

人事服務及職員關係科 Personnel Services & Staff Relations Branch

警察子女教育信託基金 The Police Children's Education Trust 警察教育及福利信託基金 The Police Education & Welfare Trust

申請指引 Guides for Application



27.07.2022

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第一章

CHAPTER I

基本政策

GENERAL POLICY

申請人須知

1. 申請人必須是現職警務人員、輔警、已退休的警務人員或已故警務人員的配偶。
2. 被提名人必須是現職警務人員、輔警、已退休的警務人員或已故警務人員的親生或經合法領養的子女。
3. 被提名人的年齡必須於 2022 年 9 月 1 日時不超過 26 週歲。(即 1996 年 9 月 2 日或以後出生)
4. 即使被提名人的父母均為警務人員(包括輔警或已退休的警務人員)，亦只可以提交一份申請表格。
5. 無論申請獎學金或助學金，每名警察子女只可被提名一次和遞交一份申請表格。
6. 申請人必須填報真確資料。凡漏報或虛報資料，一經發現，除申請資格會被取消外，亦有可能受到紀律處分，或被刑事檢控。
7. 申請人有責任提供足夠資料及證明文件供警察子女教育信託基金及警察教育及福利信託基金管理委員會考慮。
8. 所有申請的批核結果均以警察子女教育信託基金及警察教育及福利信託基金聯合管理委員會的決定為準。
9. 所有被提名而未獲獎學金的警察子女，若他們符合申請助學金的資格，基金會考慮頒發助學金給他們。
10. 基金只會在同一年度頒發一項獎學金或助學金給予同一被提名人，悟宿基金會醫科獎學金得獎者除外。
11. 被提名的警察子女若曾獲本委員會頒發獎學金，他們未來將不再符合被提名同一項獎學金的資格。
12. 基金不會對下列被提名人提供助學金／獎學金資助：
 - (a) 已完成第一個學位課程；
 - (b) 重讀生；
 - (c) 兼讀生；及
 - (d) 有酬實習生。

NOTE TO APPLICANTS

An applicant should be a serving Police officer, an Auxiliary, a retired Police officer or a Police officer's widow / widower.

A nominee should be a child (either blood related or legally adopted) of a serving Police officer, an Auxiliary, a retired Police officer or a deceased Police officer.

A nominee should be below 26 years old as at 1 September 2022. (i.e. born on or after 2 September 1996)

Should both parents be Police officers (including the Auxiliary or retired Police officers), only one of them may apply for the nominee.

Only one application, irrespective of the scholarship or bursary category, should be submitted for each child of a Police officer.

Information submitted must be accurate. Applicants who provide incorrect or misleading information or conceal important facts will be disqualified and subject to disciplinary and legal implications.

Applicants are responsible to provide sufficient information and supporting documents to the Management Committees of the Police Children's Education Trust and the Police Education and Welfare Trust for consideration.

The Joint Management Committee of the Police Children's Education Trust and the Police Education and Welfare Trust is the authority for approval of all applications and their decisions are final.

All unsuccessful scholarship nominees will be considered for bursary if they meet the application requirement for bursary.

The same nominee will not receive more than one award of a scholarship or a bursary, except the awardee of the Providence Foundation Medical Scholarship for Year One Medical Student.

The scholarship awardees in a category will be ineligible for the same award in the same category in the future.

No bursary/scholarship will be granted to the following nominees:

- who have completed the first degree;
- who are repeaters;
- who are part-time students; and
- who are on internship or placement with remuneration.

13. 除非基金管理委員同意申請人所提出的理由充足，基金不會就個別學生的額外學習時間（例如以六年時間完成一個普通學位課程）提供資助。

Should a student have taken an exceptionally lengthier time to complete a course, e.g. 6 years for a general bachelor degree, full justifications to the satisfaction of the Management Committee must be submitted before a bursary is considered. As a norm, no assistance is given to the extra time required.

14. 申請人應在被提名人轉學或輟學後，盡快書面通知秘書處及盡快退還所得獎學金／助學金。

Should a nominee quit schooling in the course of the academic year or transfer to another school / institute which has not been stated in the application, the applicant should inform the Secretariat in writing and return the awarded scholarship/bursary to the respective Trusts without delay.

如何申請？

15. 申請人應使用附件一的申請表格。申請表格及指引可在警察內聯網《人事服務及職員關係科》網頁或警察網頁下載。

HOW TO APPLY?

Applications should be made on the prescribed application form at Annex I. The application form and application guidelines can be downloaded at PS&SR Branch Website on Police Intranet (POINT) or Hong Kong Police Public Page.

