香 港 佛 教 聯 合 會 主 辦 **佛 教 葉 紀 南 紀 念 中 學**
BUDDHIST YIP KEI NAM MEMORIAL COLLEGE
Sponsored by The Hong Kong Buddhist Association
香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES
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有關 **2024/25** 年度學生津貼電子申請 事宜

敬啟者：

　　由 2024/25 學年起，教育局將學生津貼電子申請推展至所有類別的學校。家長/監護人(下稱申請人)可以為就讀於中學日校、小學、特殊學校(包括公營學校、直資學校、英基學校及私立學校)及幼稚園的學生遞交電子申請。請學校通知家長電子申請的相關安排。為照顧不同家長的需要，除遞交電子申請外，家長仍可將填妥的紙本申請表格交回學校辦理，惟每名合資格學生只可透過電子*或* 紙本方式*遞交一份申請* 。

第一階段：電子申請的相關安排

　　申請人必須持有具數碼簽署功能的「智方便 +」戶口，經「智方便」應用程式直接登入「學生津貼電子申請」網上服務；或掃描以下二維碼或點擊下方連結登入電子申請平台遞交電子申請。

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學生津貼電子申請平台

(連結：：https://stgsesweb.edb.gov.hk/)

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有關登記「智方便」的詳情，申請人請瀏覽「智方便」專題網站 https://www.iamsmart.gov.hk。

　　申請人須在電子平台細閱「申請須知」。上學年成功申請學生津貼的申請人經確認身份後可獲取預填電子表格，如有需要，申請人須透過一次性驗證碼核實身份。申請人只須核對預填表格上有關學生及申請人的資料，並填寫學生的班別，便可透過數碼簽署遞交電子申請。若學生已轉讀他校，申請人須在電子表格選取新的日校名稱。如有需要，申請人可修改及/或補充 (如新領取的身份證明文件號碼)電子表格上的資料。新申請人或未能獲取預填電子表格的申請人可填寫空白電子表格。在遞交申請前，申請人須核實所有資料正確，尤其是學校名稱及地址，以免因資料有誤而影響申請進度。為確保申請人選取的學校名稱正確，以下為本校的**學校名稱**及**學校編號**，以作參考：

學校名稱	學校編號
佛教葉紀南紀念中學	214965

電子平台將於 **2024 年 9 月 13 日上午 6 時正啟用，並於 2024 年 10 月 2 日晚上 11 時 59 分後關閉**，申請人可於電子平台開放的時間內遞交電子申請。有關電子申請程序及如何填寫電子表格，申請人可掃描以下二維碼了解詳情：

申請程序指引　　　　　　　　　　　　　如何填寫電子表格短片

申請人可參閱教育局網頁的「學生津貼電子申請家長指南」以了解更多電子申請的資訊。

　　　　教育局會透過短訊及／或電郵通知申請人有關申請的進度及相關事宜，申請人亦可於電子平台查看申請進度及使用其他功能，例如應教育局的要求，於電子平台更新或修改資料，以及上傳補充文件等。

　　　　本校職員會於系統核實有關申請。如有需要，有關申請會退回申請人以作更正。

第二階段：派發紙本申請表格及相關安排

　　　　如家長未有遞交電子申請，本校將於 **2024 年 10 月 9 日**將紙本申請表格派發予合資格學生的家長。紙本申請表格分為表格 B 和表格 A。表格 B 已預印學生及申請人的基本資料（在上學年成功申請學生津貼的原校就讀的學生適用）； 表格 A 屬空白表格（本學年取錄的新生或轉讀他校學生適用）。請家長 / 監護人收到申請表格後，按照下列情況填寫申請表：

（甲）表格 B：
- 一般情況下，申請人只須核對預印資料正確無誤。如沒有需要更改，可在紙本表格底部的確認方格加上「✓」號，簽署並透過學校送交本局辦理。
- 如表格 B 第 I 部分所列的主要學生資料（即學生英文姓名、日校名稱或學校類別需作更改，申請人需填寫表格 A 申請 。
- 如表格 B 所列其他部分資料需要更新（即主要學生資料以外的資料），申請人請在有關資料的上方位置用黑色或藍色原子筆以正楷作出修正（請勿使用塗改液或改錯帶），並留空表格底部的確認方格，再透過學校送交教育局辦理。

（乙）表格 A：

- 新入學學生、轉讀他校的學生、個別沒有獲教育局提供表格 B 的學生，或需要修改主要學生資料的學生，申請人需填寫表格 A 申請。
- 申請人在填寫紙本申請表格時，請參閱已上載教育局網頁 （ http://www.edb.gov.hk ）的參考資料（包括如何正確填寫銀行戶口資料）（主頁 ＞ 學生及家長相關 ＞ 支援及資助 ＞ 學生津貼）或掃描以下二維碼閱覽有關資料：

