



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

**Guidance Notes to Applicants 申請指引 2023/24**

**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 (2023/24) Guide-e] before completing the online application.
- 4.3 Incomplete and late application will **NOT** be considered.

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

- 5.1 Application result will be announced via e-mail in February 2024.
- 5.2 Disbursement arrangement will be made via autopay by April 2024.
- 5.3 Successful applicants will be invited to attend the Donor-student sharing sessions.

**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, you have the right to ascertain whether the University holds personal data on you, 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](mailto: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.

## 7. Important Dates

Application Period	6 – 24 November 2023
Release of Result (E-mail)	February 2024
Disbursement	April 2024

## 8. Enquiries

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



2768 6636



[sao\\_sfs@hkmu.edu.hk](mailto:sao_sfs@hkmu.edu.hk)



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