

4. 怎樣填寫補充資料表格

4.1 第一部 — 個人資料

4.1.1 請依照「課程編號一覽表」，在有關位置填寫學生資助處課程編號。有關課程編號一覽表，你可向香港都會大學或學資處查詢，或瀏覽職學處網頁 (http://www.wfsfaa.gov.hk/faspccs_c.htm) 查閱。

4.2 第二部 — 修讀的科目

4.2.1 在情況甲下，請在有關位置填寫你在 2024 年秋季學期所修讀的科目，並在相應的「2024 年秋季學期」方格加「✓」號。在情況乙下，請在有關位置填寫你在 2024 年秋季學期所修讀的科目，並在相應的「2024 年秋季學期」方格加「✓」號。如有關科目的修課學期包括 2024 年秋季及 2025 年春季學期，請你也在「2025 年春季學期」方格加「✓」號。

4.2.2 你只需填寫你已註冊修讀的科目。你無需填寫你計劃在以後學期才修讀的科目。在情況乙下，你應在 2025 年 2 月 5 日或之前，把由 2025 年春季學期開始註冊修讀的新科目，填寫在確認修讀科目通知書上，然後經香港都會大學交回學資處。

4.2.3 在遞交補充資料表格時，請附上文件以證明你所修讀的科目及已繳付的學費。

5. 應注意的重要事項

5.1 假如你在 2023-24 財政年度（即 2023 年 4 月 1 日至 2024 年 3 月 31 日）有全職工作及在 2024/25 學年仍然賺取全職收入，你須於資助計劃的完整版申請書的第 VII 部份或資助計劃的簡化版申請書的第 VI 部份「補充資料」欄內填報你 2023-24 財政年度的全年收入。學資處在計算你在 2024/25 學年應得的資助額時，會考慮你 2023-24 財政年度的全年收入。

有關其他申請詳情，請參閱 2024/25 學年「資助計劃申請指引」 [FASP/1A(2024)] 及 / 或 2024/25 學年「貸款計劃申請指引」 [NLSPS/1A(2024)]。

在職家庭及學生資助事務處
學生資助處

2024 年 10 月

2024/25 學年

專上學生資助計劃及專上學生免入息審查貸款計劃補充申請指引
(只適用於修讀香港都會大學於 2024 年秋季學期開辦的遙距課程 [5-學分制] 的學生)

These Supplementary Guidance Notes are available in English. If required, please obtain the English version [FASP/DL1B(5)_Autumn (2024/25)] from the Student Finance Office or the Hong Kong Metropolitan University.

修讀香港都會大學於 2024 年秋季學期開辦的遙距課程科目，並符合以下第 2 節所列申請資格的學生，現可向在職家庭及學生資助事務處(以下簡稱「職學處」)轄下的學生資助處(以下簡稱「學資處」)申請「專上學生資助計劃」(以下簡稱「資助計劃」)及 / 或「專上學生免入息審查貸款計劃」(以下簡稱「貸款計劃」)資助(適用於此申請的學期組合請參閱下文第 3 節)。請你在遞交資助計劃及 / 或貸款計劃申請書及香港都會大學遙距課程補充資料表格前，詳閱此份補充申請指引、2024/25 學年專上學生資助計劃申請指引 [FASP/1A(2024)] (以下簡稱「資助計劃申請指引」) 及 / 或 2024/25 學年專上學生免入息審查貸款計劃申請指引 [NLSPS/1A(2024)] (以下簡稱「貸款計劃申請指引」)。

2. 申請資格

2.1 假如你符合資助計劃申請指引第一部份或貸款計劃申請指引第一部份所載的申請資格，你便可就資助計劃 / 貸款計劃申請資助。請注意，申請資助計劃的年齡限制為 30 歲或以下(即於 1993 年 9 月 1 日或以後出生); 申請貸款計劃則無年齡限制。

2.2 以每個遙距課程學分相等於 30 學習小時計算，若要符合「全日制學生」的申請資格，你必須修讀如下文第 2.3 節所規定的遙距課程，而有關科目的註冊值*必須符合下列條件：

