

**Hong Kong Baptist University**  
**University Bursaries and Loans Application**  
**- Frequently Asked Questions (FAQ)**

**1. Who are eligible?**

You are eligible to apply for University Bursaries and Loans 2024-25 if you:

1. Are a local student studying in a full-time UGC-funded undergraduate programme or PGDE programme\* in HKBU;
2. Are a full-time student in the whole academic year 2024-25; and
3. Have proven financial need.

*\* Full-time PGDE local students are only eligible to apply for a loan scheme.*

**2. Can I apply for University Bursaries and Loans, Government grant / loan and scholarships in the same academic year?**

Yes. All the 3 schemes are different and separate. You can apply for either or all 3 subject to the eligibilities.

**Financially needy students** are recommended to apply for **both Government grant / loan and University Bursaries and Loans (both need-based)**. Applicants receiving Government grant / loan or not will be taken into consideration during selection for University Bursaries and Loans. To facilitate the vetting procedure, we, Scholarships & Financial Aid Unit (SFA) of Office of Student Affairs, will ask the Student Finance Office (SFO) of the HKSAR Government for the Adjusted Family Income (AFI) and Average Asset value of all means-tested Government grant (TSFS) 2024-25 applications, if any, for all University Bursaries and Loans 2024-25 applicants. Your consent is needed. You will be asked to sign on the downloaded University Bursaries and Loans application form to give us the consent to collect such information from the Government SFO.

University Bursaries and Loans applicants who did not make or withdrew from application for Government grant / loan have to explain why you expressed financial difficulties but did not make or withdrew from Government grant / loan application.

Bursaries and loans provided by the University basically will not have much effect on your means-tested Government TSFS grant application. They will not be treated as your income, while the bursaries and loans received have to be remarked clearly on your bank records provided to the Government SFO. The bursary/loan amount deposited to your bank account may affect the account balance as at 31 March.

Scholarships are merit-based. Please visit [our website](#) for scholarship schemes that are currently available for application.

**3. There are more than 20 bursary/loan schemes available for application. Do I need to specify which bursary/loan schemes I want to apply for?**

No, applicants do **not** need to specify which bursaries/loans they want to apply for. SFA will nominate suitable applicants to donors of different schemes for approval based on the criteria set by the donors, including applicants' family financial conditions, Government financial assistance offered, specified study programme, etc.

**4. Can I apply for University Bursaries and Loans later in the academic year?**

No. There is only ONE application exercise for University Bursaries and Loans every academic year, usually from late-Aug to mid-Sept. However, there may be some other separate bursary schemes which are not included in the University Bursaries and Loans one-off application. They will have separate promotions and need separate applications. Please pay attention to our promotion via HKBU email, e-Announcement, our [website](#), [Facebook](#), [Instagram](#) and [LinkedIn](#).

**5. Can I apply for both University Bursaries and Loans as well as some other separate bursary schemes in the same academic year?**

Yes, you can. Students who have genuine financial need and meet the application eligibilities can apply for both University Bursaries and Loans and separate bursary schemes in the same academic year.

**6. What supporting documents are needed?**

All University Bursaries and Loans applicants (same for CSSA and non-CSSA families) should submit all the relevant supporting documents according to the List of Supporting Documents [here](#), which are generally similar to the documents required for the means-tested Government grant/loan (TSFS) application (except for CSSA families). You are strongly advised to prepare all the documents required on hand **before** you fill in the online application form so as to fill in accurate information.

**7. I cannot finish filling in the online application form in one sitting. Can I save it?**

Yes. The form will be saved when you click to the next or previous page. Do not close the browser of the current page before saving it or all the data typed in the current page will be lost. In addition, before closing the browser, please wait until the next page is completely loaded after clicking the "Previous" or "Next" button to ensure saving is complete. **As the system will be automatically timeout after certain time, we strongly recommend you to save your application every 15 minutes.** You can logout if you cannot complete it in one

sitting. The unfinished form can be modified when you login the next time. **However, once the form is submitted (by clicking the “Submit” button), no modifications can be made.** Therefore, you are strongly advised to prepare all the documents required on hand before you fill in the online application form so as to fill in accurate information.

**8. When I click the “Next” or “Previous” button for going to the next or previous page of the online application form, an error page appears. What should I do?**

The University has enhanced the firewall for security reasons. If you encounter errors when you are filling in the online form off campus, please log out, close the browser, log in again and see if you can proceed. Or, try another browser and avoid completing the online form with mobile devices such as tablet or smartphone. If errors still occur after all these actions, please capture the screen and log the error date and time, then send an email to [sfa@hkbu.edu.hk](mailto:sfa@hkbu.edu.hk). To avoid any delay or problem to your application, please prepare and apply as early as possible, and do NOT make an application at the last minute.

