Instructions on using Online Application of University Financial Assistance

Online Application of University Financial Assistance
Main Exercise 2023-2024

Instruction

The system is compatible with Microsoft Edge, Mozilla Firefox and Google Chrome.

A) Step by step instructions

1. Open HKU Portal homepage [http://hkuportal.hku.hk]. Enter ‘HKU Portal’ login UID (e.g. 3035123456) and password, and then click the ‘login’ button.

2. If you can login successfully, the ‘Student Information System’ Main Menu will be opened. Under ‘Online Applications’, you can then find an item labeled ‘UFA Main Exercise’. Please click that item to start the online application of ‘University Financial Assistance – Main Exercise’. Please note that each student can only apply once per year.
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3. The following page will be shown, please click the appropriate button to start the application.

The University of Hong Kong 香港大学

UFA Main Exercise Application Procedures CEDARS Student Finance

Application Procedures of University Financial Assistance Main Exercise 2023-2024
(1 September 2023 00:00 to 19 September 2023 23:59)

Please follow all the steps listed below in order to complete this application:

Step 1: Submit your information online.
Step 2: Print out your completed application form.
Step 3: Return the signed application form, together with the copy of the TSFS/FASP or Supplementary Information Sheet and all the required supporting documents to Centre of Development and Resources for Students by email to cedarsufa@hku.hk within 2 days.

Please click here to start your application back View & Print Completed Form

4. The first page of the application form is an ‘Introduction to the Application of University Financial Assistance Main Exercise’. Please read through it carefully. If you want to proceed, please click the ‘Continue’ button, otherwise, please click the ‘Back’ button to quit the application.

Application for University Financial Assistance (Main Exercise) 2023-2024

- History of UFA
  
  Supplemented by the Hong Kong Government, financial assistance schemes are financed by various foundations managed by the University to assist students with financial needs. The award, donated by private organizations and individuals, are allocated primarily for full-time local students in terms of their financial needs.

- Funding of UFA (Main Exercise)
  
  Over 80% of the University's bursary and loan funds are available for first-time entrants in the Main Exercise and about 10% are reserved for applications by students with emergency needs throughout the year. Major bursaries and loans include the following:

  - Bank of China (Hong Kong) Bursary
  - Civil Engineering Loan Fund
  - Industrial Development Corporation Loan Fund
  - Engineering Society & Engineering Alumni Association Loan Fund
  - Engineering Students' Society
  - Electrical and Electronic Engineering Society
  - 3.5% Loan Fund
  - Hong Kong Institute of Certified Public Accountants (HKICPA) Bursary
  - Hong Kong Federation of Students Loan Fund
  - Hon Chong, K.N. Outstanding Scholarship Fund
  - Joyce M. Tai Foundation Bursary
  - Hoi Hing Loan
  - H.K. Medical Foundation Bursary
  - Ng Kok Chiu Charitable Foundation
  - T.K. Hui Loan
  - T.S. Li Loan
  - Paul A. C. Lo Loan
  - Tung Chee-Hwa Education Fund
  - The C.Y. Ho Scholarship
  - The Civil Service
  - The Life Underwriters Association of Hong Kong
  - Wa Won Education Foundation Loan Fund
  - Hong Kong Federation of Students Loan Fund
  - Other Foundations and Trusts

  The Centre of Development and Resources for Students (CEDARS) is responsible for the assessment of all applications. Final decisions will be made by the respective Selection Committees of the funding bodies.

- Target Groups:
  
  Students facing difficulties in balancing their budgets for the academic year. This application exercise is not for students with urgent needs. Students with urgent needs should apply for Emergency Assistance.

- Assessment Criteria:
  
  Assessment will take into consideration applicants’ resources, expenditures and family financial circumstances. Only those whose exceptional circumstances will be considered. Applicants should ensure that the following criteria are met:

  - Family size: a maximum of five persons
  - Parental income: based on the Government's financial assistance criteria, e.g.
    - non-recipient of supplementary benefits
    - average family income (personal income, monthly, family, etc.)
  - Transportation costs not eligible for study travel subsidy
  - Unexpected family support arising from changes in family financial circumstances or special family circumstances

  Due to limited funding, only those applicants with poor scores above the cut-off will be given assistance.

- Results:
  
  Results of application will be available from November 2023 onwards.
5. Once you have clicked the ‘Continue’ button, the application form is loaded. This is a long form, please scroll down the bar to enter your information. Please complete the form as accurate as possible.

6. Once you have completed the form, please check carefully what you have just entered before you click the ‘Submit Form’ button. Your application serial no. will then be displayed for confirmation. Please click the ‘Print Form’ button to print out your completed application form.

If you wish to quit the application, you can click the ‘Close’ button.

7. Return the signed application form, together with the copy of the TSFS/FASP or Supplementary Information Sheet and all the required supporting documents to Centre of Development and Resources for Students by email to cedarsufa@hku.hk within 2 days.

Checklist of supporting documents to be submitted to CEDARS together with the application form:

- A copy of TSFS/FASP application 2023-2024 (Application Summary sample).
- Those who have not applied for TSFS/FASP 2023-2024 should complete a Supplementary Information Sheet on the financial circumstances of the family.
- Supporting documents on the financial circumstances of the family should be changes after 31 March 2023.
- Students living in privately-rented accommodation should submit supporting documents such as rental receipts and namelists of roommates/flat-mates.
- If for applicants whose families are in receipt of CSSA, please provide:
  - Completed Additional Information Sheet
  - A copy of the Social Welfare Department Notification Letter stating the amount of CSSA approved for the applicant’s family for the current time
  - A copy of the Waiver of Changes for CSSA Recipients
- Completed budget sheet
- Completed ECA Record Sheet
- Internship student will need confirmation letter for overseas exchange placement in 2023-2024.
- A copy of payment receipt for the recently purchased PC/notebook.
- For graduates of DBS, DOS and ESF, please provide a copy of your graduation leaving certificate.
- For applicants of Muslim faith in Ferring HK, provide a copy of birth certificate and religion documents.
- Any other documents that may be useful in support of the application.
- Your application will be cancelled if you do not return the signed application form and complete set of supporting documents to CEDARS by email to cedarsufa@hku.hk within two days.
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- For applicants whose families are in receipt of CSSA, please provide:
  - Completed Additional Information Sheet
  - A copy of the Social Welfare Department Notification Letter stating the amount of CSSA approved for the applicant’s family
  - A copy of the Waiver of Charges for CSSA Recipients
- Completed budget sheet.
- Completed ECA Record Sheet.
- Travel budget sheet and confirmation letter for overseas exchange/placement in 2023-2024.
- A copy of payment receipt for the recently purchased PC/notebook.
- For graduates of DBS, DGS and ESF, please provide a copy of your graduation/leaving certificate.
- For applicants of Muslim faith born in Penang/HK, provide a copy of birth certificate and religion documents.
- Any other documents that may be useful in support of the application.
- Your application will be cancelled if you do not return the signed application form and complete set of supporting documents to CEDARS by email to cedarsufa@hku.hk within two days.

8. For security reason, after completing the whole application process, always remember to close the web browser or logout the Student Information System.

B) Enquiries

1. After you have submitted your application, you can always view it on line or print the completed form again by entering the system in the same sequence as mentioned before. The following screen will be displayed.

2. Further queries could be directed to Centre of Development and Resources for Students (CEDARS) (3/F, Meng Wah Complex) at 39172305 or email to cedarsufa@hku.hk.

(ONLINE-UFA 28-7-23)