(a) 你必須在同一學年修讀不少於 45 註冊值 (≥1 350 學習小時) 的遙距課程。2024/25 學年¹可由 2024 年的秋季學期及 2025 年春季學期組成或由 2025 年春季學期及 2025 年秋季學期組成；或

(b) 如在同一學年修讀少於 45 註冊值的遙距課程，你必須在其中一個學期修讀不少於 25 註冊值 (≥675 學習小時) 的遙距課程。

*註冊值=學分值÷修畢該科目所需的學期數目

2.3 你所修讀的科目必須屬教育局局長認可的課程，有關的註冊值才會獲學資處接納，以決定申請人是否為全日制學生。在 2024/25 學年，資助計劃 / 貸款計劃只包括那些於 2024 年 12 月 31 日或之前經本地評審的課程。有關經本地評審課程的資料，可向香港都會大學或學資處查詢及 / 或瀏覽職學處網頁：http://www.wfsfaa.gov.hk/faspccs_c.htm。

2.4 資助計劃 / 貸款計劃不涵蓋已獲香港都會大學學費資助計劃資助(貸款 / 助學金)的學費，但有關科目的註冊值，在評定你是否符合全日制學生資格時，仍會被計算為你的學習時數。

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¹ 在 2025 年夏季學期修讀的註冊值可選擇計算在 2025 年春季學期或秋季學期內。