16. 申請獎學金或助學金，須填妥申請表格，連同所有證明文件副本，於截止日期前的辦公時間內郵寄或送抵警察子女教育信託基金及警察教育及福利信託基金秘書處：

All duly completed application forms for scholarships and bursaries with a copy of all supporting documents required should reach Secretariat, PCET and PE&WT by hand or post during office hours before the specific deadlines:

香港灣仔軍器廠街一號
警察總部警政大樓三十八樓
人事服務及職員關係科支援服務課

Support Services Group
Personnel Services and Staff Relations Branch,
38th Floor, Arsenal House, Police Headquarters,
No. 1 Arsenal Street, Wan Chai, Hong Kong

17. 如以郵寄方式遞交表格，請支付足夠郵資。香港郵政經 2018 年 1 月 1 日起生效的本地郵件收費，不是劃一為 HK\$2。郵資不足會阻延郵件派遞，並須繳付附加費予香港郵政。

For submission of the application by post, please ensure the mail items bear sufficient post. Hong Kong Post has revised the postage rates to take effect from 1 January 2018. HK\$2 is not a flat rate for mailing local mail items. Underpaid mail items will be subject to delay and a surcharge will be levied by the Hong Kong Post.

18. 申請恩恤補助金或特殊需要子女補助金，須與所屬總區的警察福利主任聯絡。

For applications for Grants under Compassionate Consideration or Grants for Special Needs Children, please contact the Force Welfare Officers of the respective Regions.

截止日期

DEADLINE

19. 本年度所有申請的截止日期如下：

The closing date of this year for all applications is:

2022 年 10 月 17 日 (星期一)

17 October 2022 (Monday)

逾期或資料不足的申請，恕不受理
LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

查詢

20. 查詢獎學金及助學金的申請事宜，請聯絡警察子女教育信託基金及警察教育及福利信託基金秘書處。
電話：2860 3242 或
電郵：sec-trusts@police.gov.hk
21. 查詢恩恤補助金及特殊需要子女補助金的申請事宜，請與所屬總區警察福利主任聯絡。
各福利辦事處電話如下：

港島及水警福利辦事處

Hong Kong Island and Marine Welfare Office

☎ 2370 2307

九龍福利辦事處

Kowloon Welfare Office

☎ 2150 7987

新界福利辦事處

New Territories Welfare Office

☎ 2417 6482

ENQUIRIES

Enquiries on scholarship and bursary applications may be made to Secretariat, the PCET and the PE&WT.
Enquiry hotline : 2860 3242 or
e-mail: sec-trusts@police.gov.hk

Enquiries on grants under compassionate consideration or Grants for Special Needs Children, please contact the Force Welfare Officer of the respective Regions:

第二章

CHAPTER II

申請獎學金條件及辦法
APPLYING FOR SCHOLARSHIP

1. 所有職級的警務人員，包括輔警人員、已退休的警務人員及已故警務人員的配偶，若子女符合下列要求，可提名他們申請獎學金：

Police officers at all ranks, including the Auxiliaries, retired officers and police officers' widows / widowers of these ranks may nominate their children for a scholarship if they satisfy the following requirements:

(a) 大學入學獎學金：

University Entrance Scholarship:

- (1) 大學入學獎學金分為兩個級別，要求被提名人考獲的成績及被提名人可獲頒贈的獎學金最高金額如下：

A two-tier system for University Entrance Scholarship is implemented. The required academic achievement and the maximum amount of the scholarship are as follows:

考獲成績	獎學金最高金額
香港中學文憑試四科 5**級或以上成績#備註(i)及(ii); 或 英國普通教育文憑高級程度考試三科 A* 級或以上成績#備註(iii); 或 國際大學預科文憑 42 分或以上成績。	港幣 40,000 元
香港中學文憑試三科 5*級或以上成績#備註(i)及(ii); 或 英國普通教育文憑高級程度考試三科 A 級或以上成績#備註(iii); 或 國際大學預科文憑 38 分或以上成績。	港幣 30,000 元

Academic Achievement	Maximum Amount for each scholarship award
Four subjects of Level 5** or more in HKDSEE #Remarks(i)&(ii); or Three subjects of Grade A* or more in GCEAL #Remark(iii); or 42 points or more in IB Diploma.	HK\$40,000
Three subjects of Level 5* or more in HKDSEE #Remarks(i)&(ii); or Three subjects of Grade A or more in GCEAL #Remark(iii); or 38 points or more in IB Diploma.	HK\$30,000

#備註(i) 如科目涉及必修部份及延伸部份，則以較高分部份為一科計算。

#Remark(i) If the subject consists of compulsory part and extended part, only the part with higher score is counted as one subject.

