



METHODIST STUDY TRUST

循道教會助學基金

Headquarter 總辦事處

Unit 1812-13, 18/F, Gala Place, 56 Dundas Street, Mong Kok, Kowloon

九龍旺角登打士街 56 號家樂坊 18 樓 1812-13 室

Tel: (852) 3841 7809 Fax: (852) 2770 1417

Email: hkmst@yang.org.hk



For office use only (辦事處專用)

Received Date: _____

New Applicant: Yes / No _____

Application Form No.: _____

Grant Application Form for 2024-2025 二零二四至二零二五年度助學基金申請表

- Application deadline: **30 September, 2024 (Monday)** (Based on the postmark date on the envelope)
- Please read the Application Guidelines & Notes P.8-10 carefully before completing this form and complete all parts in BLOCK letters using black or blue ball pen
- 本年度截止申請日期為**二零二四年九月三十日 (星期一)** (以信封上的郵戳日期為準)
- 申請人在填寫本申請書前請先細閱第 8-10 頁「申請指引及須知」及「個人資料使用通知」，並請用黑色或藍色原子筆，以正楷清楚填寫此申請表

Delete whichever is inapplicable 刪去不適用者

* Please tick in appropriate box 請於合適方格內填上「✓」號

PART A: Personal Particulars 第一部份：個人資料

1	Name of Student 學生姓名	(Chinese 中文)		(English 英文)		Recent Photograph 近照
2	HKID Card No. 香港身份證號碼	()		3	Gender 性別 <input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女	
4	Date of Birth 出生日期	年 Year	月 Month			
5	Contact Number 聯絡電話	(Mobile 手提)		Can this number be contacted by Whatsapp? 此電話是否可使用 Whatsapp 聯絡? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 不是		
6	Address in Hong Kong 香港聯絡住址					
8	Name of Parent / Guardian 家長 / 監護人姓名			9	Relationship 與申請者關係	
10	Contact Number of Parent / Guardian (If applicable) 家長 / 監護人聯絡電話 (如適用)					
11	Type(s) of Physical Disability (If applicable) 肢體殘疾類別 (如適用)					

PART B: Study Plan 第二部份：修讀計劃

1	Name of School/Institute 就讀學校 / 學院名稱			
2	Address of School/ Institute 就讀學校 / 學院地址			
3	Name of Full-time Course (Applicable to tertiary student or above) 全日制課程名稱 (大專或以上學生適用)			
*4	Class/Year in 2024-2025 2024-2025 年度就讀年級	Secondary School 中學 : <input type="checkbox"/> F.4 中四 <input type="checkbox"/> F.5 中五 <input type="checkbox"/> F.6 中六 Other 其它 : _____		
5	Date of Commencement 課程開始日期	6	Date of Completion 課程終結日期	
7 Future Plan 未來計劃				
After having completed the above course, what is your plan? 當你完成以上課程後，你對將來發展有甚麼打算？				
<input type="checkbox"/> Continue to study 繼續升學 / 進修 Please specify 請註明 : _____ What is your career plan after the study? 計劃升學後從事那一行業? _____				
<input type="checkbox"/> Find a job - Job nature 尋找工作 - 工作性質 : _____				

The significance of being awarded the Methodist Study Trust: 本助學基金對你的學業發展的重要性：

**PART C: Family Monthly Income (Under the same rooftop)
第三部份：家庭每月收入狀況 (同住者)**

A Please estimate the total income of yourself and your family **under the same rooftop** from 1 September 2023 to 31 August 2024
請估算及列明自己及同住家人 2023 年 9 月 1 日至 2024 年 8 月 31 日的收入狀況

	Name 姓名	Relationship 關係	Age 年齡	Marital Status 婚姻狀況	Occupation/ Class 職業 / 班級	Does he/she have salary? 是否有工作收入?
1		Applicant 學生申請人				<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有
2						<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有
3						<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有
4						<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有
5						<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有
6						<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有

Any other monthly income (Not included government financial subsidy), please specify the items:
每月其他收入 (不包括政府經濟援助) · 請註明項目：

Estimated range of total family monthly income (Included salary and other income but not included government financial subsidy)
家庭每月總收入範圍 (包括工作收入及其他收入，但不包括政府經濟援助)