3. 申請方法、最高資助額、結果通知

情況		甲	乙	附註
1. 相關學期所需的註冊值		2024 年秋季學期註冊值超過或相等於 25 ^{附註 1-5 及 11}	2024 年秋季及 2025 年春季學期註冊值超過或相等於 45; 及 2024 年秋季學期的註冊值超過或相等於 25 ^{附註 1-5 及 11}	
2. 出生日期		如申請資助計劃，你的年齡須為 30 歲或以下（即於 1993 年 9 月 1 日或以後出生）；貸款計劃則無年齡限制。		
3. 資助計劃及 / 或貸款計劃的最高資助額	(a) 只申請資助計劃 ^{附註 6}	(i) 學費助學金 - 上限為港幣 46,565 元； (ii) 學習開支助學金 - 上限為港幣 4,505 元；及 (iii) 生活費貸款 - 上限為港幣 29,445 元。	(i) 學費助學金 - 上限為港幣 93,130 元； (ii) 學習開支助學金 - 上限為港幣 9,010 元；及 (iii) 生活費貸款 - 上限為港幣 58,890 元。	1. 在 2024/25 學年，學資處將會邀請修讀香港都會大學開辦的遙距課程的學生提出兩次資助申請：一次是在 2024 年秋季學期開始後（即本申請）；而另一次是在 2025 年春季學期開始後。請注意，每位學生只可在 2024/25 學年作出一次申請。因此，如果你選擇以 2024 年秋季學期的註冊值作出申請（情況甲）或以 2024 年秋季學期及 2025 年春季學期的累積註冊值作出申請（情況乙）， 你便不應在 2025 年 2 月再次遞交申請 。此外，車船津貼計劃並不適用於修讀遙距課程的學生。 2. 假如你選擇在情況甲下作出申請，但之後發現你在 2024 年秋季學期及 2025 年春季學期共修讀不少於 45 註冊值的科目，你可轉在情況乙下作出申請。儘管如此，你必須填妥夾附在 2024 年秋季學期的申請結果通知書內的確認修讀科目通知書[FASP/DL3_Autumn (2024/25)]。有關情況乙的申請及資助發放安排，請參照下文的附註 5、6 及 7。 3. 假如你在 2023/24 學年已就 2024 年秋季學期的註冊值作出申請並已獲發申請結果通知書，有關註冊值便不可重覆計算在本申請內。 4. 如你已 / 將會在 2025 年春季學期註冊修讀其他科目，並且會在 2025 年春季及 2025 年秋季學期共修讀不少於 45 註冊值的科目，你可選擇以 2025 年春季及 2025 年秋季作為你的 2024/25 學年而並不是 2024 年秋季及 2025 年春季作為你的 2024/25 學年。在此情況下，情況甲或乙的安排並不適用於你。請你於 2025 年春季學期開始後才作出申請。
	(b) 同時申請資助計劃及貸款計劃 ^{附註 7 及 8}	(i) 學費助學金 - 上限為港幣 46,565 元； (ii) 學習開支助學金 - 上限為港幣 4,505 元； (iii) 生活費貸款 - 上限為港幣 29,445 元；及 (iv) 貸款計劃貸款 - 申請人於資助計劃下獲得的總資助額及兩個計劃合共的半年最高總資助額(即應繳學費，加上資助計劃的半年學習開支助學金上限及生活費貸款上限)之間的差額，但不得超逾應繳學費總額。	(i) 學費助學金 - 上限為港幣 93,130 元； (ii) 學習開支助學金 - 上限為港幣 9,010 元； (iii) 生活費貸款 - 上限為港幣 58,890 元；及 (iv) 貸款計劃貸款 - 申請人於資助計劃下獲得的總資助額及兩個計劃合共的全年最高總資助額(即應繳學費，加上資助計劃的全年學習開支助學金上限及生活費貸款上限)之間的差額，但不得超逾應繳學費總額。	5. 倘若你在情況乙下作出申請，或由情況甲轉去情況乙下作出申請，你無需在 2025 年 2 月再次填寫申請書，但屆時你必須填妥夾附在 2024 年秋季學期的申請結果通知書內的確認修讀科目通知書[FASP/DL3_Autumn (2024/25)]，並在 2025 年 2 月 5 日或之前把填妥的確認修讀科目通知書[FASP/DL3_Autumn (2024/25)]經香港都會大學交回學資處，否則學資處將假設你在 2025 年春季學期並不符合全日制學生的資格，而學資處亦不會就你 2024/25 學年的 2025 年春季學期發放任何資助。 6. 在 2025 年 2 月收到你的確認修讀科目通知書[FASP/DL3_Autumn (2024/25)]後，若你在 2024 年秋季及 2025 年春季學期共修讀不少於 45 註冊值的科目，你的最高資助額將修訂為：(i) 2024 年秋季及 2025 年春季學期合共應繳的學費，上限為 93,130 元的學費助學金；(ii) 上限為 9,010 元的學習開支助學金；及(iii) 上限為 58,890 元的生活費貸款。 