**9. Is the application complete after I click “submit” on the online application platform?**

No, you still **need to submit a signed application form (of all the pages) and a copy of all supporting documents.** Otherwise, your application will **NOT** be considered. **Please read and follow the instructions carefully in the auto-email that will be sent to you upon successful online form submission.** If no auto-email is received within 10 minutes after clicking the “Submit” button, please inform our Unit immediately by email to [sfa@hkbu.edu.hk](mailto:sfa@hkbu.edu.hk), or by phone at 3411-5912 or 3411-2302. We reserve the right of making the final decision.

**10. Can I hand in the signed application form first, and provide the supporting documents later?**

No, application form without documents is not a complete application. Application with missing supporting documents will **NOT** be considered. Hence, applicants should make sure all supporting documents are attached with the signed application form.

**11. I tried my best to collect the supporting documents, but I really cannot provide some of them before the application deadline. Can I submit them later?**

If applicants cannot provide some of the supporting documents for justifiable reasons (e.g. awaiting bank to reissue bank statements), please state what documents they are and the expected submission date, which must be within one month since the application date, on the last page of the downloaded application form (in MS WORD .docx version), and take the initiative to submit the documents once they are available. However, please note that late submission of documents will affect the vetting procedures and thus our consideration. Therefore, you are strongly advised **NOT** start preparing the supporting documents in the early stage to avoid late submission of documents.

For these supplementary documents (後補文件) that are unavailable upon application submission, you can submit them in hard copy to the counter of SFA Unit (WLB401) during opening hours, or in soft copy by combining them to ONE PDF file and uploading the PDF file to a cloud drive, sharing it with [sfa@hkbu.edu.hk](mailto:sfa@hkbu.edu.hk) [Scholarships and Financial Aid (SFA) Unit], set it as “restricted” / “specific people”, so that only [sfa@hkbu.edu.hk](mailto:sfa@hkbu.edu.hk) can access the file, then email the link to SFA, with an email subject “**Supplementary documents for University Bursaries and Loans 2023-24**”. Please compile the documents to ONE PDF file and name the PDF file in the format of "bursary\_additional\_student ID\_full name" (e.g. bursary\_additional\_12121212\_Chan Tai Man).

### **12. Can I submit the signed application form and supporting documents by email?**

No. Students can only submit the signed application form with a copy of all supporting documents in hard copy or by uploading to Moodle. **Please read and follow the instructions carefully in the auto-email that will be sent to you upon successful online form submission.**

### **13. I am not in Hong Kong during the application period. Can I apply and what should I do?**

Yes, you can still submit the signed form and all documents by either ONE of the following methods:

1. Uploading them to Moodle; **[Please read and follow the instructions carefully in the auto-email that will be sent to you upon successful online form submission.]**
2. \*Delivering them by post to the address below; OR
3. \*Authorising a third person to submit the hard copy on your behalf to our counter at the address below during opening hours, with a [Letter of Authorisation](#) signed by you.

Scholarships & Financial Aid Unit  
Office of Student Affairs  
Hong Kong Baptist University  
Room WLB401, Level 4,  
The Wing Lung Bank Building for Business Studies, Shaw Campus  
34 Renfrew Road, Kowloon Tong, Hong Kong  
(Re: University Bursaries and Loans 2023-24)

Opening hours:  
Mon to Fri, 9am-1pm; 2pm-5:30pm  
Closed on Sat, Sun and public holidays

#### **\* Please note:**

1. If deliver by post, it should reach our Office on or before the deadline 25 September 2024. Late application will **not** be considered. You should bear the risk of postal loss.
2. If authorise a third person to submit it for you, to protect your privacy, you are strongly recommended to authroise one of your household family members as your application contains too much private information of your household family.

**14. Can I submit the application form and supporting documents after the deadline?**

No. **The signed application form and relevant supporting documents should reach us at or before 5:30pm on 25 September 2024 (Wednesday). Late applications will NOT be considered.** Note that the deadline time is set according to our system's clock, which may or may not be the same as your watch, and SFA has the discretion to make final judgments on whether the application is considered late.

**15. Would there be interviews or follow-up actions after my submission?**

Applicants may be required to submit further documents and/or invited for an interview with the staff from SFA. The way of communication for all University bursary and loan applications is mainly by email. Withdrawal from the application will be assumed if applicant has no response to the emails from SFA by the stipulated deadline.

**16. When will the application results be released?**

Application results of successful application will be released via emails in the second semester or as soon as approval/confirmation from the donors is received. You may assume that your application is unsuccessful if you do not hear from us by mid-June. Please log in to BUniPort and update your "Bank Account Information" via the "Study Record and Personal Particulars" page. Incorrect or omitted bank account information in BUniPort may result in delay of payment of bursaries/loans, if any.

Scholarships & Financial Aid Unit

Office of Student Affairs

Hong Kong Baptist University

T: 3411 5912 / 3411 2302 | E: [sfa@hkbu.edu.hk](mailto:sfa@hkbu.edu.hk) | F: 3411 2668

A: WLB 401E, The Wing Lung Bank Building for Business Studies, Shaw Campus

(Opening hours: Mon to Fri, 9am-1pm; 2pm-5:30pm; closed on Sat, Sun and public holidays)

[Website](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)