通告編號:2024/25-019

各位家長：

學生津貼（2024/25 學年）申請安排

家長／監護人（下稱申請人）由 2024 年 9 月 13 日至 2024 年 10 月 2 日期間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 2024 年 10 月 9 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」。上學年成功申請學生津貼的申請人經確認身份後可獲取預填電子表格，如有需要，申請人須透過一次性驗證碼核實身份。 申請人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。若學生已轉讀他校，申請人須在電子表格選取新的日校名稱。 如有需要， 申請人可修改及 ／ 或補充（ 如新領取的身份證明文件號碼 ）電子表格上的資料。新申請人或未能獲取預填電子表格的申請人可填寫空白電子表格。在遞交申請前，申請人須核實所有資料正確，尤其是學校名稱及地址，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 2024 年 9 月 13 日上午 6 時正啟用，並於 2024 年 10 月 2 日晚上 11 時 59 分後關閉，申請人可於電子平台開放的時間內遞交電子申請。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

申請人可參閱教育局網頁的「 學生津貼電子申請家長指南 」以了解更多電子申請的資訊。

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

2024 年 9 月 4 日

Circular no.: 2024/25-019   4 September 2024

Dear parents,

Arrangements of the Application of Student Grant (2024/25 School Year)

Parents/guardians (hereinafter referred to as "applicants") of students may submit online applications for the student grant for their students during the period from 13 September 2024 to 2 October 2024.   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 an "iAM Smart+" account with a 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 electronic applications (e-application).

Student Grant e-Submission Platform

(Link：https://stgsesweb.edb.gov.hk/)

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

Note: The paper application forms will be distributed to parents of eligible students starting from 9 October 2024, except for those who have submitted an e-application.

Applicants should read carefully the "Guidance Notes" on the e-platform. Those who received the student grant in the previous school year will be given a pre-filled e-form upon identity verification (which may necessitate entering a one-time verification code). These applicants simply need to verify the pre-filled student and applicant information in the e-form and enter the student's class name before proceeding with e-submission using digital signing. In cases where the student has transferred to another school, the applicant should select the name of the new day-school from the e-form. Applicants can amend and/or supplement the information (such as the number of the newly obtained identity document) on the e-form if necessary. New applicants or applicants not provided with a pre-filled e-form can fill out a blank e-form. Before submission, applicants must ensure the accuracy of all provided information, particularly the school name and address, to prevent delays in the application process.

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 13 September 2024 and close after 11:59 p.m. on 2 October 2024. Applicants may submit e-applications via the e-platform during this period. 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:

<u>Guide on Application Procedures</u>   <u>Video on e-Form Filling</u>

Applicants may refer to the "Student Grant - Parent's Guide on e-Submission of Applications" on EDB website for more information about e-submission.

EDB will inform the applicants of the application status and other related matters via SMS and/or email. Applicants can also check their application status on the e-platform and use its other functions, such as updating or amending information, or uploading supporting documents as requested by EDB.

Thank you for your attention.
Yours sincerely,

Tam Kwok Hin
Principal