

Student Medical Support Grant Scheme 學生醫療支援津貼計劃

Guidance Notes to Applicants 申請指引 2022/23

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 three medical claims.
- 3.3 Each medical claims should not be less than \$200.

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 (2022/23) 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 2022/23 academic year (i.e. from 5 September 2022 to 20 August 2023).

- 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.
- 5.8 In order to meet the new campus access control measures starting from 1 March 2022, the cost of undergoing COVID-19 tests offered by the Community Testing Centres (CTCs) or private local testing institutions recognized by the Government are also acceptable for those who are unable to receive vaccination due to medical reasons. Official receipts for the tests together with the medical proof for being "not suitable for COVID-19 vaccinations" are required to be provided for the claims. More than one receipts for the tests could be submitted in each claim. The cost for purchasing self-test kits for COVID-19 is 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 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.

8. Important Dates

Application Period for the Scheme	1 st Round: 21 November – 2 December 2022 2 nd Round: 6 March – 17 March 2023
Release of Application Result (E-mail)	1 st Round: By 30 December 2022 2 nd Round: By 31 March 2023
Submission for Medical Claim (For Successful Applicants Only)	5 September 2022 – 20 August 2023
Release of Medical Claim Result (E-mail) and Disbursement via Autopay	8 weeks upon the complete submission of the medical claim

9. Enquiries

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



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