
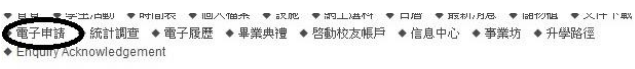




# 職業訓練局「學費減免及學習開支定額津貼」(2024/25 學年)

(有關申請詳情，請參閱「申請指引」)

## 1. 申請日期及方法

於 MyPortal (<https://myportal.vtc.edu.hk>) 填妥及遞交電子申請表格：

 <p><b>VTC MyPortal IVE (柴灣) 及 HKIIT at IVE (柴灣)</b></p> <p><b>網上申請日期 (第一輪)</b> <b>2024 年 9 月 2 日至 27 日</b></p>	<p>➢ 登入 MyPortal 後，按「電子申請」，並選擇「學費減免及學習開支定額津貼」。</p>  <p>• 電子申請 •</p>  <p>➢ 下載並細閱「申請指引—2024/25 職業訓練局學費減免及學習開支定額津貼」。</p> <p>➢ 輸入資料及按「確認遞交」，然後按「下載申請表」列印申請表。</p>						
<table border="1"><tr><td>下列學系學生</td><td>預約遞交申請表及證明文件地點及電話</td></tr><tr><td>ENG, HLS, HT</td><td>教學樓地下 015 室 Tel: 2595-8389</td></tr><tr><td>IT</td><td>教學樓 1 樓 117 室 Tel: 2595-8398</td></tr></table> <p><b>遞交簽妥之申請表及 相關證明文件日期</b> <b>2024 年 9 月 2 日至 27 日</b></p> <p>&lt;申請人如未能於限期前遞交相關證明文件， 申請將不獲受理&gt;</p>	下列學系學生	預約遞交申請表及證明文件地點及電話	ENG, HLS, HT	教學樓地下 015 室 Tel: 2595-8389	IT	教學樓 1 樓 117 室 Tel: 2595-8398	<p>➢ 致電或親身預約遞交已簽妥之申請表連同所需文件於預約之指定日期及時間交到學生發展處辦公室。</p> <p>• 學費減免 •</p>  <p>打印和簽署申請表 你必須列印及簽署此表格，並連同有關證明文件的副本於限期前交回所屬院校的學生發展處/學院秘書處/卓越培訓發展中心，以完成整個申請程序。</p> <p>此申請表資料已上載至電腦系統中。為完成整個申請程序，你必須完成以下事項：</p> <ol style="list-style-type: none"><li>1. 請列印此表格(「香港身份證副本/學生證副本」頁及「職業訓練局學費減免及學習開支定額津貼-銀行戶口資料通知書」(如適用)會同時被列印)</li><li>2. 請你及你家長/監護人/配偶(如你屬已婚)於聲明部份簽署</li><li>3. 請將已簽署的申請表連同以下證明文件的副本於截止日期前交回所屬的學生發展處/學院秘書處/卓越培訓發展中心(請參閱「文件清單」)</li></ol> <p>下載申請表 退出</p>
下列學系學生	預約遞交申請表及證明文件地點及電話						
ENG, HLS, HT	教學樓地下 015 室 Tel: 2595-8389						
IT	教學樓 1 樓 117 室 Tel: 2595-8398						

## 2. 申請資格

2.1 申請人必須為：

- 職業訓練局(「職訓局」)全日制基礎課程文憑 / 職專文憑 / 職專國際文憑課程學生；及
- 香港居民(本資助並不適用於非本地學生)

2.2 本資助並不適用於下列情況 / 申請人：

- 重修不合格的單元；或
- 已領取由其他機構發給相當於本計劃資助的同學；或
- 正接受綜合社會保障援助(「綜援」)的同學。(「綜援」之特別津貼所包括的學費及其他教育費用相當於本資助。)<sup>1</sup>

2.3 「學習開支定額津貼」的資助只限於：

- 一年制基礎課程文憑或職專文憑(中六入讀)課程的第一學年；及
- 三年制職專文憑(中三入讀)或職專國際文憑課程的首三學年。

## 3. 所需填報的資料

<sup>1</sup> 若你家庭所領取的綜援並不包括你本人，你可將填妥的申請表連同社會福利署發給你父或母載有你家庭成員所領取的綜援資料的通知書副本及「綜合社會保障援助受惠人醫療費用豁免證明書」副本一併交回，藉以證明你沒有領取綜援。

3.1 你須在申請表內填報你的家庭成員的資料及收入，並遞交相關文件。

家庭成員一般包括：	未婚申請人	已婚申請人
你（申請人）	✓	✓
你的父、母	✓	✗
你的配偶（不適用於分居 / 離婚 / 喪偶的情況）	✗	✓
與你及 / 或你的父、母同住的未婚兄弟姊妹（包括在香港以外地方求學的未婚兄弟姊妹）	✓	✗
與你同住的未婚子女	✓	✓
由你的父或母供養的（外）祖父母	✓	✗

