



Dear Parents/Guardians,

12th September, 2023

Arrangements for “2023-2024 Student Grant”

Starting from the 2023/24 school year, the Hong Kong Special Administrative Region Government will make the student grant of \$2,500 a regular scheme. All students studying in secondary day schools, elementary and special schools and kindergartens under local or non-local courses in Hong Kong are eligible for the grant. Current applicants do not need to submit documents, and the government will only require applicants to submit required documents when necessary.

To cater to the diverse needs of parents, this year, in addition to submitting electronic applications, parents can still submit completed paper application forms to the school. However, each eligible student can only submit **one application**, whether through electronic or paper means.

For the 2023-2024 academic year, the \$2,500 student subsidy application process is as follows:

1. Phase One - "Electronic Application" Procedure:

Student's parent can submit their applications via the "iAM Smart+" mobile application by **2nd October, 2023**. The application process is straightforward, convenient, and time-saving. If parents did not apply in person between May and August, they can now download the application on their mobile devices. After upgrading the "iAM Smart+" system at specified locations, they can easily apply. Applicants must have an "iAM Smart+" account with digital signature capabilities. You can directly access the “e-Submission of Student Grant Applications” through the "iAM Smart+" app or scan the QR code below or click the link to access the electronic application platform and submit your application.

e-Submission of Student Grant Applications



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

The e-Submission platform will be activated at 6:00 AM on 14th September, 2023, and it will be closed after 11:59 PM on 2nd October, 2023. For details on the application process and how to fill out the electronic form, applicants can scan the QR code below to learn more:

Application Procedure Guidelines



Video on How to Fill Out the Form



申請人核實所有資料時需留意以下學校資料，以免因資料有誤而影響申請進度。

School Name	School ID
LKWFS Lau Tak Yung Memorial Primary School	115177



2. Second Phase - Paper Application:

After the first phase of electronic applications concludes, students who have not applied electronically can still submit their applications by hand. In early October, the school will receive a list of students who have not applied on the internet, along with the specified application forms. The application process by hand remains the same as in previous years, where parents must submit the **paper application forms** through the school. There are two types of forms, Form A and Form B, which will be distributed on 3rd October, 2023.

Form A is for students who have never applied for the \$2500 student grant or have made significant changes to their student information (such as transferring schools or changing student names). Parents must fill out all student information and bank account details on Form A. After carefully verifying and signing the form, it should be returned to the school for submission to the relevant authority.

Form B is designed for students who have previously applied for the \$2500 student grant. The form already contains pre-filled student personal information and parent account details. If parents need to apply for the \$2500 student grant in the current year and the information on Form B remains unchanged, they only need to verify the information on the form and, if no changes are required, tick the confirmation box at the bottom of the paper form, sign it, and return Form B to the school for submission to the relevant authority.

If any of the primary student information listed in Part I of Form B (i.e., student's English name, day school name, or school category) needs to be changed, applicants should fill out Form A.

If other parts of the information listed on Form B needs to update (i.e., information other than primary student information), applicants should make corrections in black or blue ink using block letters above the relevant data fields (do not use correction fluid or correction tape). Leave the confirmation box at the bottom of the form blank and submit it through the school.

Parents must **complete the online electronic application by 2nd October, 2023**. Late applications will not be accepted, and only applications by hand can be submitted in the second phase. Paper application forms for the second phase will be distributed on **3rd October, 2023**. Please return the paper application forms to the school by **10th October, 2023**, to allow the school have enough time to check and submit them to the Education Bureau before the application deadline.

Yours faithfully,
Mr. Chan Chun Wah
Principal