Dear parents/guardians,

**Textbook Assistance/ Student Travel Subsidy/ Cross-net Travel Subsidy 2003-2004**

Please be informed that the Student Financial Assistance Agency (SFAA) administers various financial assistance Schemes for needy primary and secondary students who are Hong Kong Residents. These schemes are the School Textbook Assistance (TA) Scheme, the Student Travel Subsidy (STS) Scheme and the Cross-net Travel Subsidy (CTS) Schemes.

Parents who wish to benefit from the TA/STS/CTS Schemes need only submit one application to cover all of their children who will be attending primary and secondary school. Their family-based applications will be processed in 2 stages:

(a) Application for Assessment of Eligibility for Assistance:

Parents can apply in May for assessment of your eligibility for assistance by completing the relevant application forms and mailing the form together with all supporting documents to the SFAA. By mid of August, the SFAA will release notification of result. If eligible for assistance, Eligibility Certificates for individual students in your family will be issued; and

(b) Application by Scheme:

Parents should indicate in the Eligibility Certificates the type of assistance you wish your children to obtain. On return to school in the new school year, your children should submit certificates to our school, then we will confirm school attendance and class levels for further processing by SFAA.

Please note that all pre-printed family based application forms (Form B) and the relevant explanatory documents have been sent to those applicants who have submitted application for assistance scheme in 2003/2004. You need to complete the forms and return to the Agency before 31 May if you want to obtain results before 2004/2005 term start. If you submit application later than 31 May 2004, the timing for processing your application would be correspondingly delayed. If you have any queries, you may contact the Agency directly (Tel. No.: 8226 7067/ 2150 6091)
You may need *Form A* to apply for these schemes due to the following reason:

i. You have not applied the assistance schemes in the school year of 2003/2004 and you want to apply the assistance schemes in the school year of 2004/2005.

ii. You have not received Form B even if you have already applied the assistance schemes in this school year;

iii. You have received a Chinese version of Form B.

Then please state your wish in the reply slip and a Form A will be given to you later.

Please be reminded that all the forms should be **properly completed** and **signed** by the parent/guardian of the student. **One** application form should be completed for each family. Please **mail** the completed application form together with relevant supporting documents to Student Financial Assistance Agency directly.

The applicants are strongly advised to read the **WARNING in the Guidance Notes** before applying for the schemes.

_________________________________
(Mrs TANG LEUNG Yuet-may)
Headmistress
Seize the Day & Seize the Day & Seize the Day & Seize the Day & Seize the Day

**Our Vision:**
- Develop fully pupils' potentials
- Equip them with life-long learning skills
- Help them integrate into local community
- Develop a global outlook

**Our Mission:**
It is our mission to provide a positive learning environment that enhances each child's opportunity to learn and to develop through educational programme which recognizes the need for growth in moral, intellectual, physical, social and athletic skills, knowledge and attitude.

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**Reply Slip**

**Notice No. 138/03-04**

**Textbook Assistance/Student Travel Subsidy/ Cross-net Travel Subsidy 2004-2005**

(Please return to the class teacher on/before 13/05/2004)

Date: ______________________

To: Headmistress,

I have read the School Notice No.138, dated 10.5.2004 and understand its contents clearly.

I *wish / do not wish* to get Form A to apply for the School Textbook Assistance/ Student Travel Subsidy / Cross-net Travel Subsidy Schemes of 2004-2005 for my child.

Pupil’s Name: ___________________________________________ Class: __________ ( )

Parent/Guardian's signature: ____________________________________________

Parent/Guardian's name in BLOCK LETTERS: _______________________________

*Delete whichever is inapplicable.*