



METHODIST STUDY TRUST

循道教會助學基金

Headquarter 總辦事處
2/F 54 Waterloo Road, Kowloon, H.K.

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Email: hkmst@yang.org.hk

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For office use only (辦事處專用)

Received Date: _____

New Applicant: Yes / No _____

Application Form no.: _____

A recent
Photograph
近照

Grant Application Form for 2016 - 2017 二零一六至二零一七年度助學基金申請表

IMPORTANT NOTICE ON USE OF YOUR PERSONAL DATA

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 opt-out box in the attachment with your name and signature, returning this letter by mail/fax to Head Office (Address: MST Head Office, 54 Waterloo Road, Kowloon; Fax No: 2770 1417). For any inquiries, please contact us at 2251 0893.

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，費用全免。

閣下如不欲本基金繼續使用你的個人資料，謹請填寫聲明，寫上你的姓名及簽署，郵寄/傳真回本基金(地址：九龍窩打老道 54 號 循道教會助學基金總辦事處收；傳真號碼：2770 1417)。如有查詢，請致電 2251 0893。

Please read the Guidance Notes P.8-P.9 carefully before completing this form and complete all parts in BLOCK letters using black or blue ball pen. 申請人在填寫本申請書前請先細閱「申請指引」第 8 及 9 頁，並請用黑色或藍色原子筆，以正楷清楚填寫此申請書。

Part I: Personal Particulars 第一部份：個人資料

1	Name in English 英文姓名		2	Name in Chinese 中文姓名	
3	HKID Card No. 香港身份證號碼	()	4	Age 年齡	
5	Date of Birth 出生日期	(dd/mm/yyyy)	6*	Gender 性別	M/ F 男/女
7	Place of Birth 出生地點		8	Length of Residence in HK 居港年數	Years 年
9	Address 住址				
10	Contact No. 聯絡電話	(Home 住宅)		(Mobile 手提)	
11	Email Address 電郵地址				

Part II: 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 全日制課程名稱		
*4	Class/Year in 2016 - 2017 2016-2017年度就讀班／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，你有甚麼打算？ <input type="checkbox"/> Continue to study 繼續升學／進修 Please specify 請註明：_____		
	<input type="checkbox"/> Find a job 尋找工作 Job nature 工作性質_____		
	What is your career plan? 計劃從事那一行業？_____		

Part III: Family Background and Income 第三部份：家庭狀況及收入							
A	1. Please provide the income from 1 September 2015 to 31 August 2016 請填上2015年9月1日至2016年8月31日的收入 2. Please state all your family members including yourself 請列明自己及家人狀況						
	Name 姓名	Relationship 關係	Age 年齡	Marital Status 婚姻狀況	Occupation/ Class 職業／班級	Salary (annually) 每年薪金 HK\$	Live with Family or not 是否與家人同住
1		Applicants 申請本人					
2							
3							
4							
5							
Sub total 小計							
	Other Income 其他收入					Amount 金額 HK\$	Remark 備註
a	CSSA 綜合援助 School Textbook Assistance/Student Travel Subsidy under CSSA 請列明其中之書簿費津貼及交通費津貼額						
b	Disability Allowance 傷殘津貼						
c	Community Care Fund 關愛基金津貼						
d	Low-income Working Family Allowance 低收入在職家庭津貼計劃						
e	Rental Income 租金						
f	Scholarship/Allowance 獎學金／津貼						
g	Contributions from Relatives & Friends (Excluded Loans) 親友津助（不包括借貸）						
h	Investment/Interests 投資／利息收入						
i	Alimony/Pension 贍養費／退休金						
j	Others, please specify 其他，請註明：						
Sub total 小計							

Total Family Income 全年家庭總收入：

\$

* Please ✓ the appropriate 請以✓表示 * Delete whichever is inapplicable 刪去

B Family Assets 家庭資產			
		<i>Applicant 申請人</i> <i>Amount 金額 HK\$</i>	<i>Family Member 家庭成員</i> <i>Amount 金額 HK\$</i>
1	Savings 儲蓄		
2	Property 物業		
3	Others 其他, please specify, 請註明: _____ e.g. Share 如股票, Bonds 債券, Foreign currency 外幣		

Total Assets 資產總值: \$ _____

C Housing Type 住屋類型 and 及 Living Status 居住情況			
*1	<input type="checkbox"/> Home ownership Housing 居屋 <input type="checkbox"/> Public Housing 公屋 <input type="checkbox"/> Private Housing 私人樓宇 <input type="checkbox"/> Dormitory 宿舍	<input type="checkbox"/> Others, please specify 其他, 請註明: _____	
*2	<input type="checkbox"/> Own Occupies 自置物業 (Mortgage rent 每月供款: \$ _____) <input type="checkbox"/> Rent 租住 (Monthly rent 每月供款: \$ _____)	<input type="checkbox"/> Others, please specify 其他, 請註明: _____	