7. 在 2025 年 2 月收到你的確認修讀科目通知書[FASP/DL3_Autumn (2024/25)]後，若你在 2024 年秋季及 2025 年春季學期共修讀不少於 45 註冊值的科目，你的最高資助額將修訂為：(i) 2024 年秋季及 2025 年春季學期合共應繳的學費，上限為 93,130 元的學費助學金；(ii) 上限為 9,010 元的學習開支助學金；(iii) 上限為 58,890 元的生活費貸款；及(iv) 申請人於資助計劃下獲得的總資助額及兩個計劃合共的全年最高總資助額(即應繳學費，加上資助計劃的全年學習開支助學金上限及生活費貸款上限)之間的差額作為貸款計劃貸款，但不得超逾應繳學費總額。 8. 假如你已接受專上學生免入息審查貸款，並於其後接獲資助計劃的申請結果，而兩個計劃下合計的資助總額，超逾了你按這兩個計劃可得的最高資助額，學資處則須調整你的專上學生免入息審查貸款額，詳情請參閱貸款計劃申請指引[NLSPS/1A(2024)]第一部份。 9. 在 2025 年 2 月收到你的確認修讀科目通知書[FASP/DL3_Autumn (2024/25)]後，若你在 2024 年秋季及 2025 年春季學期共修讀不少於 45 註冊值的科目，你的最高貸款額將修訂為 2024 年秋季及 2025 年春季學期合共應繳付的學費。
	(c) 只申請貸款計劃 ^{附註 9}	申請人應繳學費。 專上學生免入息審查貸款計劃及全日制大專學生免入息審查貸款計劃下設有一個合併計算的個人終身貸款限額。2024/25 學年的限額為 406,700 元。		
4. 所需遞交的申請表格 ^{附註 10}	(a) 申請資助計劃	資助計劃的完整版申請書[FASP/FA(2024)] / 資助計劃的簡化版申請書[FASP/SA(2024)]		11. 在計算某一學期的資助額時，學資處一般會計算在修讀該學期的科目的註冊值。然而，倘若你在接受資助計劃及 / 或貸款計劃的資助後，並不按香港都會大學指定的時間表完成你修讀的科目，學資處將重新計算你在資助計劃 / 貸款計劃下的註冊值，以確定你是否須向政府退還多付給你的資助。詳情如下： (a) 在你遞交申請書時或之前： 假如你修讀的科目屬於以下類別，有關的註冊值將不會被計算：退修科目 / 已取消科目註冊；獲退回學費 / 獲准延遲繳交學費 / 重考 / 延期考試及延期修讀的科目。 (b) 在你遞交申請書之後： 假如你修讀的科目屬於以下類別，有關的註冊值將不會被計算，而你亦須退還任何多付給你的資助：退修科目 / 已取消科目註冊；延期修讀的科目；及獲退回學費或獲准延遲繳交學費的科目。 例如：你在 2024 年秋季學期修讀相等於 25 註冊值的科目(即在情況甲下提出申請)，但之後你獲得香港都會大學批准你延期修業，學資處將不會計算你獲批准延期修業的科目的註冊值。此外，由於你再不符合全日制學生的資格，你亦須全數退還所有已發放給你的資助。 請注意：上述提及的科目修讀情況或許未能包括所有情況。如你或學資處對科目修讀情況的定義和解釋有任何爭議，學資處的決定將會是最終決定，並對你有約束力。此外，上述註冊值的計算方法只適用於確定你是否合資格申請資助計劃及 / 或貸款計劃。這與香港都會大學決定你是否符合註冊條件或 / 及其他行政安排並不相同。
5. 所需遞交的補充資料表格	FASP/DL2_Autumn (2024/25)			
6. 申請方法	(a) 遞交申請表格及補充資料表格的截止日期	2024 年 11 月 11 日或之前 ^{附註 12}		
	(b) 家庭入息及資產審查的年度	2023 年 4 月 1 日至 2024 年 3 月 31 日		
	(c) 遞交確認修讀科目通知書的時段	不適用	FASP/DL3_Autumn (2024/25) ^{附註 5} 由 2025 年 1 月 23 日至 2025 年 2 月 5 日	
7. 結果通知	會就 2024 年秋季學期發出一次結果通知		會發出兩次結果通知： -- 就 2024 年秋季學期發出一次結果通知 -- 於接獲確認修讀科目通知書後，就 2025 年春季學期發出一次結果通知	12. 填妥的申請表格及補充資料表格，需連同有關證明文件的影印本，於指定的截止申請日期前親身交往到香港都會大學學生事務處(地址：九龍何文田香港都會大學 A0626 室。辦公時間：星期一至五上午九時至下午一時；下午二時至五時四十分)。在截止日期後收到的申請書概不受理。

