ISLAMIC PRIMARY SCHOOL NOTICE
Student Grant (2023/24 School Year)

Dear Parents,

Starting from the 2023/24 academic year, the Education Bureau will implement electronic application for student grant ($2500) in government schools, aided schools, schools under the Direct Subsidy Scheme, and schools receiving the subsidy on a per capita basis. To cater for the needs of individual parents, apart from making e-submission, parents can still choose to return the completed paper application form to schools for onward submission. However, **only one application, either in electronic form (e-form) or paper form, can be submitted for each eligible student.**

Relevant Arrangements of e-Submission

Starting from the 2023/24 school year, parents/guardians (hereinafter referred to as "applicants") may submit online applications for the student grant for students studying in public sector schools and DSS schools. Applicants must have a user account of "iAM Smart+" with digital signing function. They may log in to the online service of "e-Submission of Student Grant Applications" via the "iAM Smart" App direct, or scan the QR code or click the link below and log in to the e-submission platform (e-platform) to submit online applications.

Student Grant e-Submission Platform

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

For details of "iAM Smart" registration, applicants are advised to visit the thematic website at https://www.iamsmart.gov.hk

Applicants should read carefully the "Guidance Notes" on the e-platform. Applicants who received the student grant in the 2022/23 school year are "Continuing Applicants". "Continuing Applicants" will be given a pre-filled e-form when their identity has been successfully verified with a one-time verification code. They are only required to check the pre-filled information of the student and the applicant therein and fill in the class name of the student, and then make an e-submission with digital signing. "Continuing Applicants" may amend the information on the e-form if necessary. If the student is newly admitted to a school or has transferred to another school, the "Continuing Applicant" has to select the name of the new day-school in the pre-filled e-form. New applicants or applicants whose identity cannot be successfully verified through the e-platform are required to fill in a blank e-form. Before making the submission, applicants should check the accuracy of the information provided, especially the name of the school, so as to avoid delaying the progress of the application due to incorrect information. To ensure correct selection of school name, parents should take notice of the school name and school code given below for reference:

Name of School	School Code
Islamic Primary School	114642

The e-platform will open at 6:00 a.m. on 14 September 2023 and close after 11:59 p.m. on 2 October 2023. Applicants may scan the QR codes below for details on the application procedures and to learn more about how to fill in an e-form:

Guide on Application Procedures   Video on e-Form Filling

EDB will inform the applicants of the application progress and other related matters via SMS and/or email. Applicants may also check the application progress and use other functions of the e-platform, such as updating or amending information, or uploading supporting documents upon the request of EDB.

Distribution of Paper Application Forms and Relevant Arrangements

EDB will distribute the student grant paper application forms and verify the student status via schools. For the paper application forms, there are Form B and Form A. Form B is pre-printed with the basic information of the student as well as that of the applicant (applicable to students who received the student grant last school year and are studying in the same school) while Form A is a blank form (applicable to students who are newly admitted to a school or have transferred to another school in this school year). Schools are advised to remind applicants to fill in the application forms according to the circumstances set out below:

(A) Form B:

✧ In general, applicants are only required to check the accuracy of the pre-printed information. If there is no need to change the pre-printed information, applicants should put a " ✓ " in the confirmation box at the bottom part of the paper form, sign and submit the application form to EDB through schools.

✧ If the essential student particulars pre-printed on Part I of Form B (i.e. Student's Name in English, Name of Day-school or School Type) require amendment(s), applicants of the students concerned should use Form A for application.

✧ If other pre-printed information on Form B requires updating (information other than the essential student particulars), applicants should make the amendment(s) in the space above the relevant information in BLOCK letters using black or blue ball pen (correction fluid or tapes should not be used for making amendment(s)), leave the confirmation box at the bottom part of the form blank and submit the application form to EDB through schools.

(B) Form A:

✧ For students who are newly admitted to a school, have transferred to another school, individual students without Form B provided by EDB or those with the aforementioned essential student particulars requiring amendment(s), applicants should use Form A for application.

✧ In completing the paper application form, applicants may refer to the reference information (including how to fill in bank account information correctly) uploaded onto EDB website (http://www.edb.gov.hk) (Home > Students and Parents Related > Support and Subsidies > Student

Grant) or scan the QR codes below for access to the information.
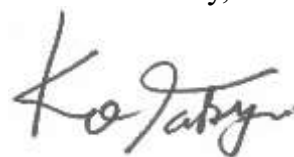
Video on Paper Form Filling

Common Bank Code List

Please complete the reply slip below on or before 10 October 2023 (Tuesday).

Yours sincerely,

Ko Tak Yin
Headmistress

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Reply Slip   E/IC/SC/23/<u>42</u>
<u>Student Grant (2023/24 School Year)</u>

Dear Headmistress,

I have read and fully understood the "Student Grant" mentioned above.

Parent's Signature: _____

Student's Name: _____ Class: _____

Date: _____