



在職家庭及學生資助事務處
學生資助處

WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY
STUDENT FINANCE OFFICE

九龍長沙灣道 303 號長沙灣政府合署十一及十二樓
11/F. & 12/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

本處檔號 Our Ref. WSFAA/SFO 402/13 Pt.4

來函檔號 Your Ref.

電話 Telephone 2150 6101

7 July 2017

圖文傳真 Fax No. 2511 2720

To: Heads of Secondary Schools, Hong Kong Institute of Vocational Education and Youth College of Vocational Training Council

Dear Sir / Madam,

Grantham Maintenance Grants 2017/18

The Grantham Scholarships Fund Committee is now inviting applications for the Grantham Maintenance Grants (hereafter referred to as "the Scheme") for the academic year of 2017/18. Enclosed is a copy of the poster of the Scheme 2017/18. I should be grateful if you would bring it to the attention of your students and staff responsible for student affairs.

To be eligible to apply for the Scheme, the student-applicant must be a Hong Kong resident who is not in receipt of the Comprehensive Social Security Assistance in his / her own name or as a member under the applicant's family. Applications from repeaters will not be considered except under very special circumstances.

Students who wish to apply for the Scheme may obtain application forms from the Secretary of the Grantham Scholarships Fund Committee on 34/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong or download the documents from the website of the Student Finance Office (<http://www.wfsfaa.gov.hk/sfo/en/other/grantsloans/grantham/9.1.10.htm>). Completed application forms, which are **duly signed by the school principal / head of department of the institute and stamped with the school / institute chop, should be returned together with the required documents through the school / institute to the Secretary of the Grantham Scholarships Fund Committee (Address: 34/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong) on or before 22 September 2017 5:00 pm.** When returning the completed application forms, please also append the attached acknowledgement of application with the relevant parts completed so as to facilitate the acknowledgement of applications to be sent to you within 2 weeks upon receipt of your applications.

To comply with the Personal Data (Privacy) Ordinance, I should be grateful if you would advise your staff to keep all personal data related to the application in a secure condition so as to guard against unauthorized access. Please also ensure that the said data are solely used for activities relating to application under the Scheme.

In order to prevent the use of outdated forms, please destroy the application forms that are in use prior to the 2017/18 academic year. It is also appreciated if you would stop distributing the 2017/18 application forms after the deadline and destroy any unused ones as soon as possible.

All enquiries relating to the Scheme may be made to the Grantham Scholarships Fund Committee at telephone number 3718 6888.

Yours sincerely,



(Kelvin LO)

for Head, Working Family and Student Financial
Assistance Agency