\$5000 or below 或以下 \$5001 - \$9999 \$10000 - \$19999 \$20000 - \$29999

\$30000 - \$39999 \$40000 - \$49999 \$50000 - \$59999 \$60000 - \$69999

\$70000 - \$79999 \$80000 - \$89999 \$90000 - \$99999 >\$100000

Are you and your family receiving any government financial subsidy? 你和你的家庭成員是否正領取任何政府經濟援助？ (請在正領取之援助項目填上「✓」號 Tick if you are receiving related subsidy)		Yes 有	No 沒有
1	CSSA 綜合社會保障援助		
2	Student Financial Assistance Schemes 學生資助計劃 (Included Textbook Assistance, Travel Subsidy and Internet Access Charges Subsidy 包括書簿津貼、車船津貼及上網費津貼)	書簿 Textbook	
		車船 Travel	
		上網費 Internet Access	
3	Disability Allowance 傷殘津貼		
4	Community Care Fund 關愛基金津貼		
5	Low-income Working Family Allowance 低收入在職家庭津貼計劃		
6	Other subsidy, please specify 其他 請註明：_____		

If you and your family **are not** receiving any financial subsidy, please answer Part B.
如你和你的家庭 **沒有** 接受任何經濟援助或津貼，請回答 Part B 開支表。

B A Brief Breakdown of Family Monthly Expenditure 家庭每月生活簡略開支表

		Amount 金額 HK\$
a	Housing Expenses (e.g. Mortgage repayment/Rent and Rates/Management Fee) 住屋費 (例如：按揭還款 / 租金 / 差餉 / 管理費)	
b	Utility expenses (e.g. Phone/Water/ Gas/ Electricity) 電話費 / 水 / 氣 / 石油氣 / 電費	
c	Long Term Medical Expenses 長期醫療費	
d	Food Expenses 膳食費	
e	Others (e.g. Traveling and clothing expenses), please specify : _____ 其他 (例如交通費及衣著開支) · 請註明：_____	
Total Family Monthly Expenditure 家庭每月總開支：		\$

Applicant Total Academic Expenditure (From 1 September 2023 to 31 August 2024)
申請人全年學業相關開支表 (由 2023 年 9 月 1 日至 2024 年 8 月 31 日止)

		Amount 金額 HK\$
a	Tuition Fee 學費	
b	Traveling Expenses 交通費	
c	Book Fee 書簿費	
d	Lodging Fee 宿舍費	
e	Examination Fee 考試費 Please give the names of the examinations 考試名稱：_____	
f	Others, please specify 其他 · 請註明：_____	

C Housing Type and Living Status 住屋類型及居住情況

*1	<input type="checkbox"/> Rent 租住房屋 <input type="checkbox"/> Public Housing 公屋 <input type="checkbox"/> Private Housing 私人樓宇 <input type="checkbox"/> Subdivided flats 劏房 <input type="checkbox"/> Own properties (Including purchased public housing or home ownership Housing 私人擁有物業 (包括已購買的公營房屋或居屋)) <input type="checkbox"/> Home ownership Housing 居屋 <input type="checkbox"/> Dormitory 宿舍 <input type="checkbox"/> Others, please specify 其他 · 請註明：_____
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PART D: Record of Scholarships/Grants Applied**第四部份：過去及現正申請的獎學金 / 助學金**

Please specify all the scholarships or grants you got in the past 3 years
(Included Methodist Study Trust)

請列出過去三年之詳細紀錄 (包括本基金資助)

Year 年份	Name of scholarship/Grant 獎學金 / 助學金名稱	Institution granting scholarship 頒發機構	Amount granted 獲批金額 HK\$	Approved Item 獲批項目

PART E: Expected Subsidized Items (Related to Academic Development)**第五部份：期望資助項目 (與學業發展相關)**

Please list the priority from 1-3 請按需要程度列出次序 1-3

註¹：請保留本學年所有期望資助項目的證明文件及有關單據作獲批後報銷用。獲批資助學生一般須先支付獲核准項目的開支，其後以實報實銷形式向本基金申請發還款項，一般只接受本學年內的相關開支。

註²：如申請人及其家庭為社會福利署之綜援受助個案或領取學生資助處津貼，本基金將不會重覆資助有關受助項目，如學費、書簿費、交通費津貼等。同時，申請人及其家庭需自行通知社會福利署有關本基金之申請結果。

註³：如填寫與學業發展不相關之項目，將不作受理 (例如膳食費、醫療費、興趣班等)。

Note¹: Please keep all the proofs or relevant receipts of the expected subsidized items for reimbursement after approval. Successful applicants will normally be required to settle the expenditure of the approved items first, and apply for disbursement from Methodist Study Trust (MST) on a reimbursement basis. Only relevant expenses within this academic year are accepted generally.