如何填寫紙本申請表格短片　　　　　　一般銀行編號一覽表

請家長 ／ 監護人於 **10 月 14 日或之前**，將填妥的申請表格經由學生交回班主任。本校會將所收集的申請表格送交教育局辦理。

此　　致
貴 家 長

佛 教 葉 紀 南 紀 念 中 學

林 志 煒 校 長 謹 啟

二 零 二 四 年 九 月 十 一 日

香 港 佛 教 聯 合 會 主 辦 **佛 教 葉 紀 南 紀 念 中 學**
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11 September 2024

Dear Parents / Guardians,

Notice of application for student grant 2024-2025

Starting from the 2024/25 school year, the electronic submission (e-submission) of student grant applications will be expanded to all school types. Parents/guardians (hereinafter referred to as "applicants") of students studying in secondary day-schools, primary schools and special schools (including public sector schools, DSS schools, ESF schools and private schools) as well as kindergartens can apply for the grant by e-submission. Schools are advised to inform parents of the relevant e-submission arrangements. To cater for the needs of individual parents, apart from making e-submission, parents can still opt to fill out the paper application form and submit it to the school for further processing. However, ***only one application, either in electronic form (e-form) or paper form, can be submitted for each eligible student.***

Stage One：e-Submission of Applications

Applicants must have an "iAM Smart+" account with a digital signing function. They may log in to the online service of "e-Submission of Student Grant Applications" via the "iAM Smart" App direct or scan the QR code or click the link below and log in to the e-submission platform (e-platform) to submit electronic applications (e-application).

Student Grant e-Submission Platform

(Link: https://stgsesweb.edb.gov.hk/)

For details of "iAM Smart" registration, applicants are advised to visit the "iAM Smart" thematic website at https://www.iamsmart.gov.hk.

Applicants should read carefully the "Guidance Notes" on the e-platform. Those who received the student grant in the previous school year will be given a pre-filled e-form upon identity verification (which may necessitate entering a one-time verification code). These applicants simply need to verify the pre-filled student and applicant information in the e-form and enter the student's class name before proceeding with e-submission using digital signing. In case where the student has transferred to another school, the applicant should select the name of the new day-school from the e-form. Applicants can amend and/or supplement the information (such as the number of the newly obtained identity document) on the e-form if necessary. New applicants or applicants not provided with a pre-filled e-form can fill out

a blank e-form. Before submission, applicants must ensure the accuracy of all provided information, particularly the school name and address, to prevent delays in the application process. Our school name and school code are shown in the following:

School Name	School Code
Buddhist Yip Kei Nam Memorial College	214965

The e-platform will open at 6:00 a.m. on 13 September 2024 and close after 11:59 p.m. on 2 October 2024. Applicants may submit e-applications via the e-platform during this period. They may scan the QR codes below for details on the application procedures and to learn more about how to fill in an e-form:

Guide on Application Procedures

Video on e-Form Filling

Applicants may refer to the "Student Grant - Parent's Guide on e-Submission of Applications" on EDB website for more information about e-submission.

EDB will inform the applicants of the application status and other related matters via SMS and/or email. Applicants can also check their application status on the e-platform and use its other functions, such as updating or amending information, or uploading supporting documents as requested by EDB.

Our school staff will verify the application in the system. If necessary, the application will be returned to the applicant for correction.

Stage Two：Distribution of Paper Application Forms and Relevant Arrangements

If parents have not submitted electronic applications, the school will distribute paper application forms to parents of eligible students on 9 October 2024.

For the paper application forms, there are **Form B** and **Form A**. Form B is pre-printed with the basic information of the student and the applicant (applicable to students who received the student grant in the previous school year and are studying in the same school), while Form A is a blank form (applicable to those students who are newly admitted to a school or those who have transferred to another school in the current school year). After receiving the application form, parents/guardians are requested to fill out the application form shown as follows:

(A) Form B:
- In general, applicants are only required to check the accuracy of the pre-printed information. If there

is no need to change the pre-printed information, applicants should put a "✓" in the confirmation box at the bottom part of the paper form, sign and submit the application form to EDB through schools.

- If the essential student particulars pre-printed on Part I of Form B (i.e. Student's Name in English, Name of Day-school or School Type) require amendment(s), applicants of the students concerned should use Form A for application.

- If other pre-printed information on Form B requires updating (information other than the essential student particulars), applicants should make the amendment(s) in the space above the relevant information in BLOCK letters using **black or blue ball pen** (correction fluid or tapes should not be used for making amendment(s)), **leave the confirmation box at the bottom part of the form blank** and submit the application form to EDB through schools.

(B) Form A:

- For students who are newly admitted to a school, have transferred to another school, individual students without Form B provided by EDB or those with the aforementioned essential student particulars requiring amendment(s), applicants should use Form A for application.

- In completing the paper application form, applicants may refer to the reference information (including how to fill in bank account information correctly) uploaded onto EDB website (http://www.edb.gov.hk) (Home > Students and Parents Related > Support and Subsidies > Student Grant) or scan the QR codes below for access to the information.

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Video on Paper Form Filling   List of Common Bank Codes

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Parents/guardians are requested to return the completed application form to the class teacher via the student on or before 14 October 2024. Our school will send the collected application forms to the EDB for processing.

Yours faithfully,

Mr. Lam Chi Wai, Jimmy
Principal