3.2 「全年總收入」包括來自全職、兼職、散工或其他收入（就讀全日制學士學位或以下程度課程的家庭成員的兼職收入除外）：

須填報的收入	不須填報的收入
1. 薪酬（包括申請人的家庭成員的全職、兼職、短期工作的收入，當中不包括僱員強積金 / 公積金僱員供款） 2. 雙薪 / 約滿酬金 / 花紅 / 獎金 / 佣金 / 假期工資 / 小賬 3. 津貼（包括超時工作 / 生活 / 房屋或屋租 / 交通 / 旅遊 / 膳食 / 教育 / 輪班津貼等） 4. 因被撤職而領取的代通知金 5. 營業盈利以及其他自僱行業的收入，例如販賣、駕駛的士 / 小巴 / 貨車、提供各項服務而收取的報酬費等 6. 贍養費 7. 由任何人士給予申請人家庭成員的資助或捐獻（包括金錢及住屋、匯款、按揭還款、租金、水、電、燃料或其他生活費用等資助） 8. 定期存款、股票、債券等的利息收益 9. 租金收入(包括香港、內地及海外) 10. 每月領取的退休金 / 孤兒寡婦金或恩恤金	1. 高齡及/或傷殘津貼 2. 長期服務金 / 遣散費 3. 貸款 4. 一次過領取的退休金 / 公積金 5. 遺產 6. 慈善捐款 7. 綜合社會保障援助金 8. 再培訓津貼 / 就業交通津貼 9. 保險 / 意外 / 傷亡賠償 10. 僱員強積金 / 公積金供款

#### 4. 所需遞交的證明文件（包括但不限於）

- 4.1 已簽署的申請表
- 4.2 已簽署的「個人資料使用同意書」
- 4.3 已貼上所需證件副本的「香港身份證副本/學生證副本」頁
- 4.4 印有戶口持有人姓名和戶口號碼的銀行戶口月結單 / 存摺首頁 / 提款卡的副本
- 4.5 已簽署的「職業訓練局學費減免及學習開支定額津貼-銀行戶口資料通知書」的正本（只適用於申請人不是戶口持有人之情況）
- 4.6 學資處發出的「資助幅度資格證明書」副本（如適用）<sup>2</sup>
- 4.7 申請人的家庭成員在 **2023年4月1日至2024年3月31日** 期間的收入證明文件的副本，例如：
  - 由稅務局發出的繳稅通知書
  - 僱主填報的薪酬及退休金報稅表或薪俸結算書
  - 由僱主填寫的收入證明書正本
  - 顯示支取薪酬、津貼等記錄的銀行結算單等（需附戶口持有人姓名頁，請用顏色筆註明薪金的項目）  
（如家庭成員未能提供收入證明，該家庭成員必須遞交於民政事務總署進行的宣誓及聲明文件）
- 4.8 申請人父/母、配偶身故，離婚或分居證明文件的副本（如適用）
- 4.9 社會福利署發給申請人之家庭成員的綜援金額通知書副本及「綜合社會保障援助受惠人醫療費用豁免證明書」副本（如適用）
- 4.10 如受供養（外）祖父母非同住，在 **2023年4月1日至2024年3月31日期間**，有關供養開支收據的副本，如入住於安老院的開支收據、申請人父或母為受供養（外）祖父母自置物業或租用的單位的開支收據，或其他有關的生活開支收據的副本
- 4.11 附加資料欄內填寫補充資料的相關文件

#### 5. 資助及發放

- 5.1 所有申請均須接受入息審查。根據審查結果，成功的申請人將可獲「全額」/「半額」學費減免及 / 或「全額」/「半額」學習開支定額津貼。申請結果將於 **2024年12月中至2025年1月初** 透過學生網上服務平台 (<https://myportal.vtc.edu.hk>) 公布。
- 5.3 如申請成功，申請人所獲得的資助將會在扣除該學年到期而仍未繳交的學費及所有其他欠款(包括學生會年費、保證金、院校制服費（如適用）及其他欠款(如適用)等)後，一般會於 **2025年1月** 以自動轉賬或支票形式發放。



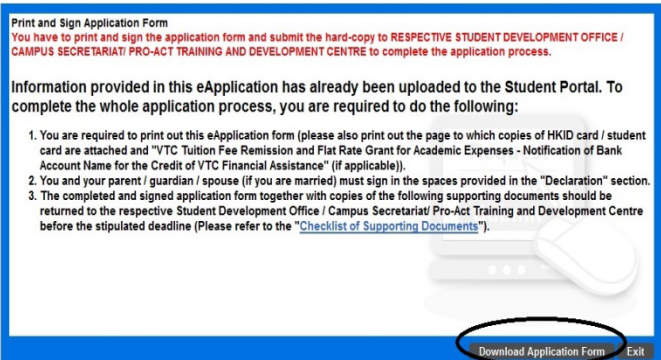
<sup>2</sup> 如申請人於 2024 年 10 月 14 日或之前能提供學資處發給其家庭的 2024/25 學年「資助幅度資格證明書」副本，申請人無須遞交上述 4.7 - 4.11 項之所有證明文件副本。