Part IV: A Breakdown of Total Family Expenditure (From 1 September 2015 to 31 August 2016) 第四部份：家庭生活總開支表（由 2015 年 9 月 1 日至 2016 年 8 月 31 日止）		
		Amount 金額 HK\$
1	Applicant Total Expenditure 申請人全年開支表	
a	Tuition Fee 學費	
b	Traveling Expenses 交通費	
c	Textbook Fee 書簿費	
d	Examination Fee 考試費	
e	Others, please specify 其他, 請註明: _____	
2	Family Expenditure 家庭生活開支表	
a	Mortgage repayment/Rent and Rates/Management Fee 按揭還款/租金/差餉/管理費	
b	Water Charges 水費	
c	Electricity 電費	
d	Telephone Charges 電話費	
e	Traveling Expenses 交通費	
f	Gas Expenses 煤氣/石油氣費	
g	Clothing Expenses 衣著開支	
h	Medical Expenses 醫療費	
i	Food Expenses 膳食費	
j	Tuition Fee (Included the applicants, siblings etc) 學費 (包括申請人及其兄弟姊妹)	
k	Book Expenses (Included the applicants, siblings etc) 書簿費 (包括申請人及其兄弟姊妹)	
l	Others, please specify 其他, 請註明: _____	

Total Family Expenditure 全年家庭總開支: \$ _____

* Please ✓ the appropriate 請以✓表示 * Delete whichever is inapplicable 刪去不適用者

Part V: Record of Scholarships Applied

Please specify all the scholarships you got in the past 3 years (Included Methodist Study Trust, Student Travel Subsidy, Student Financial Assistance Scheme...etc.)

第五部份：過去及現正申請的獎學金

請列出過去三年之詳細紀錄（包括本基金資助、學生資助辦事處資助內容、學生車船津貼等）

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

Part VI: Expected Subsidized Items (Please list the priority from 1-3)

第六部份：期望資助項目（請依需要程度列出 1-3 的次序）

註：如申請人及其家庭為社會福利署之綜援受助個案，本基金將不會重覆審批綜援受助之項目，如學費、書簿費津貼、交通費津貼額等。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。

Note: If the applicant and his family are the CSSA recipients of Social Welfare Department, MST will not repeat to grant CSSA recipients such as the tuition fee allowance, textbook fee allowance, transportation allowance and other 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.

		Priority 次序	Amount 金額 HK\$
*1	<input type="checkbox"/> Total Tuition Fee 全年學費		
*2	<input type="checkbox"/> Traveling Expenses 全年交通費		
*3	<input type="checkbox"/> Book Expenses 書簿費		
*4	<input type="checkbox"/> Examination Fee 考試費		
*5	Learning Assistance Aids 學習輔助器材 (Please specify the name and the purpose 請註明名稱及用途) <input type="checkbox"/> i _____ <input type="checkbox"/> ii _____		
*6	Others, please specify 其他，請註明： <input type="checkbox"/> i _____ <input type="checkbox"/> ii _____		

* Please ✓ the appropriate 請以✓表示 * Delete whichever is inapplicable 刪去不適用者

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

Part VII: Reference Letter 第七部份：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 Referee 機構名稱：		

Financial need of the applicant 申請人之財政需要

Suitability of the applied Course to the applicant 課程對申請人之適合性

Study performance of the applicant in the Course applied 申請人就讀該課程之成績或特別表現

Other information 其他

推薦人簽署 Signature of Referee : _____

* Please ✓ the appropriate 請以✓表示

Part VIII: Autobiography 第八部份：自傳

Please submit a copy of your own autobiography (at least 800 words), describing briefly your family background, the kind of person you see yourself to be and how you have managed to overcome difficulties arising from your disability and family burdens, particular those affecting your studies, your proposed course of study, your career goal, your future plans and the significance of being awarded the Methodist Study Trust. Please also give any other information you think might help the Vetting Committee to know you better.

請填寫以下有關你的自傳（不少於 800 字），簡述你的家庭背景、自己的性格和為人。如何在求學及其他方面克服殘障或生活上的經濟困難。而你所報讀課程的資料、學習目標和抱負，解釋你需要本助學基金的重要性，並給予任何資料讓撥款委員會更認識你。

Part IX: Applicant's Declaration 第九部份：申請人聲明

I, _____ (Applicant's Name), have read and fully understood the Guidelines in application. I declare that:

1. The personal data and documentary evidence provided by me are true and complete.
2. 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.
3. I agree and understand that the MST will treat my personal data as strictly confidential.
4. I am willing not willing to commit as a volunteer to help other applicants and attend activities to promote MST, once I become a beneficiary.
5. I am willing not willing to receive the newsletters or other information from the Methodist Study Trust.