4. HOW TO COMPLETE THE SUPPLEMENTARY INFORMATION SHEET

4.1 Part I – Personal Particulars

- 4.1.1 Please fill in the SFO Course Code shown in the “Course Coding Sheet” in the space provided. The Course Coding Sheet is available for reference at HKMU, SFO and the relevant webpage (http://www.wfsfaa.gov.hk/faspccs_e.htm).

4.2 Part II – Courses taken

- 4.2.1 For Scenario A, please fill in the name of the courses that you have taken in the 2024 Autumn term in the space provided and tick against the “2024 Autumn” boxes as appropriate. For Scenario B, please fill in the name of the courses that you have taken in the 2024 Autumn term in the space provided and tick against the “2024 Autumn” box. If the course covers both the 2024 Autumn and 2025 Spring terms, please also put a tick in the “2025 Spring” box.
- 4.2.2 You should only fill in those courses that you have already **registered**. Please do not fill in the courses you intend to take in the coming school terms. **For Scenario B, information on new courses commencing in the 2025 Spring term should be provided in the “Confirmation of Courses Taken” and submit through HKMU on or before 5 February 2025.**
- 4.2.3 Please attach supporting documents for the courses taken and the amount of tuition fees paid when you submit the Supplementary Information Sheet.

5. OTHER IMPORTANT POINT TO NOTE

- 5.1 If you had a full-time job in the 2023-24 financial year (i.e. 1 April 2023 – 31 March 2024) and you still receive income from your full-time job in the 2024/25 academic year, you have to report the annual income earned in the 2023-24 financial year at Part VII (Additional Information) of Full Version FASP Application Form or Part VI (Additional Information) of the Simplified Version FASP Application Form. SFO **will** take this into account for calculating your entitled financial assistance.

For other details of application, please refer to the Guidance Notes for FASP 2024/25 [FASP/1B(2024)] and/or the Guidance Notes for NLSPS for 2024/25 [NLSPS/1B(2024)].

Student Finance Office

Working Family and Student Financial Assistance Agency

October 2024

**Supplementary Guidance Notes for
Financial Assistance Scheme for Post-secondary Students and
Non-means-tested Loan Scheme for Post-secondary Students for 2024/25
(Only Applicable to Students Taking Distance-learning Programmes [5-Credit System]
Organised by the Hong Kong Metropolitan University in 2024 Autumn Term)**

本補充申請指引備有中文版本 [FASP/DL1A(5)_Autumn (2024/25)]。

如有需要，可向學生資助處或香港都會大學索取。

Applications for the Financial Assistance Scheme for Post-secondary Students (FASP) and / or Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) are now invited from students of the Hong Kong Metropolitan University (HKMU) taking distance-learning programmes in the 2024 Autumn term who fulfill the eligibility criteria stated in paragraph 2 below (please refer to paragraph 3 below for school terms covered under this application). You should study the Guidance Notes for FASP for 2024/25 [FASP/1B(2024)], and / or the Guidance Notes for NLSPS for 2024/25 [NLSPS/1B(2024)] in conjunction with these Supplementary Guidance Notes before you submit your application for financial assistance under FASP and / or NLSPS and the Supplementary Information Sheet for HKMU Distance-learning Programmes.

2. ELIGIBILITY

- 2.1 You may be eligible for assistance under FASP / NLSPS if you fulfill the criteria stated in Part I of the Guidance Notes for FASP or Part I of the Guidance Notes for NLSPS. Please note that the age limit for FASP is 30 or below (i.e. born on or after **1 September 1993**) while there is no age limit for NLSPS.
- 2.2 On the basis of one distance-learning credit equals 30 study hours, you may be regarded as a full-time student if you are taking a distance-learning programme as specified in paragraph 2.3 having Registration Value* (RV) of -
- (a) not less than 45 (≥ 1 350 study hours) in one academic year. The 2024/25 academic year¹ may be taken to comprise the 2024 Autumn term and the 2025 Spring term; or the 2025 Spring term and the 2025 Autumn term; or
- (b) not less than 25 (≥ 675 study hours) for any one term if the aggregate RV for a whole academic year is less than 45.

* Registration Value (RV) = credit value taken \div number of school terms required to complete the course

- 2.3 Only RV counting towards courses leading to a locally-accredited programme recognised by the Secretary for Education will be taken into consideration when the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency (WFSFAA) considers if an applicant qualifies as a full-time student. For the 2024/25 academic year, only those programmes accredited on or before 31 December 2024 will be covered by FASP / NLSPS. Information on locally-accredited programmes is available for reference at HKMU, SFO and the relevant webpage (http://www.wfsfaa.gov.hk/faspccs_e.htm).
- 2.4 Tuition fees already covered by HKMU’s Student Financial Assistance Scheme (loan / bursary) are not taken into account for calculating financial assistance under FASP / NLSPS. Nevertheless, the RV of the corresponding courses can be counted towards your total study hours for the purpose of determining your full-time student status.

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¹ The Registration Value taken in the 2025 Summer term may be counted either in the 2025 Spring or Autumn term.

