



**HKMU Bursary Scheme**  
**香港都會大學助學金計劃**

**Guidance Notes to Applicants 申請指引 2021/22**

**1. Objective**

The HKMU Bursary Scheme aims to provide financial assistance for HKMU full-time local students who encounter financial difficulties in paying the tuition fees. Grant is provided for the needy students whose financial needs are inadequately met by the Government Grants and/or Loans.

**2. Eligibility**

- 2.1 Applicants should be local students studying the full-time Sub-Degree, Bachelor's Degree or Postgraduate Programmes;
- 2.2 Applicants should have genuine financial need; and
- 2.3 Applicants should have applied for the Government's financial assistance [i.e. Financial Assistance Scheme for Post-secondary Students (FASP) in the current academic year.

*[Remarks: special consideration may exercise for some students who are not eligible for FASP (e.g. aged > 30).]*

**3. Form and Level of Assistance**

Assistance will be offered in the form of grant (no repayment needed). The level of assistance is normally determined by the extent to which the applicant's tuition fee cannot be covered by FASP. The value of each bursary may range from \$5,000 to \$15,000.

**4. Application**

- 4.1 Applicants should submit the online application, together with the supporting proof (if any) via the student portal "MyHKMU" (<https://www.hkmu.edu.hk/myhkmu>), during the application period.
- 4.2 Please read the "Guidance Notes" [FBU (2021/22) Guide-e] before completing the online application.
- 4.3 Incomplete and late application will **NOT** be considered.

**5. Notification of Result and Payment Arrangement**

Application result will be announced via e-mail in February 2022. Disbursement arrangement will be made by March 2022 via autopay.

**6. Handling of Personal Data**

- 6.1 Applicants are obliged to provide all the required information in the application, including personal data and those of the family member. If applicants fail to provide the required information/ documents, the University will not be able to process the application.
- 6.2 The personal data provided will be used for the purpose of processing applicant's application, reporting the result to donor(s) or relevant stakeholders, as well as compiling relevant statistic, and materials for publicizing and review on granting the bursaries. Personal data and supporting documents submitted will be kept for a period of no more than three years.
- 6.3 If necessary, the University will contact the applicant, his/her family members and the government departments to verify the personal data provided for the purposes mentioned in paragraph 6.2 above.
- 6.4 The personal data/information provided in the 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 6.2 above.
- 6.5 In accordance with the Personal Data (Privacy) Ordinance, applicant has the right to ascertain whether the University holds the 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 Data Access Request Form OPS003 as specified by the Privacy Commissioner for Personal Data and addressed to the Data Protection Officer, Room

A1111, Hong Kong Metropolitan University, Homantin, Kowloon.

### 7. Important Dates

Application Period	1 – 16 November 2021
Release of Result (E-mail)	February 2022
Disbursement	March 2022
Award Ceremony	August 2022

### 8. Enquiries

Student Financial Services, Student Affairs Office, Rm C0512, Hong Kong Metropolitan University



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