#備註(ii) 丙類科目 A 級、B 級及 C 級成績分別等同甲類科目第 5**級、第 5*級及第 5 級成績。

#Remark(ii) Grade A, B and C in Category C subjects are equivalent to Level 5**, Level 5* and Level 5 respectively in Category A subjects.

#備註(iii) 必須為高級程度科目。
兩科高級補充程度科目成績等同一科高級程度科目成績。英國普通教育文憑高級程度考試中文科成績不獲計算在內。

#Remark(iii) Must be Advanced Level (AL) subjects. Two Advanced Supplementary (AS) level subjects are equivalent to one AL subject. Result in GCEAL Chinese subject is not counted.

- (2) 被提名人必須於 2021/2022 學年同一次考試中考獲以上成績，並於 2022/2023 學年升讀全日制認可大學一年級學位課程。

The nominees should obtain the above academic achievement in the examination of the same year in 2021/22, and have been admitted to Year One of a full-time degree course at a recognized university in 2022/23.

- (3) 被提名人如考獲上述以外的其他學歷，申請人須提供資料證明該項成績符合上述學歷要求。我們會對每個申請作個別考慮。

Other qualifications will be assessed on a case-by-case basis. Applicants must provide documents supporting that the qualifications are equivalent to those listed above.

- (4) 所有非本地學歷將會根據有關院校的等級、所就讀的科目、學生的學業成績及有關的學歷評審機構的建議等因素作出考慮。主要因素為有關的非本地院校是否能與本地院校的水平作出比較。除本章所訂定情況外，其他非本地學歷是否與本地學歷等同，一概以警察子女教育信託基金／警察教育及福利信託基金管理委員會的最後決定為準，申請人及被提名人均不得異議。

All non-local qualifications are assessed on a case-by-case basis having regard to the standing of the awarding institutions, programme of study, academic performance of the students and advice from accreditation authorities, etc. The benchmark is whether the non-local qualifications are comparable in standard to a local one. Except for the conditions as specified in this chapter, the decision of the Management Committee of the Police Children's Education Trust / Police Education and Welfare Trust on the equivalency of all other non-local qualifications shall be final. All applicants and nominees shall not have objections.

- (5) 實際獎學金的金額會視乎頒發獎學金數目及基金撥款而定。

The amount of the scholarship will be subject to the number of awards and availability of funds.

(b) 悟宿基金會醫科獎學金：

Providence Foundation Medical Scholarship for Year One Medical Student:

- (1) 被提名人須升讀認可的全日制大學一年級醫科學位課程，而完成該課程後可根據香港法例第 161 條醫生註冊條例在香港特別行政區註冊成為執業醫生。

The nominees have been admitted to Year One of a full-time medical degree course at a recognized institute, which leads to medical registration under the Medical Registration Ordinance, Cap. 161 in the HKSAR after graduation.

- (2) 悟宿基金會醫科獎學金最高金額為港幣 20,000 元正。實際獎學金的金額及名額會視乎基金撥款而定。

The maximum amount of each scholarship award is \$20,000. The number and the amount of the scholarship award will be subject to the availability of funds.

- (3) 若符合資格的被提名人人數超過實際獎學金名額，獎學金將授予在 2022 年香港中學文憑試（或同等程度）中考獲成績最好的被提名人。

If the number of eligible nominees exceeds the number of scholarship(s) available, the scholarship(s) will be granted to the nominee(s) who obtained the best results in Hong Kong Diploma of Secondary Education Examination (or equivalent) in 2022.

- (4) 無論成功申領與否，所有符合申領其他警察子女教育信託基金／警察教育及福利信託基金的獎學金／助學金資格的被提名人，將自動被安排申領有關項目，毋須另行申請。

Regardless successful or not, all nominees who meet the requirements for other scholarships / bursaries under the Police Children's Education Trust / the Police Education and Welfare Trust will be arranged for the respective awards automatically.

