

Student Medical Support Grant Scheme 學生醫療支援津貼計劃 Guidance Notes to Applicants 申請指引 (AY2023/24)

1. Objective 計劃目的

The HKMU Student Medical Support Grant Scheme aims to provide subsidies for full-time students who have genuine financial challenges arising from medical needs.

香港都會大學學生醫療支援津貼計劃，為經濟困難的全日制學生提供醫療支援津貼。

2. Eligibility 申請資格

2.1 Applicants should be full-time Higher Diploma students who demonstrate proven financial difficulties.

申請人為本院的全日制高級文憑學生，並能出示文件以證明其經濟困難。

2.2 For local students, applicants should have applied for the Government's Financial Assistance Scheme for Post-secondary Students (FASP) or Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) during the current academic year.

本地學生之申請人在本學年成功申請專上學生資助計劃(FASP)或專上學生免入息審查貸款計劃(NLSPS)。

2.3 For non-local students, applicants shall demonstrate available information, such as but not limited to the provision of rental expenses, which should not exceed HK\$8,000 per month in Hong Kong, and a self-declaration to validate their financial need.

非本地學生之申請人須出示有效證明，例如香港租金證明(每月不超過港幣\$8,000元)，以及證明其經濟困難的聲明。

3. Form and Level of Assistance 計劃形式及程序

3.1 Assistance will be offered in form of grant, on reimbursement basis for the expenses incurred from out-patient services in Hong Kong only.

計劃以補貼的形式發放，只限在香港的醫療服務所產生之費用。

3.2 Each successful applicant will receive no more than HK\$2,000 per year with a maximum of six medical claims.

每位成功申請人將獲得不超過港幣\$2,000的補貼，最多可獲得六次醫療補貼。

3.3 Each medical claims should not be less than HK\$50.

每項醫療補貼不得少於港幣\$50。

4. Application for the Scheme 申請計劃

4.1 Applicants should first submit application for the Scheme and submit medical claims upon their application is successful.

申請人須於指定期內遞交網上申請。

4.2 Applicants should submit the online application, together with the supporting proof via the student portal "MyHKMU" (<http://www.hkmu.edu.hk/myhkmu>) during the application period.

申請人須於申請期內通過學生網站" MyHKMU" (<http://www.hkmu.edu.hk/myhkmu>) 連同相關證明文件遞交網上申請。

4.3 Please read the "Guidance Notes" before completing the online application.

申請人於申請前詳閱"申請指引"。

4.4 Incomplete and late application will not be considered.

不完整及遲交的申請將不獲受理。

5. Medical Claims 醫療支援津貼發放程序

- 5.1 Successful applicants should submit the online medical claim, together with the medical receipt via the student portal “MyHKMU” (<http://www.hkmu.edu.hk/myhkmu>) during the stipulated period.
成功申請人須於限期內通過學生網站“MyHKMU” (<http://www.hkmu.edu.hk/myhkmu>)，網上遞交醫療證明及收據。
- 5.2 Medical receipt should include the applicant’s full name, date of consultation, the amount billed for each medical service and the attending doctor’s signature/ chop.
醫療收據必須包括申請人的全名、應診日期、每項醫療服務的收費金額及主治醫生的簽名/蓋章。
- 5.3 The date of consultation should be within 2023/24 academic year (i.e. from 4 September 2023 to 31 July 2024).
應診日期必需於 2023/24 學年內（即 2023 年 9 月 4 日至 2024 年 7 月 31 日）。
- 5.4 Consultations with Registered Chinese Medicine Practitioner and associated treatments including medicines, bone-setting and acupuncture are also acceptable.
可適用於註冊中醫師及相關醫療費，包括藥物、正骨及針灸。
- 5.5 Any diagnostic tests like X-Rays, MRI or annual physical checkup are not acceptable, unless doctor referral letter with diagnosis is provided.
其他任何診斷測試（例如 X 光檢查、磁力共振或年度體檢），須持有合資格醫生轉介信，否則將不獲受理。
- 5.6 Any dental expenses like dental examinations, extractions, fillings and general dental attention are not acceptable.
任何牙科相關費用（例如牙科檢查、拔牙、補牙和一般牙科護理）將不獲受理。
- 5.7 Any expenses of prescribed medicines, other than doctor’s and hospital’s clinic are not acceptable.
非註冊醫生、醫院診所的任何醫療處方及費用將不獲受理。

