

Phone : 29810432  
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Add : 30 Kwok Man Road, Cheung Chau  
Date : 28<sup>th</sup> March, 2025

Dear Parents,

**Applying Online for Student Financial Assistance**

The Household Application for Student Financial Assistance Schemes (Household Application) for the 2025/26 school year will start accepting application soon. Our school has received a letter from The Working Family and Student Financial Assistance Agency (LTP) which sets out the various benefits of applying online and provides the addresses of relevant useful websites to assist parents in completing the electronic form (E-Form) of Household Application. For details, please refer to the attachment (" Student Financial Assistance Schemes" e-submission service for the 2025/26 school year). Parents are requested to follow the relevant guidelines to process the application in a faster and more expeditious manner.

For enquiry, please contact Miss Kwok Siu Fan.



Mr Lo Wan Kai (Supervisor)  
Ms Kwok Yuen Ki (Principal)



在職家庭及學生資助事務處  
學生資助處

Working Family and Student Financial Assistance Agency  
Student Finance Office

九龍協調道3號工業貿易大樓5樓  
5/F, Trade and Industry Tower, 3 Concorde Road, Kowloon

7 March 2025

Dear Parents,

**Online Application**  
**Household Application for Student Financial Assistance Schemes (Household Application)**  
**for 2025/26 School Year**

The Household Application for Student Financial Assistance Schemes for the 2025/26 school year will start accepting applications soon. Needy families may submit applications to the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency to apply for student financial assistance for students at pre-primary, primary or secondary levels.

***Apply Online to Receive Subsidy Earlier***

SFO encourages applicants to **apply online**. Applicants **applying online** will receive subsidy earlier than those using paper-based application forms. **Continuing applicants who have submitted the completed application and supporting documents online** on or before 31 May 2025, met the relevant eligibility criteria and passed the mean test will receive the provisional School Textbook Assistance and Subsidy for Internet Access Charges (if applicable) for the 2025/26 school year from around July 2025. In addition, using E-form is convenient and saves time. Applicants may complete and submit applications online with their personal computers or smart phones and upload supporting documents online anytime and anywhere. Applicants no longer need to submit applications in person or by post, and this can also save money on postage and photocopying.

***Website / QR Code for Applying Online***

Please switch to online application immediately to enjoy the benefits. If you are a continuing applicant, SFO will issue an Access Code to you<sup>1</sup>. Please access our e-service platform (the website address and QR code are listed below) and then input the Access Code to get the 2025/26 school year E-form pre-filled with your basic information (i.e. the pre-filled E-Form) and submit the E-form online with supporting documents after completion. New applicants may access our e-service platform on or after 2 May 2025 to use the E-form and submit online.

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<sup>1</sup> If continuing applicants has indicated in their 2024/25 household application that they need paper-based application form for the next school year, apart from issuing to them a paper-based form for the 2025/26 School Year pre-filled with the applicant's basic information, SFO will also issue to them an access code for making online application.

E-service platform

<https://ess.wfsfaa.gov.hk/espps>



Video on how to complete / submit the E-Form is available on the following website and QR code:

Video – How to complete / submit the E-Form on Household Application for Student Financial Assistance Scheme

[https://www.wfsfaa.gov.hk/en/household\\_youtube.htm#v3](https://www.wfsfaa.gov.hk/en/household_youtube.htm#v3)



### Enquiry

For further information, please visit our website (<https://www.wfsfaa.gov.hk>) or call our 24-hour enquiry hotline at 2802 2345.

Working Family and Student Financial Assistance Agency



Smart tip :

**Applying Online** is the most convenient.  
All you need is a Mobile Phone!

- No more hassle of submitting application in person or by post
- Saves money on postage and photocopying
- Submitting documentary proof is easy  
(just use your mobile phone to take photos and then upload!)
- You can check application progress anytime and anywhere