<u>**Notice: 9/2022-23**</u>   27.9.2022

<u>**Pilot Scheme for Electronic Submission of Applications for Student Grant 2022/2023**</u>

Dear Parents / Guardians,

According to Pilot Scheme for Electronic Submission of Applications for Student Grant 2022/2023, a one-off student grant of $2,500 for each secondary day-school, primary school and kindergarten student is provided to alleviate parents' financial burden in defraying education expenses. Parents / Guardians wish to apply for the grant should note the following:

1. **Eligibility Criteria**
   The student grant is non-means-tested. The student must be a Hong Kong resident. Students holding student visa for entry into Hong Kong for studies or holders of Form of Recognizance issued by the Immigration Department are **not** eligible for the grant.

2. **Pilot Scheme for Electronic Submission of Applications for Student Grant**
   The Education Bureau (EDB) is to implement the pilot scheme for electronic submission (e-Submission) of applications for the student grant (Pilot Scheme) in government schools in the 2022/23 school year.

3. **Application Procedures and Points to Note**
   i) Under the Pilot Scheme, parents/guardians can submit online applications for the student grant for students studying in government schools via the Student Grant e-Submission platform (SEP) in the 2022/23 school year. Applicants who have received the student grant in the 2021/22 school year are considered as "Continuing Applicants" and can obtain the prefilled e-Forms from the SEP upon verification of identity. The pre-filled e-Form has contained the basic information of student and applicant as provided in the immediate preceding school year. Applicants are required to check the pre-filled information, input the class name of the student and amend the information on the e-Form if required. If the student is newly admitted or transferred to a government school, the applicant has to select the name of the day-school in the pre-filled e-Form. For applicants who have not received the student grant in the 2021/22 school year or cannot retrieve the pre-filled e-Forms, they are considered as "New Applicants" and are required to fill in a blank e-Form. To enable applicants to understand the e-Submission procedures and complete the e-Form smoothly, the EDB has prepared the following materials for reference. They can scan the QR Codes as below for details:

Guide on Application Procedures	**Video on e-Form Filling**

   ii) To submit applications electronically, the applicants must have a user account of "iAM Smart+" with digital signing function. For details of "iAM Smart", please visit the thematic website https://www.iamsmart.gov.hk.

   iii) The EDB will contact the applicants via SMS and/or email as appropriate to inform them of the application status. Applicants can also check the application status and update or amend the information on the SEP. The EDB will request the applicants to provide supplementary documents for verifying students' eligibility or bank account information if necessary and the applicants can upload the required documents via the SEP.
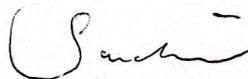
4. e-Submission of Application

✧ Only one application can be submitted for each eligible student.
✧ The deadline for **e-Submission** is **21 October 2022 (Friday)**. Parents may scan the following QR code or click the link below to login to SEP, sign digitally and submit the online applications.

e-Submission Platform (for Government Schools)

(link: https://stgsesweb.edb.gov.hk/)

The leaflet "Education Bureau Application Procedures for Student Grant e-Submission" is attached for your reference. For enquiries, please contact the EDB's Special Duties Office hotline at 3850 2000 or the class teacher / Ms Rukhshinda / Mr Yip at 2386 8049.

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(Ms CHUI Sau-man)
Headmistress

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Reply Slip

Pilot Scheme for Electronic Submission of Applications for Student Grant 2022/2023
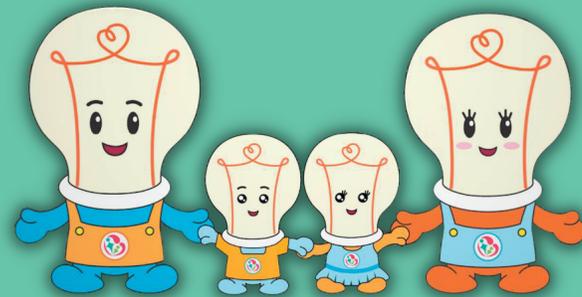
Notice: _____9/2022-23_____
Date: _____

To : Headmistress,

I have read the School Notice No.9/2022-23 dated 27.9.2022 and I fully understand its content.

Pupil's Name: _____(   )   Class: P. _____

Parent's / Guardian's Signature: _____

Education Bureau Application Procedures for Student Grant e-Submission

Both new applicants and continuing applicants have to use 智方便 iAM Smart for e-Submission.

Benefits of e-Submission:
- Form Filling More Accurately
- Time Saving & Environmental Friendly
- Knowing Application Status Instantly
- Document Submission Directly

Continuing Applicants (Have received student grant in the 2021/22 school year)

1. Login

After logging in the Student Grant e-Submission Platform via "iAM Smart" mobile APP, please choose "Continuing Applicant". Click **Form filling with iAM Smart e-ME**, the system will auto-fill Name in English, HK Mobile Phone No., Email Address (If any). Select the method to receive the one-time password to verify identity.

2. Input

If verification of identity is successful, the system will provide a pre-filled e-form based on the application information provided in the last school year. Your have to input the class name of the student and check the data carefully.

You can also click **+ Add Student Info** on the right bottom side to fill in the information of another student, or click **- Remove Student** to delete the information of the student not studying in a government school, if necessary. Tick the box after reading and consenting to the declaration to continue the application.