6. Notification of Result and Payment Arrangement 申請結果通知及津貼發放安排

- 6.1 Application and medical claim results will be announced via e-mail.
申請及醫療支援津貼結果將透過電子郵件公佈。
- 6.2 Disbursement arrangement will normally be made in 8 weeks (via autopay) upon the complete submission of the medical claim.
津貼會於成功遞交相關醫療證明和付款收據確認後的 8 週內，透過自動轉賬方式發放。

7. Handling of Personal Data 個人資料使用

- 7.1 Applicants are obliged to provide all the required information in the application including personal data and those of the family member. If applicant fails to provide the required information/documents, the University will not be able to process the application.
申請人在申請時必須提供所有資料，包括個人資料和家庭成員的資料。若申請人未能提供所需的資料或文件，大學將無法處理申請。
- 7.2 The personal data provided will be used for the purpose of processing applicant's application, reporting the results to relevant stakeholders, as well as compiling relevant statistics, and materials for publicizing and review on granting the medical support grant. Personal data and supporting documents submitted will be kept for a period of no more than three years.
所提供的個人資料將用於處理申請人的申請，向利益相關者報告結果，處理相關統計數據。所遞交的個人資料和證明文件將保存不超過三年。
- 7.3 If necessary, the University will contact the applicants, his/ her family members and the government departments to verify the personal data provided for the purposes mentioned in paragraph 7.2 above.
如有需要，大學會聯絡申請人、其家人及政府部門，核實第 7.2 段所提供的個人資料。

7.4 The personal data and information provided in applicant's application will be disclosed to the Student Financial Awards Committee (SFAC), other offices in the University and relevant stakeholders for the purposes mentioned in paragraph 7.2 above.

申請人所提供的個人資料可提供予學生資助委員會(SFAC)、大學其他辦公室和相關人士，用於第 7.2 段所述的目的。

7.5 In accordance with the Personal Data (Privacy) Ordinance, applicant has the right to ascertain whether the University holds personal data on the applicant, to obtain a copy of such personal data and to have any inaccuracies corrected. Data access request should be made by using the form provided by the University. Copies of these forms may be obtained from the University Data Protection Officer (email address: dpo@hkmu.edu.hk or Hong Kong Metropolitan University, Ho Man Tin, Kowloon Hong Kong). The University may charge a reasonable fee to cover the administrative costs for complying with a data access request.

根據《個人資料(私隱)條例》，申請人有權查明大學是否持有申請人的個人資料、索取個人資料的副本及修改任何不準確之處。查閱資料申請須使用大學提供的表格提出。申請表格可向大學保障資料主任索取(電郵地址：dpo@hkmu.edu.hk或香港九龍何文田香港都會大學)。大學可能會收取合理的費用，以支付查閱資料的申請費用。

8. Important Dates 重要日期

1 st Round 第一輪 申請	Application Period for the Scheme 申請學生醫療支援津貼計劃	20 November 2023 – 10 December 2023 2023 年 11 月 20 日至 2023 年 12 月 10 日
	Release of Application Result (E-mail) 申請結果 (經電郵通知)	By 22 December 2023 2023 年 12 月 22 日前
2 nd Round 第二輪 申請	Application Period for the Scheme 申請學生醫療支援津貼計劃	1 March 2024 – 15 March 2024 2024 年 3 月 1 日至 2024 年 3 月 15 日
	Release of Application Result (E-mail) 申請結果 (經電郵通知)	By 29 March 2024 2024 年 3 月 29 日前
Below is for Successful Applicants Only 以下適用於成功申請人		
Submission for Medical Claim 遞交醫療支援津貼發放申請及相關證明日期		4 September 2023 - 31 July 2024 2023 年 9 月 4 日至 2024 年 7 月 31 日
Release of Medical Claim Result (E-mail) and Disbursement via Autopay 自動轉賬方式發放獲批核的醫療支援津貼 (經電郵通知)		8 weeks upon the approval of the medical claim submission 遞交所需的醫療證明和付款收據獲確認後，核准的津貼款項將在 8 週內存入學生所提供的香港銀行帳戶

9. Enquiries 查詢

HKMU LiPACE Student Affairs Office

香港都會大學李嘉誠專業進修學院 學生事務處

Email 電郵:	lipace_sao@hkmu.edu.hk
Telephone 電話:	3120-9952