

Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) 2019/20
Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT) 2019/20

Notes for full-time UGC-funded research postgraduates (RPG) [i.e. MPhil and PhD]

*** Please make sure you are a full-time UGC-funded student in AY2019/20 before you apply for TSFS and/or NLSFT 2019/20. If you are not, you can only apply for Extended Non-means Tested Loan Scheme (ENLS). ***

If your research postgraduate programme starts between March 2019 and February 2020, please submit an application for TSFS and/or NLSFT AY2019/20 (as a new student), within ONE month following the commencement of the programme, in any case not later than 31 March 2020.

If the academic year of the financial assistance you apply for is for your Year 1 study, please submit your TSFS/NLSFT application as a NEW student. Otherwise, please submit it as a continuing student. [E.g. If you are studying in Year 2 and this is your first time applying for TSFS / NLSFT, please submit it as a continuing student.]

The online application platform by the Government Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency (WFSFAA) has been launched since 1 August 2014. If you would like to apply for TSFS or NLSFT 2019/20, please follow the instructions accordingly.

Procedures:

1. Complete your application by following the **Steps** in our website:
<https://sa.hkbu.edu.hk/sfa/government-grants-and-loans/ugc-funded-full-time-programmes/tsfnsft>
2. According to the scheme you apply (TSFS/NLSFT), download the correct Form of “Additional Information on Postgraduate (by research) Course” (“就讀深造(研究式)課程申請人的附加資料”) (the “Form” hereafter). Fill in the information at the top and Part (a).

Where can I download the Form?

The form can be downloaded from:

- 2.1. A link when you complete “Course Information” on the online form.
 - 2.2. In **SFO E-link – My Applications** (學資處電子通 – 我的申請), on the left column, click **Forms Download** (下載表格).
 - 2.3. In **Forms & Download** (表格及下載) in the Government SFO website:
<http://www.wfsfaa.gov.hk/sfo/en/forms/form.htm>
3. Pass this Form to Graduate School (AAB904, 9/F, Academic and Administration Building, BU Road Campus) for filling in the information of tuition fee and studentship, and for certifying your study status, in Part (b).

4. You will be informed to collect your verified Form by Graduate School (usually in ONE WEEK time). Therefore, please pass this Form to Graduate School for verification right after you have submitted the online application of TSFS/NLSFT, in order to meet the 7-day deadline for submission of supporting documents.
5. If more time is needed for you to submit the completed Form to the Government SFO, please submit all other supporting documents for your application of TSFS/NLSFT within 7 calendar days first after submitting your online application. Then please submit the completed Form to the Government SFO as soon as possible as a supplementary document of your TSFS/NLSFT application.

If you have any questions, please contact us:

Tel: 3411-2302

Email: sfa@hkbu.edu.hk

Scholarships & Financial Aid Unit

Office of Student Affairs

Hong Kong Baptist University

Address: WLB401, Level 4, The Wing Lung Bank Building for Business Studies, Shaw Campus