3. HOW TO APPLY, FINANCIAL ASSISTANCE CEILING, NOTIFICATION OF RESULT

Scenario		A	B	Notes
1. Required Registration Value (RV) of related school terms		The aggregate RV for 2024 Autumn term equals or exceeds 25 notes 1 – 5 & 11	The aggregate RV for 2024 Autumn and 2025 Spring terms equals or exceeds 45; and RV for 2024 Autumn term equals or exceeds 25 notes 1 – 5 & 11	1. SFO will invite applications from students taking distance-learning programmes organised by HKMU twice for the 2024/25 academic year - one after the commencement of the 2024 Autumn term (i.e. this application) and the other after the commencement of the 2025 Spring term. However, students can only submit one application for the 2024/25 academic year. In other words, if you choose to use the RV of the 2024 Autumn term (Scenario A) or the aggregate RV of the 2024 Autumn term and 2025 Spring term (Scenario B) in this application, you should not respond to the 2nd application exercise in February 2025. Students pursuing distance-learning programmes are not eligible to apply for the Student Travel Subsidy Scheme.
2. Date of Birth		To apply for FASP, you must be aged 30 or below (i.e. born on or after 1 September 1993). There is no age limit for NLSPS.		2. If you choose to apply under Scenario A and subsequently find that the total RV you acquire in the 2024 Autumn and 2025 Spring terms is 45 or more, you can shift to apply under Scenario B. In such case, you should complete the Confirmation of Courses Taken [FASP/DL3_Autumn (2024/25)] which will be issued to you with the Notification of Result for the 2024 Autumn term. For details of the application and assistance disbursement arrangements under Scenario B, please refer to notes 5, 6 and 7 below.
3. Ceiling of Financial Assistance	(a) FASP only note 6	(i) Tuition fees (TF) grant, capped at HK\$46,565; (ii) academic expenses (AE) grant, capped at HK\$4,505; and (iii) living expenses (LE) loan, capped at HK\$29,445.	(i) TF grant, capped at HK\$93,130; (ii) AE grant, capped at HK\$9,010; and (iii) LE loan, capped at HK\$58,890.	3. If your RV of the 2024 Autumn term has been used for application under FASP and / or NLSPS in the 2023/24 academic year and you have been notified of the result of that application, the RV of the 2024 Autumn term cannot be further counted for the purpose of this application.
	(b) FASP and NLSPS notes 7 & 8	(i) TF grant capped at HK\$46,565; (ii) AE grant capped at HK\$4,505; (iii) LE loan capped at HK\$29,445; and (iv) NLSPS loan which equals the difference between an applicant's entitlement under FASP and half of the maximum amount of financial assistance the applicant may receive under the two schemes (i.e. TF payable, half of the maximum of AE grant and LE loan), but capped at TF payable.	(i) TF grant capped at HK\$93,130; (ii) AE grant capped at HK\$9,010; (iii) LE loan capped at HK\$58,890; and (iv) NLSPS loan which equals the difference between an applicant's entitlement under FASP and full maximum amount of financial assistance the applicant may receive under the two schemes (i.e. TF payable, full maximum AE grant and LE loan), but capped at TF payable.	4. If you have registered or intend to take courses for the 2025 Spring term, and the aggregate RV of the 2025 Spring and 2025 Autumn terms also equals or exceeds 45 RV, you have a choice of taking the 2025 Spring and 2025 Autumn terms instead of the 2024 Autumn term and 2025 Spring term as your 2024/25 academic year. In such case, both Scenarios A or B do not apply to you. You should only apply after the commencement of the 2025 Spring term.
	(c) NLSPS only note 9	<i>There is a combined life-time loan limit imposed on students eligible for receiving loans under NLSPS and the Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT). The loan limit for 2024/25 is \$406,700.</i> NLSPS loan at TF payable. <i>There is a combined life-time loan limit set under NLSPS and NLSFT. The loan limit for 2024/25 is \$406,700.</i>		5. If you apply for financial assistance under Scenario B or if you change from Scenario A to B, you need not fill in the application form again in February 2025 but have to submit the Confirmation of Courses Taken [FASP/DL3_Autumn (2024/25)], which will be issued to you with the Notification of Result for the 2024 Autumn term, through HKMU on or before 5 February 2025 to SFO. Otherwise, it will be assumed that you do not fulfill the criteria of a full-time student in the 2025 Spring term and no financial assistance will be disbursed to you for that school term in the 2024/25 academic year.
