



Student Medical Support Grant Scheme 學生醫療支援津貼計劃

Guidance Notes to Applicants 2024/25

1. Objective

The HKMU Student Medical Support Grant Scheme aims to provide subsidies for students who have genuine financial challenges due to medical needs.

2. Eligibility

- 2.1 Applicants should be full-time undergraduate or postgraduate students who demonstrate proven financial difficulties.
- 2.2 For local undergraduate students, applicants should have applied for the Government's Financial Assistance Scheme for Post-secondary Students (FASP) or the Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) during the current academic year.
- 2.3 For local postgraduate students, applicants should have applied for the Government's Extended Non-means-tested Loan Scheme (ENLS) during the current academic year.
- 2.4 For non-local undergraduate and postgraduate students, applicants must demonstrate financial need through available information, such as but not limited to the provision of rental expenses, which should not exceed \$8,000 per month in Hong Kong, and a self-declaration to validate their financial need.

3. Form and Level of Assistance

- 3.1 Assistance will be offered in form of a grant, on a reimbursement basis, for expenses incurred from out-patient services in Hong Kong only.
- 3.2 Each successful applicant may receive no more than \$2,000 per year, with a maximum of six medical claims.
- 3.3 Each medical claim should not be less than \$50.

4. Application for the Scheme

- 4.1 Please read the "Guidance Notes" before completing the online application.
- 4.2 Applicants should submit the online application, together with the supporting proof, via the student portal "MyHKMU" (<http://www.hkmu.edu.hk/myhkmu>) during the application period.
- 4.3 Applicants should first submit an application for the Scheme and then submit medical claims upon successful application.
- 4.4 Incomplete and late application will not be considered.
- 4.5 Despite successful application in the previous academic year, students are required to apply for the Scheme each year. Any unused grant from the previous year will not be carried forward to the next year.

5. Medical Claims

- 5.1 Successful applicants should submit the medical claim, together with the medical receipt, via the student portal "MyHKMU" (<http://www.hkmu.edu.hk/myhkmu>) during the

stipulated period.

- 5.2 Medical receipts should include the applicant's full name, date of consultation, diagnosis, the amount billed for each medical service and the attending doctor's signature/chop.
- 5.3 The date of consultation should be within 2024/25 academic year (i.e. from 2 September 2024 to 17 August 2025).
- 5.4 Medical claims for out-patient services, whether provided by public and private sectors, are acceptable if the claim amount is not less than \$50.
- 5.5 Consultations with Registered Chinese Medicine Practitioner and associated treatments including medicines, bone-setting and acupuncture, are also acceptable.
- 5.6 Consultations with Specialist, Psychiatrist, Physiotherapist and Chiropractor are acceptable. A referral letter will be required, except for Specialists in Dermatology, Gynaecology, Paediatrics, Ophthalmology and Orthopaedics & Traumatology.
- 5.7 Any diagnostic tests like X-Rays, MRI or annual physical checkup are not acceptable, unless doctor referral letter with a diagnosis is provided.
- 5.8 Dental claims for treatment and medication caused by tooth diseases, including tooth filing, tooth extraction, gum treatment, and drainage of dental abscess, are acceptable. However, preventive services like oral examination and scaling & polishing are not acceptable.
- 5.9 Any expenses of prescribed medicines, other than those from a doctor's and hospital's clinic, are not acceptable.
- 5.10 Please note that submitted claims must not have been filed with any other insurer or organization.
- 5.11 To ensure optimal utilization of the grant, priority will be given to successful applicants who have claimed less than \$1,000 in the year. Those who have already claimed \$1,000 or more may be rejected for further claims if the grant has been fully disbursed.
- 5.12 The Student Affairs Office reserves the right to make the final decision regarding all medical claims.

6. Notification of Result and Payment Arrangement

- 6.1 Application and medical claim results will be announced via email.
- 6.2 Disbursement arrangement will normally be made in 8 weeks via autopay upon the complete submission of the medical claim.

7. Handling of Personal Data

- 7.1 Applicants are obliged to provide all the required information in the application including personal data and those of the family member. If applicant fails to provide the required information/ documents, the University will not be able to process the application.
- 7.2 The personal data provided will be used for the purpose of processing applicant's application, reporting the results to relevant stakeholders, as well as compiling relevant statistics, and materials for publicizing and review on granting the medical support grant. Personal data and supporting documents submitted will be kept for a period of no more than three years.
- 7.3 If necessary, the University will contact the applicants, his/ her family members and the government departments to verify the personal data provided for the purposes mentioned in paragraph 7.2 above.
- 7.4 The personal data and information provided in applicant's application will be disclosed to the Student Financial Awards Committee (SFAC), other offices in the University and relevant stakeholders for the purposes mentioned in paragraph 7.2 above.
- 7.5 In accordance with the Personal Data (Privacy) Ordinance, applicant has the right to ascertain whether the University holds personal data on the applicant, to obtain a copy of

such personal data and to have any inaccuracies corrected. Data access request should be made by using the form provided by the University. Copies of these forms may be obtained from the University Data Protection Officer (email address: dpo@hkmu.edu.hk or Hong Kong Metropolitan University, Ho Man Tin, Kowloon Hong Kong). The University may charge a reasonable fee to cover the administrative costs for complying with a data access request.

8. Important Dates

Application Period for the Scheme	1 st Round: 11 – 29 November 2024 2 nd Round: 28 February – 14 March 2025
Online Briefing Session for the Scheme	20 November 2024 at 5:00 p.m.
Release of Application Result	1 st Round: By 20 December 2024 2 nd Round: By 28 March 2025
Submission for Medical Claims (For Successful Applicants Only)	20 December 2024 – 31 August 2025
Release of Medical Claim Result and Disbursement via Autopay	8 weeks upon the complete submission of the medical claim

9. Enquiries

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