# VTC Tuition Fee Remission and Flat Rate Grant for Academic Expenses (AY2024/25)

(Please refer to the “Guidance Notes on Application” for details in submitting your application)

## 1. Application Period and Channel

Submit an eApplication through MyPortal (<https://myportal.vtc.edu.hk>):

 <p><b>VTC MyPortal</b> <b>IVE (Chai Wan)</b> and <b>HKIIT at IVE (Chai Wan)</b></p> <p><b><u>eApplication Period</u></b> <b><u>(Main Round)</u></b></p> <p><b>From 2 to 27 September 2024</b></p>	<p>➤ Login MyPortal, select “eApplication” and then “Fee Remission and Flat Rate Grant for Academic Expenses”.</p> <p style="font-size: small;">◆ Home ◆ Student Activity ◆ timetable ◆ Profile ◆ Facility ◆ Online Module Selection ◆ Calendar ◆ News ◆ Locker ◆ Document Download ◆ <b>eApplication</b> ◆ Survey ◆ e-Portfolio ◆ Graduation Ceremony ◆ Alumni Account Activation ◆ Information Centre ◆ Career Corner ◆ Study Pathway ◆ Enquiry Acknowledgement</p> <p>◆ <b>eApplication</b> ◆</p>  <p>➤ Download and read the “Guidance Notes on Application for 2024/25 Vocational Training Council Tuition Fee Remission and Flat Rate Grant for Academic Expenses”.</p> <p>➤ Input the information required and press “Confirm to Submit”. Then print the application form by clicking “Download Application Form”.</p>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Students of Departments</u></th> <th style="text-align: center;"><u>Location and Tel. Number for Making Appointment of submitting the Signed Form and Supporting Documents</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">ENG, HLS, HT</td> <td>Rm 015, G/F., Academic Block Tel: 2595-8389</td> </tr> <tr> <td style="text-align: center;">IT</td> <td>Rm 117, 1/F., Academic Block Tel: 2595-8398</td> </tr> </tbody> </table> <p><b><u>Period for Making Appointment of Submitting Signed Application Form and Supporting Documents</u></b></p> <p><b>From 2 to 27 September 2024</b></p> <p><i>(Your application will not be processed if you fail to submit the required supporting documents by the specified due date)</i></p>	<u>Students of Departments</u>	<u>Location and Tel. Number for Making Appointment of submitting the Signed Form and Supporting Documents</u>	ENG, HLS, HT	Rm 015, G/F., Academic Block Tel: 2595-8389	IT	Rm 117, 1/F., Academic Block Tel: 2595-8398	<p>➤ Must make appointment in-person/via telephone for submitting signed application form together with the supporting documents to the Student Development Office on the date and time of appointment made.</p> <p>◆ <b>Fee Remission</b> ◆</p> 
<u>Students of Departments</u>	<u>Location and Tel. Number for Making Appointment of submitting the Signed Form and Supporting Documents</u>						
ENG, HLS, HT	Rm 015, G/F., Academic Block Tel: 2595-8389						
IT	Rm 117, 1/F., Academic Block Tel: 2595-8398						

## 2. Eligibility

2.1 Applicant must be:

- a registered student of the Vocational Training Council (“VTC”) full-time Diploma of Foundation Studies (DFS) / Diploma of Vocational Education (DVE) / Diploma of Vocational Baccalaureate (DVB) programmes; and
- a Hong Kong resident (The assistance is not applicable to non-local students).

2.2 The assistance is **not applicable** to / will not be granted to:

- restudy of failed modules; or
- those who have already obtained allowance comparable to this VTC assistance from other organization; or
- those who are in receipt of Comprehensive Social Security Assistance (“CSSA”) since “special grants” under CSSA which cover school fees and school-related expenses are comparable to VTC assistance.<sup>1</sup>

2.3 The Flat Rate Grant for Academic Expenses is applicable only to :

- the first academic year of study for the 1-year DFS / DVE (S6 Entry) programmes; and
- to the first three academic years of study for the 3-year DVE (S3 Entry) / DVB programmes.

<sup>1</sup> If you are not included under your family’s CSSA, you may submit a completed application form together with the notification letter stating relevant CSSA information and a copy of the “Certificate of Comprehensive Social Security Assistance Recipients (for medical waivers)” issued by the Social Welfare Department (SWD) to your parent(s) in support of your application and that you are not in receipt of CSSA.