Note²: If the applicant and his family are the CSSA recipients of Social Welfare Department or receive the financial assistance from Student Finance Office, MST will not repeat to grant the allowance of school fee, textbook fee, transportation, and other related expenses. At the same time, the applicant and his family need to inform themselves about the result of the MST application to the Social Welfare Department.

Note³: Items unrelated to academic development will not be accepted (E.g.: Food, medical, interest classes expenses, etc.)

Priority 次序	Items 項目	Amount HK\$ 金額
	School Fee 學校費用 (Please specify 請註明: _____)	
	Tutorial Fee 補習費用	
	Travelling Expenses 交通費用	
	Book Expenses (Including textbook and reference book) 書簿費 (包括教科書及參考書籍)	
	Examination Fee 考試費用 Name of the examination 考試名稱: _____	
	Learning Assistance Aids 學習輔助器材 (Please specify the name and the purpose 請註明名稱及用途) i _____ ii _____	
	Others, please specify 其他 · 請註明: i _____ ii _____	

This part to be filled by the Referee 此部份需由推薦人填寫

PART F: Reference Letter 第六部份：推薦信 Remarks: Please submit this part with the application form 備註：此部分必須於申請時一併提交				
1	Name of Referee 推薦人姓名		2	Position 職位
3	Contact Number 聯絡電話			
4	Name of the School / Organization 學校 / 機構名稱			
5	Contact Person (If other than referee) 聯絡人姓名 (若與推薦人不同)		6	Position 職位
7	Contact Number 聯絡電話			
Your comments on the applicant and reasons for recommendation 閣下對申請人之評語及推薦原因				
Your understanding of applicant and his/her family status and financial status 閣下對申請人及他/她的家庭狀況及經濟狀況的了解				
Your understanding of applicant' s study performance and development goal 閣下對申請人學習表現及發展目標的了解				
Other information 其他				

Signature of Referee 推薦人簽署： _____

Date 日期： _____

PART G: Additional Information 第七部份：補充資料

Please list out any additional information not provided in this form (Chinese or English)

請補充表格內沒有提供的內容 (中文或英文均可)

e.g. Information of you and your family, urgent needs or current difficulties

例如：你和你家庭的資料；緊急需要或現時遇到的困難等等

PART H: Checklist 第八部份：核對清單

Before submission of this application, have you completed the following tasks?

遞交此申請表前，你是否已辦妥下列事項？

a	<input type="checkbox"/> Have you completed all parts of the application form and signed? 你是否已填妥整份申請表及簽署？ <input type="checkbox"/> Have you submitted the Reference Letters (Part F)? 你是否已一併提交推薦信 (第六部份)？
b	Please attached the photocopies of the following documents: 請呈交下列文件資料的影印本： <input type="checkbox"/> 1. Current Academic Certificates / Student Card (Only applicable to non-secondary school student) 學歷證明 / 學生證 (只適用於非中學學生) <input type="checkbox"/> 2. Recent Academic Result Record 最近一次成績表
c	Please attached the photocopies of one of the below documents (if applicable): 請呈交以下其中一項文件的影印本 (如適用)： <input type="checkbox"/> 1. CSSA Letter and Record (Included the Annex of Notification of Successful Application or Annex of Notification of Revision of Assistance) 綜合社會保障援助信件及紀錄 (包括「申請獲准通知書」之附頁或「調整援助金額通知書」之附頁) <input type="checkbox"/> 2. Letter and Record of Student Financial Assistance Schemes 學生資助計劃綜合申請信件及紀錄 <input type="checkbox"/> 3. Other letters and records of Financial Assistance and Social Security Allowance under the Government (Included Disability Allowance, etc.) 其他政府或其他機構 / 團體提供的經濟津貼援助及公共福利金之信件及紀錄 (包括：傷殘津貼等)

PART I: Applicant' s Declaration 第九部份：申請人聲明

I have read and fully understood the application guidelines and notes. I declare that:

1. I understand and consent that the Methodist Study Trust (MST) Fund' s Trustee Board will rely on the information provided in this application to determine the eligibility and to assess the level of financial assistance to be offered and may conduct investigation on my application. **Any misrepresentation and concealment of facts will lead to disqualification of my application and possible be prosecuted.**
2. I understand that the MST will treat my personal data as strictly confidential.

