

Study Subsidy Scheme for Designated Professions/Sectors (SSSDP)
(Sub-degree Programmes)
2023/24 Academic Year

Declaration Form

Part 1 - Student's Personal Particulars

Chinese Name:	_____	English Name:	_____
HKID Card No.:	_____	Contact No.:	_____
Date of Birth: (DD/MM/YYYY)	_____		

Part 2 - Information of Programme Enrolled:

Name of Institution:	Hong Kong Metropolitan University Li Ka Shing School of Professional and Continuing Education _____
Name of Sub-degree Programme:	_____
Year of Admission: (e.g. 2023/24 AY)	2023/24 AY _____
Year of Study: (e.g. Year 1)	Year 1 _____

Part 3 – Declaration

(by a student aged 18 or above OR the parent/guardian if a student is aged below 18)

1. I declare that the information provided in this declaration form is true, complete and accurate. I understand and accept that the Education Bureau (EDB) will assess my/my dependant's eligibility according to the information provided in this declaration form.
2. On the date of submission of the declaration form, I/my dependant am/is **NOT** enrolling in any subsidised undergraduate programmes or other subsidised sub-degree programmes (such as University Grants Committee-funded programmes, subvented programmes of the Hong Kong Academy of Performing Arts, subsidised places of the designated programmes under the SSSDP) or receiving subsidy under the Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies in Hong Kong (NMTSS) in the **2023/24 academic year**. If I/my dependant will pursue any subsidised undergraduate programmes or other subsidised sub-degree programme in the 2023/24 academic year, I/my dependant will report to the institution concerned in writing **within one month**.
3. I understand the annual subsidy will only be tenable for the normal duration of the programme that I/my dependant have/has enrolled in.
4. I understand that any changes to my/my dependant's study information (including but not limited

to withdrawal, suspension, deferment, change of institution/programme) may affect the disbursement of subsidy. Therefore, if there are any subsequent changes to the information provided in this declaration form, I/my dependant must report the changes to the institution concerned **within one month**.

5. I understand that in case of submission of duplicated declaration forms for claiming of subsidy under different designated sub-degree programmes for the same semester under the SSSDP, the EDB will accord priority to the earliest claim **based on the timing of tuition fee payment**. I/my dependant will be eligible for the subsidy for another eligible programme only in the next semester.
6. I accept that the EDB has the right to withhold/deduct/limit the amount of subsidy to be granted and require me to refund the Government of the Hong Kong Special Administrative Region in full/part/the overpaid amount of the subsidy granted. The decision of the EDB shall be final and having binding effect on me.
7. I understand the Personal Information Collection Statement listed in Annex.

Student Name (Chinese):

(English):

On the signature date, for a student aged 18 or above:

Signature of Student:

Date:

On the signature date, for a student aged below 18:

Signature of Student's

Parent/Guardian:

Name of Student's

Date:

Parent/Guardian:

Part 4 - Declaration (by the institution's representative)

I have checked and hereby confirm the eligibility of the above-named student for the SSSDP in accordance with the "Arrangement for Participating Institution of the Study Subsidy Scheme for Designated Professions/Sectors for Sub-degree Programmes".

Signature of the Institution's

Representative:

Date:

Name and Post Title:

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

- (a) Activities relating to the processing, authentication and assessment on eligibility and counter-checking of the form for the SSSDP;
- (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux/departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the form mentioned in (a) above;
- (c) Activities relating to matching of the personal data within the database of the EDB for purposes of verifying/updating records of the EDB; and
- (d) Activities relating to compilation of statistics, research and Government publications.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in the EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) other Government bureaux and departments, including the Student Finance Office of the Working Family and Student Financial Assistance Agency, for the purposes mentioned in paragraph 1 above;
- (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) personnel, agents, service providers or organisations, including the post-secondary institution attended, Hong Kong Examination and Assessment Authority and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, engaged by the EDB to provide services or advice for purposes mentioned in paragraph 1 above;
- (d) where you have given your prescribed consent to such disclosure; and
- (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by the EDB. Request for access or correction of personal data should be made in writing to the post-secondary institution concerned.