(c) 出色才藝獎學金:

黃廷方慈善基金獎學金 - 出色才藝獎學金
(適用於初級警務人員)

- (1) 初級警務人員，包括在職的初級警務人員，已退休的初級警務人員及已故初級警務人員的配偶，若子女符合下列(3)至(5)段要求，可提名他們申請黃廷方慈善基金獎學金。

出色才藝獎學金
(適用於初級警務人員以外所有職級的警務人員)

- (2) 初級警務人員以外所有職級的警務人員，包括輔警人員、已退休的警務人員及已故警務人員的配偶，若子女符合下列要求，可提名他們申請出色才藝獎學金。
- (3) 被提名人須在下列其中一個非學術範疇表現優秀出色才藝，範疇包括：
- (a) 體育運動 / 競藝；
 - (b) 音樂 / 表演藝術；
 - (c) 文化 / 美術 / 設計；
 - (d) 創新 / 科技；及
 - (e) 其他非學術範疇。
- (4) 被提名人於 2019 年 9 月 1 日至 2022 年 8 月 31 日期間內曾在國家級或國際級才藝比賽中獲獎；或在該時段內曾代表香港隊參加國家級或國際級才藝比賽。
- (5) 被提名人須於 2022/2023 學年在本地或非本地的大專就讀全日制教育或訓練課程。
- (6) 出色才藝獎學金金額在港幣 10,000 元至港幣 40,000 元之間。實際的金額及名額會視乎基金撥款及個別個案作出考慮。

Scholarship for Outstanding Talents:

Ng Teng Fong Charitable Foundation Scholarship – Scholarship for Outstanding Talents
(Applicable to Junior Police Officers)

Junior Police Officers, including serving officers, retired officers and police officers' widows / widowers of these ranks may nominate their children for the Ng Teng Fong Charitable Foundation Scholarship if they satisfy the requirements at paragraphs (3) to (5) below.

Scholarship for Outstanding Talents
(Applicable to Police Officers at all rank, with the exception of Junior Police Officers)

With the exception of Junior Police Officers, Police officers at all ranks, including the Auxiliaries, retired officers and police officers' widows / widowers of these ranks may nominate their children for the Scholarship for Outstanding Talents if they satisfy the following requirements.

The nominees should have displayed outstanding level of talent in one of the following non-academic fields:

- Sports / Games;
- Music / Performing Arts;
- Culture / Arts / Design;
- Innovation / Science / Technology; and
- Other non-academic fields.

The nominees have been a winner of a national or international award; or have been a member of a competing team representing Hong Kong in a national or international competition between 1 September 2019 and 31 August 2022.

The nominee has enrolled in full-time education or training courses at a recognized tertiary institute either locally or non-locally in 2022/23.

The amount of each scholarship award ranges between \$10,000 and \$40,000. The amount of each scholarship and the number of scholarship awards for outstanding talents will be subject to the availability of funds and determined on a case-by-case basis.

(d) 特殊需要子女獎學金:

黃廷方慈善基金獎學金 - 特殊需要子女獎學金
(適用於初級警務人員)

- (1) 初級警務人員，包括在職的初級警務人員，已退休的初級警務人員及已故初級警務人員的配偶，若子女符合下列(2)至(3)段要求，可提名他們申請黃廷方慈善基金獎學金。

特殊需要子女獎學金
(適用於初級警務人員以外所有職級的警務人員)

- (2) 初級警務人員以外所有職級的警務人員，包括輔警人員、已退休的警務人員及已故警務人員的配偶，若子女符合下列要求，可提名他們申請特殊需要子女獎學金。
- (3) 有特殊需要的被提名人能證明其會很大程度受益於本地或非本地大專教育或訓練。
- (4) 特殊需要子女獎學金金額在港幣 10,000 元至港幣 40,000 元之間。實際的金額及名額會視乎基金撥款及個別個案作出考慮。

Scholarship for Special Needs Children:

Ng Teng Fong Charitable Foundation Scholarship – Scholarship for Special Needs Children
(Applicable to Junior Police Officers)

Junior Police Officers, including serving officers, retired officers and police officers' widows / widowers of these ranks may nominate their children for the Ng Teng Fong Charitable Foundation Scholarship if they satisfy the requirements at paragraphs (2) to (3) below.

Scholarship for Special Needs Children
(Applicable to Police Officers at all rank, with the exception of Junior Police Officers)

With the exception of Junior police officers, Police officers at all ranks, including the Auxiliaries, retired officers and police officers' widows / widowers of these ranks may nominate their children for the Scholarship if they satisfy the following requirements.

The nominees should have particular special needs and would benefit substantially from education or training at a recognized tertiary institute, either locally or non-locally.

The amount of each scholarship award ranges between \$10,000 and \$40,000. The amount of each scholarship and the number of scholarship awards for special needs children will be subject to the availability of funds and determined on a case-by-case basis.