3. Confirm

Make sure all information is correct and press **Signing with iAM Smart** to submit the application via "iAM Smart" mobile APP.
Caution: Once the application is submitted, it cannot be amended again.

4. Submit

After submission, you will receive the Reference Number and email / SMS notification for future enquiries. You are advised to click **Print / Download Submitted e-Form** for future record.

Version Date: 2 September 2022

Should you have any questions, please refer to "FAQ" on the next page or visit the "Education Bureau Website" for the details of Student Grant.

Education Bureau Application Procedures for Student Grant e-Submission

New Applicants (Have not received student grant in the 2021/22 school year)

1.Login

User Information

Please click the "Form filling with iAM Smart e-ME" button below to complete the registration.

[Form filling with iAM Smart e-ME]
More Info >

Name in English : CHAN SIU MING
HK Mobile Phone No. : 91231234
Email Address : chansiuming@gmail.com

Preferred Language For SMS Notification of Application :
○ Chinese
● English

: Automatically filled in by "iAM Smart"

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New Applicant
(Has not received student grant in the 2021/22 school year)
[Click here to continue]

After logging in the Student Grant e-Submission Platform via "iAM Smart" mobile APP, please choose "New Applicant". Click [Form filling with iAM Smart e-ME], the system will auto-fill Name in English, HK Mobile Phone No., Email Address (if any). Please click "Next" to get a blank e-form.

2.Input

1) Home
2) User information
3) Application information
4) Declaration
5) Confirm and sign
6) Confirmation notice

I. Applicant Information

Name in English : CHAN SIU MING
HK Mobile Phone No. : 91231234
Email Address : chansiuming@gmail.com

II. Student Information

#1
*Surname in English :
Given Name in English :

(as shown on the HK Identity Card, HK Birth Certificate or other identity document, comma excluded. If student's name cannot be separated into "Surname" and "Other Name", please input student's full name in the "Surname" field.)

...ard No. / HK Birth   e.g. A123456   (X)
...ut if the student does not
... Card/Birth Certificate.)

Male Female

I shall return to the Government forthwith such overpayment or payment by mistake made to me by the Government under such scheme(s) and indemnify the Government against any losses, damages, costs, charges and expenses which the Government may sustain or incur, which may include those as a result of delay in returning or failure to return such overpayment or payment by mistake.

☑ I confirm that I have read, understood and consented to the above declaration.

Back Next

Year ▾ Month ▾ Day ▾

Please fill in the student information and bank account information. You can also click [+ Add Student Info] on the right bottom side to fill in the information of another student ,if necessary. Tick the box after reading and consenting to the declaration to continue the application.

3.Confirm

Sign your application with "iAM Smart" ✕

Department Name: Education Bureau
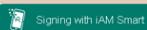Service Name : Student Grant System
Document : Student Grant Application Form
Identification code : 6102

Please follow the steps below:
1. Open "iAM Smart" app in your mobile device
2. Tap on "To Sign"
3. Make sure the identification code shown in "iAM Smart" is the same and tap on "Sign" to complete the digital signing
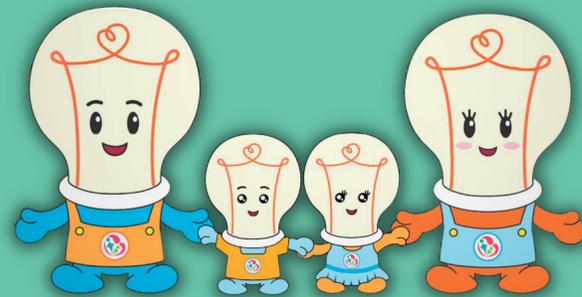
[Signing with iAM Smart]
More Info >

Make sure all information is correct and press [Signing with iAM Smart] to submit the application via "iAM Smart" mobile APP.
Caution: Once the application is submitted, it cannot be amended again.

4.Submit

Acknowledgement

Digital Signing Successful

Submission Details

Thank you for using our e-Form service. Your submission has been received. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

[Print / Download Submitted e-Form]

Submission Date and Time (YYYY-MM-DD HH:MM)
20220610 14:35

Reference Number

Should you have any enquiries, please contact the Special Duties Office, Education Bureau
Hotline: 3850 2000
Email: spdoenquiry@edb.gov.hk

Finish

After submission, you will receive the Reference Number and email / SMS notification for future enquiries. You are advised to click [Print / Download Submitted e-Form] for future record.

Version Date: 2 September 2022

FAQ:

1.) I was not an applicant of the Student Grant in the last school year，can I get the pre-filled e-form this school year after identity verification ?
Ans: As the system does not have your application record, please fill in a blank e-form.

2.) There are several sets of bank account Number on my ATM card, how should I fill in the correct number?
Ans: You can scan the QR code on the right hand side to watch the video and fill in the correct bank account number, or contact the card-issuing bank for enquiries.

3.) The name on my Identity Card and that used in my bank account are different, what should I do?
Ans: Please press the button "Supplement" near the "Bank Account Number" and provide us the details. Our staff will contact you if required.

Video on how to fill the bank account number