4. Application Form to be submitted note 10	(a) FASP	Full Version FASP Application Form [FASP/FB(2024)] / Simplified Version FASP Application Form [FASP/SB(2024)]		6. Upon receipt of your Confirmation of Courses Taken [FASP/DL3_Autumn (2024/25)] in February 2025, if the total RV you acquire in the 2024 Autumn and 2025 Spring terms is 45 or more, your entitlement of financial assistance will be adjusted to (i) TF grant based on the TF payable for the 2024 Autumn and 2025 Spring terms, capped at \$93,130; (ii) AE grant up to \$9,010; and (iii) LE loan up to \$58,890.
	(b) NLSPS	NLSPS Application Form [NLSPS/2B(2024)]		7. Upon receipt of your Confirmation of Courses Taken [FASP/DL3_Autumn (2024/25)] in February 2025, if the total RV you acquire in the 2024 Autumn and 2025 Spring terms is 45 or more, your entitlement of financial assistance will be adjusted to (i) TF grant based on the TF payable for the 2024 Autumn and 2025 Spring terms, capped at \$93,130; (ii) AE grant up to \$9,010; (iii) LE loan up to \$58,890; and (iv) NLSPS loan which equals the difference between your entitlement under FASP and full maximum amount of financial assistance the applicant may receive under these two schemes (i.e. TF payable, full maximum AE grant and LE loan), but capped at TF payable.
5. Supplementary Information Sheet to be submitted		FASP/DL2_Autumn (2024/25)		8. If you obtained the NLSPS loan and subsequently receive financial assistance under the FASP and the total amount of financial assistance you obtained under these two schemes exceeds the maximum level of financial assistance, your NLSPS loan amount will have to be adjusted. Please refer to Part I of the Guidance Notes for NLSPS [NLSPS/1B(2024)] for details of the offsetting arrangement.
6. How to Apply	(a) Deadline for submission of Application Form and Supplementary Information Sheet	On or before 11 November 2024 note 12		9. Upon receipt of your Confirmation of Courses Taken [FASP/DL3_Autumn (2024/25)] in February 2025, if the total RV you acquire in the 2024 Autumn and 2025 Spring terms is 45 or more, your loan entitlement will be adjusted to NLSPS loan at TF payable for the 2024 Autumn and 2025 Spring terms.
	(b) Assessment Period of Family Income and Assets	1 April 2023 - 31 March 2024		10. The online submission of application is not applicable to students of distance-learning programmes of HKMU. Students can obtain the relevant application forms from HKMU. If you have not applied for NLSPS, you will be informed of the loan amount you are entitled under NLSPS, if any, simultaneously in your FASP Notification of Result. If you wish to apply for and be offered with the NLSPS loan earlier, you may consider submitting an NLSPS application separately. Please refer to the NLSPS Guidance Notes [NLSPS/1B(2024)] for details.
	(c) Period for submission of Confirmation of Courses Taken	N.A.	FASP/DL3_Autumn (2024/25) note 5 [From 23 January 2025 to 5 February 2025]	11. The RV of the courses you are taking in a school term will normally be counted towards the term and taken into account in the calculation of your financial assistance. However, if you have successfully obtained financial assistance under FASP and / or NLSPS but subsequently not continue your studies according to the schedule specified by HKMU, SFO will re-calculate the RV to determine if you are still eligible for the assistance offered. Refund of overpaid financial assistance to the Government may be required. Details are as follows: (a) <u>At the time of your application</u> - The RV of courses with the following course status will not be counted – courses from which you have withdrawn / de-registered; courses involving refund of TF / deferment of payment of TF / examination resit / examination deferred; and courses the study of which you have deferred. (b) <u>After your application</u> - The RV of courses with the following course status will not be counted and refund of overpaid financial assistance may be required – courses from which you have withdrawn / de-registered; courses the study of which you have deferred; courses involving refund of TF / deferment of payment of TF.
7. Notification of Result		Will be issued once for 2024 Autumn term	Will be issued twice : - once for 2024 Autumn term - once for 2025 Spring term upon receipt of the Confirmation of Courses Taken	12. Application Forms and Supplementary Information Sheets should be returned with photocopies of supporting documents in person by the respective deadline to The Student Affairs Office, the Hong Kong Metropolitan University (Address: Room A0626, the Hong Kong Metropolitan University, Homantin, Kowloon. Office hours: Monday to Friday, 9:00 a.m. – 1:00 p.m.; 2:00 p.m. – 5:40 p.m.). Late applications will not be accepted.