

HKMU Emergency Grant
香港都會大學緊急援助金**Guidance Notes to Applicants 申請指引****1. Introduction**

HKMU Emergency Grant is offered to local full-time students with emergency needs. It is supported by the Croucher Foundation Fund for Students with Emergency Needs.

2. Eligibility

- 2.1 Applicants should be full-time students studying the Sub-Degree, Bachelor's Degree or Postgraduate Programmes;
- 2.2 Applicants should be permanent residents of the HKSAR (with HKID card); and
- 2.3 Applicants should have financial difficulties caused by the recent unforeseen circumstances. The emergency circumstances should normally be encountered by the student or the close family members within 12 months prior to application.

3. Form and Level of Assistance

- 3.1 The assistance will be disbursed in the format of grant (no need to repay);
- 3.2 The grant will be used to support students' expenses which arise as a result of the emergency. The emergency incident(s) will result in the reduction of income or threats to a reasonable standard of living, which may include sudden loss or reduction of earning power, unemployment of family members, disaster and accidents (either natural or man-made), serious illness and death of close family members.
- 3.3 The amount of assistance should be recommended by the Student Affairs Office (SAO) and approved by the Chairman of the Student Financial Awards Committee.

4. Application

- 4.1 Applicants should submit the completed paper [application form](#) [FEG_Form-e] to SAO **in person**.
- 4.2 Please read the "Guidance Notes" [FEG_Guide-e] before completing the application form. Applicants should attend an interview arranged by the SAO staff and provide supporting proof(s) upon request. Submitted supporting documents are not returnable.
- 4.3 Application is open throughout the year.

5. Notification of Result and Payment Arrangement

- 5.1 Successful applicants will be notified of the result in writing.
- 5.2 Disbursement arrangement of grant will normally be made 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 Emergency Grant. 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 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. Enquiries

Student Financial Services, Student Affairs Office, Rm A0626, Hong Kong Metropolitan University



2768 6636



sao_sfs@hkmu.edu.hk



2712 2301