### 3. Required Information

3.1 You are required to input personal particulars and incomes of your family members, and to submit relevant documents:

Your family members normally include	If you are not married	If you are married
You (the applicant)	✓	✓
Your father, mother	✓	✗
Your spouse (not applicable if you are separated / divorced / widowed)	✗	✓
Unmarried sibling(s) residing with you and/or your parents (including unmarried sibling(s) studying overseas)	✓	✗
Unmarried child(ren) residing with you	✓	✓
Dependent grandparent(s) supported by your parent(s)	✓	✗

3.2 “Total Annual Income” includes earnings from full-time / part-time / casual jobs and other sources (*Report of part-time income from full-time students at or below degree level is not required.*):

Items need to be reported	Items need not be reported
1. Salary, including the salary for full-time, part-time or temporary jobs of the applicant’s family members, excluding Mandatory Provident Fund (“MPF”) / Provident Fund contribution by employee	1. Old age / disability allowances
2. Double pay / contract gratuity / bonus / commission / leave pay / tips	2. Long service pay / severance pay
3. Allowance (including overtime work / living / housing or rent / transport / travel / meals / education / shift allowance, etc.)	3. Loans
4. Wages in lieu of notice of dismissal	4. Lump sum retirement gratuity / provident fund
5. Business profits and other income earned by means of self-employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered, etc.	5. Inheritance
6. Alimony	6. Charity donations
7. Contribution from any person to any of the applicant’s family member (including money or contribution of housing / remittance(s) / contribution for mortgage repayment / rent / water / electricity / gas or other living expenses)	7. Comprehensive Social Security Assistance
8. Interests from fixed deposits, stocks, shares and bonds, etc.	8. Retraining allowance / Work Incentive Transport Subsidy
9. Rental income (including Hong Kong, the Mainland and overseas)	9. Insurance / accident / Injury indemnity
10. Monthly pension / Widow's & Children's Compensation	10. MPF / Provident Fund contribution by employee

### 4. Documents to be Submitted including but not limited to:

- 4.1 The signed application form
- 4.2 The signed “Consent Form for the Use of Personal Data”
- 4.3 The page of “HKID Card / Student Card” together with the required copies glued on it
- 4.4 Copy of the page of the bank statement / passbook / ATM card showing the account holder’s name and account number
- 4.5 Original copy of signed “VTC Tuition Fee Remission and Flat Rate Grant for Academic Expenses - Notification of Bank Account Name for the Credit of VTC Financial Assistance” (if the bank account holder is not the applicant)
- 4.6 Copy of Eligibility Certificate issued by the Student Finance Office (if any)<sup>2</sup>
- 4.7 Copy of income proofs of your family members **from 1 April 2023 to 31 March 2024**. Examples of income proofs are: -
  - Tax Demand Note issued by Inland Revenue Department
  - Employers’ Return of Remuneration and Pensions Form or Salary Statement
  - Income Certificate certified by the employer
  - Bank transaction records showing payment of salary, allowance, etc. (together with the page showing the name of bank account holder, highlighting the salary entries by colour pen)(For family member(s) who cannot produce income proofs - oaths and declaration at Home Affairs Department)
- 4.8 Copy of proofs of the status if the applicant’s parent(s) or spouse is/are deceased, divorced or separated
- 4.9 Copy of the Notification Letter stating the approved amount of Comprehensive Social Security Assistance (CSSA) and a copy of the “Certificate of Comprehensive Social Security Assistance Recipients (for medical waivers)” issued by the SWD to your family members in support of the application (if applicable)
- 4.10 Copy of receipts of expenses for the elderly home(s), owned premises or rented premises and any other living expenses paid by your parent(s) for the dependent grandparent(s) (if any) **from 1 April 2023 to 31 March 2024**
- 4.11 Copies of relevant documents of the supplementary information stated in the part of “Additional Information” in the application form

### 5. Granting of Fee Remission

- 5.1 All applications are subject to means test. Depending on the means test result, successful applicants will be offered Full / Half Tuition Fee Remission and / or Full / Half Flat Rate Grant for Academic Expenses.
- 5.2 Application result will be announced via **MyPortal** (<https://myportal.vtc.edu.hk>) during **mid-December 2024 – early January 2025**.
- 5.3 For each successful applicant, the financial assistance will be released, after deduction of the payable amount of tuition fee and any outstanding debt owed to VTC (including Students’ Union Annual Fee, Caution Money, and Uniform Fee (if applicable), etc.), by autopay to the bank account stated in his / her application form or by cheque normally in **January 2025**.

<sup>2</sup> For applicant who can provide on or before 14 October 2024, a copy of the Eligibility Certificate issued by the Student Finance Office to his/her family, submission of the supporting documents under Items 4.7 – 4.11 are not necessary.