



Providence Foundation Bursaries
悟宿基金會助學金

Guidance Notes to Applicants 申請指引 2024/25

1. Introduction

The Providence Foundation Bursaries are offered to students who not only demonstrate good academic performance, but also have significant financial need due to challenging family financial circumstances.

2. Eligibility

- 2.1. Applicants should be full-time local students leading to first and graduate degrees; and
- 2.2. Applicants should have genuine financial need and challenging family financial circumstances (i.e. Applicants should have applied for the Government Financial Assistance Scheme for Post-secondary Students (FASP) for the academic year 2024/25).

3. Form and Level of Assistance

A maximum of 10 bursaries ranging from \$6,000 to \$15,000 each will be offered.

4. Assessment and Selection Criteria

- 4.1. Academic performance criteria (20%)
- 4.2. Applicant and family financial criteria (70%)
 - (i) Applicant's financial need
 - (ii) Total family income
 - (iii) Family adversities
 - (iv) Excessive or prolonged medical expenses
 - (v) Family housing, whether public or private
 - (vi) Number of siblings studying including applicant
 - (vii) Family debt burden and reason caused
- 4.3. Special difficulties (10%)

5. Application

- 5.1. Please read this "Guidance Notes to Applicants" [FEP (2024/25) Guide-e] thoroughly before completing the application form.
- 5.2. Applicants should submit the completed [Application Form \[FEP \(2024/25\) Form-e\]](#) and relevant documents to the Student Affairs Office (SAO) in person before the application deadline **5:00pm of 27 September 2024 (Friday)**. Incomplete and late application will not be considered.
- 5.3. Eligible applicants are not guaranteed to be offered grants. The University will submit a recommendation list to the Providence Foundation for their consideration and approval.

6. Notification of Result, Obligation of Recipients and Payment Arrangement

- 6.1. The internal application result will be announced via email in November 2024.
- 6.2. The final application result will be announced via email upon approval from the donor, likely in February 2025.
- 6.3. Bursaries are made possible through the generous contributions of our donors. Successful applicants are strongly encouraged to express their gratitude to the donors by writing a thank-you letter and participating in financial assistance-related events, as well as events organized by the donors. Further details will be provided upon notification of successful applications.
- 6.4. The bursaries will be disbursed via autopay in March 2025.

7. Handling of Personal Data

- 7.1. Applicant is obliged to provide all the required information in the application, including personal data and those of your family members. If applicant fails to provide the required information and 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 the applicant's application, reporting the granting result to donor(s) or relevant stakeholders, as well as compiling relevant statistics and materials for publicizing and reviewing the granting of bursaries. 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 applicant, 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, including the academic records and information provided in the applicant's application, will be disclosed to the Student Financial Awards Committee (SFAC), other offices in the University, donor(s) 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). The University may charge a reasonable fee to cover the administrative costs for complying with a data access request.

8. Important Dates

Application Deadline	5:00pm, 27 September 2024 (Friday)
Release of Internal Result (via email)	November 2024
Announcement of Final Result (via email)	February 2025
Disbursement	March 2025

9. Enquiries

Scholarships & Financial Assistance Section (Financial Assistance), Student Affairs Office
Address: Room A0626, Main Campus, Hong Kong Metropolitan University, Ho Man Tin, Kowloon
Tel: 2768 6636
Email: sao_sfs@hkmu.edu.hk
Website: <https://www.hkmu.edu.hk/sao/fa/>