本人已閱讀及完全明白申請指引及須知的內容。現謹此聲明：

1. 本人明白及同意循道教會助學基金信託基金委員會將根據本表格內所填報的資料來評定本人的申請資格及資助金額，並會就此項申請進行調查。**如有虛報或隱瞞事實，委員會有權取消本人的申請資格，以及可能因此被檢控。**
2. 本人明白循道教會助學基金會把本人資料作保密處理。

Applicant' s Signature
申請人簽署

Parent/Guardian' s Signature
(Applicable to applicant aged below 18)
家長 / 監護人簽署 (適用於十八歲以下申請人)

Date
日期

Application Guidelines & Notes 申請指引及須知

1. Aim of Trust 基金目的

- The Methodist Study Trust was established in 1984. Our mission is to subsidize physically handicapped and needed students financially, so that they can fulfill their dreams in further study.
- 循道教會助學基金成立於 1984 年，旨在為肢體傷殘及清貧家庭的學生提供有關學業開支上的財政援助，使他們能發揮潛能，實踐學業的理想。

2. Eligibility 申請資格

- Students with physical disabilities or from families with financial difficulties;
- Full-time students studying with their counterparts in local educational or vocational training institutes at secondary and university level and in need of financial assistance for educational purposes;
- The student is eligible if he/she is Form 4 or above, and the Trust will only accept the able students' application who is 25 years old or below and never completed any post-secondary school programs, his/her school fee subsidy will be only grant for a university degree level or below;
- 肢體傷殘或清貧家庭之學生；
- 必須就讀中四或以上在本港提供教育之中學、專上學院或大學內就讀之全日制課程學生；
- 需要財政資助以支付學業相關費用；
- 如申請人為健全同學個案，基金資助審批項目則只限 25 歲或以下及從未完成任何專上課程之同學申請及其基金學費資助，亦只限大學學士程度或以下課程資助。

3. Application Method 申請方法

- Student Grant Application Form is available from school or our Trust and also can be downloaded at "Latest News" on Yang Memorial Methodist Social Service website: "<http://www.yang.org.hk>".
- Each application form should be duly completed and recommended by a responsible officer of the educational / welfare organization, e.g. school principal, teacher or social worker, etc.
- The completed application should return to the "**Methodist Study Trust - Unit 1812-13, 18/F, Gala Place, 56 Dundas Street, Mong Kok, Kowloon**" not later than the deadline. Late applications will not be considered.
- If the applicant needs to confirm whether the application form has been successfully received, the applicant is suggested to make an inquiry with the staffs before the deadline.
- 申請表可向校方或本基金索取，亦可在循道衛理楊震社會服務處的網頁內查閱「最新消息」及下載申請表格。網址：「<http://www.yang.org.hk>」。
- 申請表格須填寫妥當，並經由一名教育、福利機構或政府部門負責人（例如學校校長、老師、社工等）推薦。
- 所有申請表必須於截止日期前寄交「九龍旺角登打士街 56 號家樂坊 18 樓 1812-13 室- 循道教會助學基金」處理。逾期申請將不獲受理。
- 如需確認申請表是否已成功收妥，申請人可於截止日期前自行致電與本處職員了解。

4. Closing Date 截止申請日期

- **Application deadline for 2024-2025 is 30th September, 2024 (Monday).**
- Please mail back the application form and required documents at the earliest possible and MST office will arrange the vetting interview afterwards.
- Late application will not be considered (The postmark date on the envelope will be regarded as the date of submission of application).
- Please make sure that sufficient postage has been paid to avoid unsuccessful delivery.
- **本年度截止申請日期為二零二四年九月三十日（星期一）。**
- 如表格及所需文件已備妥，請盡早郵寄申請，以供基金辦事處安排面試。
- 逾期申請將不予考慮（遞交申請的日期會以信封上的郵戳日期為準）。
- 為免郵遞失誤，請確保已支付足額郵資。

5. Vetting Procedure 審核程序

- All applications will be selected by our Grant Allocation committee. Preliminary screening of applications will be conducted upon the application deadline. Part of eligible applicants will be invited for interview. All results will be notified personally.
- According to the personal data submitted, the Grant Allocation committee will be used for assessment of eligibility.
- 所有申請由撥款委員會遴選，進行初步評選後，基金會將按需要邀請部份申請人進行面試。申請結果將個別通知。
- 撥款委員會將根據申請人所提交的個人資料作評核。

6. Evaluation Criteria 評審準則

- Low income family/special difficulties;
- Application with related course and future plan will be prioritized.
- 低收入家庭 / 特殊困難；
- 課程與就業計劃有關的申請將獲優先考慮。

