with the signature of a main breadwinner
<b>7</b>	<b>Sudden Unemployment/Under-employment of a Main Breadwinner</b> - Documentary proof confirming termination of employment - Salary payment advice

#### V. Personal Data (Privacy) Ordinance

Collection of personal data adheres to the Privacy Policy Statement and Personal Information Collection Statement (PPS & PICS) of the Hong Kong Baptist University. Please refer to <https://bupdpdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/> for access to the PPS & PICS.



## Application for Student Emergency Fund

### I. Personal Particulars (Please put a “✓” in the appropriate box.)

Name (in English) \_\_\_\_\_ Name (in Chinese) \_\_\_\_\_  
 Study Programme \_\_\_\_\_  
 Study Year \_\_\_\_\_ Student No. \_\_\_\_\_  
 HKBU Email \_\_\_\_\_ Daytime Contact No. \_\_\_\_\_  
 Residential Address \_\_\_\_\_  
 \_\_\_\_\_  
 Ownership  Own property  Rented

### II. Family Financial Situation

#### a) Household Income (Household members means persons who live with you.)

Please provide the following information for the **last three months**.

	Name of Household Member *	Age	Relationship	Occupation	Name of Firm (Name of School for Students)	Total Income for the <b><u>last three months</u></b>
1			Applicant			HK\$
2			Father			HK\$
3			Mother			HK\$
<b>No. of Persons</b>				<b>Total Income</b>		HK\$

\* Indicate divorce/death if applicable.

#### b) Comprehensive Social Security Assistance (CSSA) Scheme (Please put a “✓” in the appropriate box.)

Is your family in receipt of the Comprehensive Social Security Assistance (CSSA)?

NONE	YES	
	Code No.	Amount for the <b><u>last three months</u></b>
		HK\$

**c) Government Grant and Loan Status for the Current Academic Year**

*Please fill in accurate information in the relevant parts below.*

Item	Amount Offered by the SFO <sup>1</sup>	Amount accepted (For loan only)	Application Status (Delete as appropriate)	If you select <b>Unsuccessful/Withdrawn/Did not accept/Did not apply</b> , please specify reason. <sup>2</sup>
Financial Assistance Scheme for Post-secondary Students (FASP)	HK\$	HK\$	Awaiting Result/Successful	
			Unsuccessful/Withdrawn/Did not accept/Did not apply	
Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)	HK\$	HK\$	Awaiting Result/Successful	
			Unsuccessful/Withdrawn/Did not accept/Did not apply	
<b>Total</b>	<b>HK\$</b>	<b>HK\$</b>		

<sup>1</sup> The amount printed on the result notification letter.

<sup>2</sup> If no sufficient reason is given, the application will normally not be considered.

**III. Reason(s) for Application**

*Please indicate your unforeseen emergency circumstance. (Please put a "✓" in the appropriate box.)*

<input type="checkbox"/>	1. Death of a Main Breadwinner	<input type="checkbox"/>	5. Bankruptcy/High Debts of a Main Breadwinner
<input type="checkbox"/>	2. Serious Illness of a Main Breadwinner	<input type="checkbox"/>	6. Business Close or Loss of a Main Breadwinner
<input type="checkbox"/>	3. Accident of a Main Breadwinner	<input type="checkbox"/>	7. Sudden Unemployment/Under-employment of a Main Breadwinner
<input type="checkbox"/>	4. Divorce of Parents	<input type="checkbox"/>	8. Others (Please specify: _____)

*Please explain your financial difficulties in coping with the immediate and essential expenses arising from the unforeseen emergency circumstance. Use separate sheet(s) if space is not enough.*


**IV. Declaration**

I hereby declare that I have communicated with my household family members and all information provided by me on this application form is complete, accurate and true to the best of my knowledge. I understand that any misrepresentation will lead to disqualification from the Student Emergency Fund.

I agree to the handling of my information and personal data collected in this application as follows:

- My provision of all the personal data collected in this form is obligatory and failure to provide these data and the required documents (if any) may affect the processing and outcome of this application;
- The personal data and information collected in this form will be used by the School for activities relating to handling and assessment of this application;
- The personal data and information provided will be kept by the School within the year upon my graduation/departure from the School.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY**

Remarks:

Application is  recommended       not recommended

Endorsed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson of Student Affairs Central Committee,  
School of Continuing Education

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean, School of Continuing Education