通告號碼:2023/24-036

各位家長：

學生津貼（2023/24學年）申請安排

由 2023/24 學年起，家長／監護人（下稱申請人）可以為學生遞交學生津貼電子申請。為照顧不同家長的需要，除遞交電子申請外，家長仍可將填妥的紙本申請表格交回學校辦理，惟每名合資格學生**只可透過電子或紙本方式遞交一份申請。**

申請人由 2023 年 9 月 14 日至 2023 年 10 月 2 日期間可以為學生遞交學生津貼電子申請，但申請人必須持有具數碼簽署功能的「智方便+」戶口，經「智方便」應用程式直接登入「學生津貼電子申請」網上服務；或掃描以下二維碼或點擊下方連結登入電子申請平台遞交電子申請。

學生津貼電子申請平台　　　（連結：https://stgsesweb.edb.gov.hk/）

有關登記「智方便」的詳情，申請人請瀏覽專題網站 https://www.iamsmart.gov.hk。

註: 學校於 2023 年 10 月 3 日起將紙本申請表格派發予合資格學生的家長（已遞交電子申請的家長除外）。

另外，申請人須在電子平台細閱「申請須知」。2022/23 學年成功申請學生津貼的申請人為「持續申請人」，「持續申請人」經一次性驗證碼成功核實身份後可獲取預填電子表格，只須核對預填表格上有關學生及申請人的資料，並填寫學生的班別，便可透過數碼簽署遞交電子申請。如有需要，「持續申請人」可修改電子表格上的資料。若學生是新入學或已轉讀他校，「持續申請人」須在電子表格選取新的日校名稱。新申請人或未能透過電子平台成功核實身份的申請人需填寫空白電子表格。在遞交申請前，申請人須核實所有資料正確，尤其是學校名稱，以免因資料有誤而影響申請進度。為確保申請人選取的學校名稱正確，學校名稱及學校編號以如下：

學校名稱	學校編號
COGNITIO COLLEGE (KOWLOON)	214752

電子平台將於 2023 年 9 月 14 日上午 6 時正啟用，並於 2023 年 10 月 2 日晚上 11 時 59 分後關閉。

有關電子申請程序及如何填寫電子表格，申請人可掃描以下二維碼了解詳情：

申請程序指引　　　　　　　　　如何填寫電子表格短片

教育局會透過短訊及／或電郵通知申請人有關申請的進度及相關事宜，申請人亦可於電子平台查看申請進度及使用其他功能，例如應教育局的要求，於電子平台更新或修改資料，以及上傳補充文件等。敬請貴家長留意。

敬祝

安康！

校長
談國軒

2023 年 9 月 15 日

Circular no.: 2023/24-036   15 September 2023

Dear parents,

Arrangements of the Application of Student Grant (2023/24 School Year)

Starting from the 2023/24 school year, parents/guardians (hereinafter referred to as "applicants") may submit online applications for the student grant for their students during the period from 14 September 2023 to 2 October 2023.   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.**

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.

Note: The paper application forms will be distributed to parents of eligible students starting from 3 October 2023, except for those who have submitted an online application.

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.

The school name and school code are given below:

School Name	School Code
COGNITIO COLLEGE (KOWLOON)	214752

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.   Thank you for your attention.

Yours sincerely,

Tam Kwok Hin
Principal