7. Allocation and Distribution of Methodist Study Trust 助學基金之分配及發放

- The Scholarship will be granted on an annual basis.
- Depending on the direct learning needs of the applicants, a portion of school fees, tutorial Fee, traveling Expenses, books or learning assistance aids, etc. relating to academic development will be granted upon the result of the vetting committee.
- Successful applicants will normally be required to settle the expenditure of the approved items first, and apply for disbursement from MST on a reimbursement basis. Only relevant expenses within this academic year are accepted generally. Applicants need to keep all the proofs or relevant receipts of the expected subsidized items for reimbursement after approval.
- 本助學基金乃每年撥款一次。
- 撥款數額視乎申請人之學習直接需要及本基金撥款委員會審批結果而定。其中包括學校費用、補習費、交通費、參考書、學習相關輔助儀器用品等與學業發展相關項目可獲得部分資助。
- 獲批資助學生一般須先自行支付獲核准項目的開支，其後以實報實銷形式向本基金申請發還款項，一般只接受本學年內的相關開支。學生需保留所有期望資助項目的證明文件及有關單據作獲批後報銷用。

8. General Information 一般事項

- If the applicant changes to other courses within the subsidized academic year and which is differ from the application form, the applicant must notify to the Methodist Study Trust. If not, his/her application will be disqualified.
- Any misrepresentation or concealment of fact will lead to disqualification, restitution in full of the total maintenance grants received or prosecution.
- Under any situation, the Trust reserves the final rights to select awardees and to amend the subsidy allocation and guidelines and will not give explanations for failed application.
- 申請學生如在申請資助的學年內轉讀其他課程而與申請書內所述不符，申請人必須立刻將更改事項向循道教會助學基金報告，否則其申請將屬無效。
- 如發現申請人有意虛報或隱瞞事實，其申請資格將被取消，申請人須退回全部已獲得的資助及有可能會被檢控。
- 在任何情況下，委員會保留修訂資助分配及準則的最終權利，同時，本會無需要解釋個別申請人的落選原因。

9. Enquiry 查詢

- If you have any enquiry, please call 3841 7809 (Mr. Steven LIN), 3841 7813 (Ms. Cloudy NG) or 3841 7810 (Ms. Kayla LEE), or email to hkmst@yang.org.hk
- 如有查詢，請致電 3841 7809 (林先生) / 3841 7813 (吳姑娘) / 3841 7810 (李姑娘) 或電郵至 hkmst@yang.org.hk

Important Notice On Use Of Your Personal Data 個人資料使用通知

To comply with the new requirements of the “Personal Data (Privacy) Ordinance” , we have the following important notification:

- (1) Methodist Study Trust (MST) will use your personal data for contacts, such as name, telephone number, fax number, email and mailing address etc., for providing you with updated information of the MST' s work, development, issuing receipts, fundraising progress, volunteer recruitment and social service promotion. We intend to continue to do so unless we receive your objection in writing. All personal data is treated as strictly confidential.
- (2) MST will use your personal data for the purposes of which it was collected.
- (3) To provide personal data to MST is on voluntary basis. However, if you do not provide sufficient personal data, MST may not be able to process your application or provide service to you.
- (4) Upon received your request at any time and with no charge, MST will cease to use your personal data for the above purposes.

Should you refuse to have your personal data being used for the above purposes, please mark on the declaration with your name and signature, returning this letter by mail/fax to Head Office (Address: Methodist Study Trust, Unit 1812-13, 18/F, Gala Place, 56 Dundas Street, Mong Kok, Kowloon; Fax No: 2770 1417). For any inquiries, please contact us at 3841 7809.

為配合《個人資料（私隱）條例》的新規定，本基金有以下通知：

- (1) 循道教會助學基金（本基金）將使用閣下的個人資料（如：姓名、電話、傳真、電郵及郵寄地址），作為本基金與你聯繫之用，包括提供通訊、開發收據、籌募、義工招募及相關服務資訊。本處將確保所有個人資料絕對保密及妥善儲存。
- (2) 本基金將依照收集資料時所說明的目的而使用該等資料。
- (3) 向本基金提供個人資料屬於自願。但我們有可能因沒有足夠資料，而無法處理你的有關申請或提供有關服務。
- (4) 你可以隨時要求本基金停止使用你的個人資料作上述用途。

閣下如不欲本基金繼續使用你的個人資料，謹請於聲明註明，寫上你的姓名及簽署，郵寄 / 傳真回本基金（地址：九龍旺角登打士街 56 號家樂坊 18 樓 1812-13 室 - 循道教會助學基金；傳真號碼：2770 1417）。如有查詢，請致電 3841 7809。

**** The End 完 ****