

Student Medical Support Grant Scheme
學生醫療支援津貼計劃**Guidance Notes to Applicants 申請指引 2023/24****1. Objective**

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

2. Eligibility

- 2.1 Applicants should be full-time undergraduate or postgraduate students who demonstrate proven financial difficulties.
- 2.2 For local undergraduate 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.
- 2.3 For local postgraduate students, applicants should have applied for the Government's Extended Non-means-tested Loan Scheme (ENLS) during the current academic year.
- 2.4 For non-local undergraduate and postgraduate students, applicants shall demonstrate available information, such as but not limited to the provision of rental expenses, which should not exceed \$8,000 per month in Hong Kong, and a self-declaration to validate their financial need.

3. Form and Level of Assistance

- 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.
- 3.2 Each successful applicant will receive no more than \$2,000 per year with a maximum of six medical claims.
- 3.3 Each medical claims should not be less than \$50.

4. Application for the Scheme

- 4.1 Applicants should first submit application for the Scheme and submit medical claims upon their application is successful.
- 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.
- 4.3 Please read the "Guidance Notes" [MED (2023/24) Guide-e] before completing the online application.
- 4.4 Incomplete and late application will not be considered.

5. Medical Claims

- 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.
- 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.

- 5.3 The date of consultation should be within 2023/24 academic year (i.e. from 4 September 2023 to 18 August 2024).
- 5.4 Consultations with Registered Chinese Medicine Practitioner and associated treatments including medicines, bone-setting and acupuncture are also acceptable.
- 5.5 Any diagnostic tests like X-Rays, MRI or annual physical checkup are not acceptable, unless doctor referral letter with diagnosis is provided.
- 5.6 Any dental expenses like dental examinations, extractions, fillings and general dental attention are not acceptable.
- 5.7 Any expenses of prescribed medicines, other than doctor's and hospital's clinic are not acceptable.

6. Notification of Result and Payment Arrangement

- 6.1 Application and medical claim results will be announced via e-mail.
- 6.2 Disbursement arrangement will normally be made in 8 weeks (via autopay) upon the complete submission of the medical claim.

7. Handling of Personal Data

- 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.
- 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.
- 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.
- 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.
- 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.

8. Important Dates

Application Period for the Scheme	1st Round: 30 October – 17 November 2023 2nd Round: 1 March – 15 March 2024
Release of Application Result (E-mail)	1st Round: By 8 December 2023 2nd Round: By 29 March 2024
Submission for Medical Claim (For Successful Applicants Only)	4 September 2023 – 30 August 2024
Release of Medical Claim Result (E-mail) and Disbursement via Autopay	8 weeks upon the complete submission of the medical claim

9. Enquiries

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(9 October 2023)