



# METHODIST STUDY TRUST

## 循道教會助學基金

Headquarter 總辦事處

Unit 1812-13, 18/F, Gala Place, 56 Dundas Street, Mong Kok, Kowloon

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### Application Guidelines & Notes 申請指引及須知

#### 1. Aim of Trust 基金目的

- The Methodist Study Trust was established in 1984. Our mission is to subsidize physically handicapped and needed students financially, so that they can fulfill their dreams in further study.
- 循道教會助學基金成立於 1984 年，旨在為肢體傷殘及清貧家庭的學生提供有關學業開支上的財政援助，使他們能發揮潛能，實踐學業的理想。

#### 2. Eligibility 申請資格

- Students with physical disabilities or from families with financial difficulties;
- Full-time students studying with their counterparts in local educational or vocational training institutes at secondary and university level and in need of financial assistance for educational purposes;
- The student is eligible if he/she is Form 4 or above, and the Trust will only accept the able students' application who is 25 years old or below and never completed any post-secondary school programs, his/her school fee subsidy will be only grant for a university degree level or below;
- 肢體傷殘或清貧家庭之學生；
- 必須就讀中四或以上在本港提供教育之中學、專上學院或大學內就讀之全日制課程學生；
- 需要財政資助以支付學業相關費用；
- 如申請人為健全同學個案，基金資助審批項目則只限 25 歲或以下及從未完成任何專上課程之同學申請及其基金學費資助，亦只限大學學士程度或以下課程資助。

#### 3. Closing Date 截止申請日期

- **Application deadline for 2025-2026 is 30<sup>th</sup> September, 2025 (Tuesday).**
- Please mail back the application form and required documents at the earliest possible and MST office will arrange the vetting interview afterwards.
- Late application will not be considered (The postmark date on the envelope will be regarded as the date of submission of application).
- Please make sure that sufficient postage has been paid to avoid unsuccessful delivery.
- **本年度截止申請日期為二零二五年九月三十日（星期二）。**
- 如表格及所需文件已備妥，請盡早郵寄申請，以供基金辦事處安排面試。
- 逾期申請將不予考慮（遞交申請的日期會以信封上的郵戳日期為準）。
- 為免郵遞失誤，請確保已支付足額郵資。

#### 4. Vetting Procedure 審核程序

- All applications will be selected by our Grant Allocation committee. Preliminary screening of applications will be conducted upon the application deadline. Part of eligible applicants will be invited for interview. All results will be notified personally.
- According to the personal data submitted, the Grant Allocation committee will be used for assessment of eligibility.
- 所有申請由撥款委員會遴選，進行初步評選後，基金會將按需要邀請部份申請人進行面試。申請結果將個別通知。
- 撥款委員會將根據申請人所提交的個人資料作評核。

#### 5. Evaluation Criteria 評審準則

- Low income family/special difficulties;
- Application with related course and future plan will be prioritized.

- 低收入家庭 / 特殊困難；
- 課程與就業計劃有關的申請將獲優先考慮。

#### 6. Allocation and Distribution of Methodist Study Trust 助學基金之分配及發放

- The Scholarship will be granted on an annual basis.
- **Depending on the direct learning needs of the applicants**, a portion of school fees, tutorial Fee, traveling Expenses, books or learning assistance aids, etc. relating to academic development will be granted **upon the result of the vetting committee**.
- Successful applicants will normally be required to settle the expenditure of the approved items first, and apply for disbursement from MST on a reimbursement basis. Only relevant expenses within this academic year are accepted generally. Applicants need to keep all the proofs or relevant receipts of the expected subsidized items for reimbursement after approval.
- 本助學基金乃每年撥款一次。
- **撥款數額視乎申請人之學習直接需要及本基金撥款委員會審批結果而定**。其中包括學校費用、補習費、交通費、參考書、學習相關輔助儀器用品等與學業發展相關項目可獲得部分資助。
- 獲批資助學生一般須先自行支付獲核准項目的開支，其後以**實報實銷形式**向本基金申請發還款項，一般只接受本學年內的相關開支。學生需保留所有期望資助項目的證明文件及有關單據作獲批後報銷用。

#### 7. General Information 一般事項

- If the applicant changes to other courses within the subsidized academic year and which is differ from the application form, the applicant must notify to the Methodist Study Trust. If not, his/her application will be disqualified.
- Any misrepresentation or concealment of fact will lead to disqualification, restitution in full of the total maintenance grants received or prosecution.
- Under any situation, the Trust reserves the final rights to select awardees and to amend the subsidy allocation and guidelines and will not give explanations for failed application.
- 申請學生如在申請資助的學年內轉讀其他課程而與申請書內所述不符，申請人必須立刻將更改事項向循道教會助學基金報告，否則其申請將屬無效。
- 如發現申請人有意虛報或隱瞞事實，其申請資格將被取消，申請人須退回全部已獲得的資助及有可能會被檢控。
- 在任何情況下，委員會保留修訂資助分配及準則的最終權利，同時，本會無需要解釋個別申請人的落選原因。

#### 8. Enquiry 查詢

- If you have any enquiry, please call 3841 7809 (Mr. Steven LIN), 3841 7813 (Ms. Cloudy NG), or email to hkmst@yang.org.hk 如有查詢，請致電 3841 7809 (林先生) / 3841 7813 (吳姑娘) 或電郵至 hkmst@yang.org.hk