本人 _____ (申請人姓名) 已閱讀及完全明白申請指引的內容。現謹此聲明：

1. 申請書內填報的個人資料及本人提交的證明文件均屬完整及真確無誤。
2. 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。
3. 本人同意及明白循道教會助學基金會把本人資料作保密處理。
4. 如獲資助，本人願意出任義工協助其他申請學生及出席推廣有關本基金的活動及工作。
 願意
 不願意 (請簡列原因：_____)
5. 本人 願意 不願意收到基金寄出的資訊。

Applicant's Signature 申請人簽署

Date 日期

Part X: Checklist 第十部份：核對清單

	Before submission of this application, have you completed the following task? 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？
b	Please attached the photocopies of the following documents, if you have: 請呈交下列文件的影印本： Have you enclosed a copy of the listed document for application? 你是否已附上齊備之參考文件影印本？ <input type="checkbox"/> 1. 學歷證明 Academic Certificates <input type="checkbox"/> 2. 最近成績表 Recent Academic Result Record <input type="checkbox"/> 3. 推薦信 Reference Letters <input type="checkbox"/> 4. 傷殘津貼信及紀錄 Disability Allowance Record <input type="checkbox"/> 5. 綜合保障援助信及紀錄 CSSA Letter and Record <input type="checkbox"/> 6. 接受入學證明書 Certificate of Acceptance from the Proposed Institution

* Please ✓ the appropriate 請以✓表示

~The End 完~

Guidelines on Application for 2016- 2017

二零一六至二零一七年度申請指引

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

- The student must be a Hong Kong permanent resident.
- Students with physical disabilities or from deprived families.
- 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.
- 香港永久性居民；
- 肢體傷殘、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 歲或以下及並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

- Invitation for application will be announced in August every year.
- Student Grant Application Form is available from school or our Trust.
- The application form can also be downloaded at 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, social worker, dean of students, etc.
- The completed application should return to the "Methodist Study Trust - 2/F, 54 Waterloo Road, Kowloon" not later than mid of October of each calendar year. Late applications will not be considered.
- 基金每年於八月期間公佈申請細則。
- 申請表可向校方或本基金索取。
- 申請人亦可在循道衛理楊震社會服務處的網頁下載申請表格「<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（例如校長、社工、訓導老師等）推薦。
- 所有申請表必須於每年十月中之截止日期前寄交「九龍窩打老道 54 號二樓 - 循道教會助學基金」處理。逾期申請將不獲受理。

4 Vetting Procedure 審核程序

- According to the personal data submitted, the Grant Allocation committee will be used for assessment of eligibility.
- All applications will be selected by our Grant Allocation committee. Interview with suitable applicants will be arranged for assessment. All results will be notified personally.
- 撥款委員會將根據申請人所提交的個人資料作評核。

- 所有申請由撥款委員會遴選，合適之申請者將安排進行面試，以審核申請人之需要。申請結果將個別通知。

5 **Evaluation Criteria 評審準則**

- Low income family/ special difficulties; or,
- Outstanding academic; or
- The course and the future plan are related will be prioritized.
- 低收入家庭／特殊困難；或
- 成績優異；或
- 課程與就業計劃有關的申請將獲優先考慮。

6 **Award of Methodist Study Trust 助學基金之分配**

- The Scholarship will be granted on an annual basis. Depending the direct learning needs of the applicants, **part of the cost of school fees, textbooks or learning aids will be granted upon the result of the vetting committee.**
- 本助學基金乃每年撥款一次。
- **而撥款數額則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。**其中包括學費、課本、學習相關輔助儀器用品也可獲得部分資助。

7 **Closing Date 截止申請日期**

- **Application deadline for 2016-2017 is 15th October, 2016.**
- **本年度截止申請日期二零一六年十月十五日。**
- **如文件備妥請盡早郵寄申請，以供基金辦事處安排面試。**
- **Please mail back the application form and MST office will arrange the vetting interview as soon as possible.**

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 is failed.
- If any misrepresentation or concealment of fact will lead to disqualification, restitution in full of the total maintenance grants received or to be prosecuted.
- Under any situation, the Trust has the right for final decision and will not give explanations for fail 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。
- 如發覺申請人有意虛報或隱瞞事實，其申請資格將被取消，申請人並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 2251 0893 (Ms. Milk HO) or 2251 0883 (Ms. Kayla LEE), or fax to 2770 1417 or email to hkmst@yang.org.hk .
- 如有查詢，請致電 2251 0893 (何姑娘)／2251 0883 (李姑娘) 或傳真 2770 1417 或電郵致 hkmst@yang.org.hk 。