(e) 義務工作獎學金:

- (1) 被提名人須於 2022/2023 學年在本地或非本地的認可大專就讀全日制教育或訓練課程。
- (2) 被提名人於 2019 年 7 月 1 日至 2022 年 6 月 30 日必須完成最少 200 小時的義務工作。有關的義工服務記錄必須可以實證及由本地的機構確認。
- (3) 義務工作獎學金最高金額為港幣 30,000 元正。實際獎學金的金額及名額會視乎基金撥款而定。
- (4) 若符合資格的被提名人人數超過實際獎學金名額，獎學金將以下列準則作出甄別：
 - (a) 服務成就及果效、
 - (b) 服務表現及承擔、
 - (c) 參與及貢獻等。

Scholarship for Volunteerism:

The nominee has enrolled in full-time education or training courses at a recognized tertiary institute either locally or non-locally in 2022/23.

Between 1 July 2019 and 30 June 2022, the nominee must have completed a minimum of 200 hours of volunteer work. Relevant service record must be evident based and endorsed by local organizations.

The maximum amount of each scholarship award is \$30,000. The number and the amount of the scholarship award will be subject to the availability of funds.

If the number of eligible nominees exceeds the number of scholarship(s) available, the eligible nominees will be screened by the following selection criteria:

achievement and outcome;
performance and commitment; and
participation and contribution, etc.

2. 無論成功申領與否，所有符合申領其他警察子女教育信託基金／警察教育及福利信託基金的獎／助學金資格的被提名人，將自動被安排申領有關項目，毋須另行申請。
3. 以上各項獎學金的申請人應使用附件一的表格申請。
4. 所有成功獲取獎學金的被提名人必須出席由部門舉辦之獎學金頒獎典禮。2022/23 年度獎學金頒獎典禮將於 2023 年 8 月中舉行(確實日期待定)。未能出席者必須提交合理原因。

備註：

成功獲取獎學金的被提名人經委員會揀選後，可能獲邀於頒獎禮上分享他們的讀書／義工服務經驗。

5. 由 2004 年開始，**獎學金得獎人**可選擇於入讀全日制課程前享有休學年，如參與義工服務計劃、增添工作經驗、參加教育性課程或旅遊體驗等。得獎人所得的獎學金則會延遲發放，直至得獎人正式升讀全日制課程為止。適用之獎學金被提名人必須在附件一之申請表格(乙部 1)說明其休學計劃。獎學金得獎人必須於休學年結束後向秘書處重新提交申請表及第 10 段所提及的有關證明文件。
6. 除義務工作獎學金的被提名人以外，所有被提名申請獎學金的子女必須提交一份 200 至 400 字 (中文或英文均可) 的讀書意向書，內容包括：

- (a) 你的讀書計劃及未來事業展望；
- (b) 獎學金對你所能作出的幫助；及
- (c) 其他任何你認為值得委員會考慮的情況或理由。

Regardless successful or not, all nominees who meet the requirements for other scholarships / bursaries under the Police Children's Education Trust / the Police Education and Welfare Trust will be arranged for the respective awards automatically.

All applications should be made on the prescribed application form as attached at **Annex I**.

All scholarship awardees **must** attend the award presentation ceremony to be held by the Force. The 2022/23 Scholarship Presentation Ceremony will be held in mid-August 2023 (exact date to be finalized). Awardees who cannot attend the ceremony must provide justifiable reasons.

Remark:

Successful scholarship nominees may be selected by Committee to share their study experience / volunteer service experience on stage at the award presentation ceremony.

Starting from 2004, **scholarship awardees** can select to take a gap year before starting their full-time programmes of study, such as participating in voluntary projects, gaining work experience or attending educational courses or expeditions. Issue of the scholarship will be deferred until these awardees start their full-time study at the recognized tertiary institutes. Scholarship nominees who plan to have the gap year should indicate their plan in the Application Form (Part B1) at **Annex I**. The awardee should resubmit the Application Form and relevant documents as per detailed in paragraph 10 to the Secretariat after the gap year.

Except for the nominees of Scholarship for Volunteerism, all scholarship nominees are required to submit a Statement of Intent of 200 – 400 words (either in English or Chinese) stating:

Your study and career plans;

How do you think the scholarship can contribute to your intent? and

Any other circumstances and/or reasons that you think deserve the consideration of the Committee.

7. 被提名申請義務工作獎學金的子女必須提交由本地機構發出的證明文件，例如推薦信、義工服務獎狀或證書等，並提交一份不多於 500 字（中文或英文均可）的義工服務感想書，內容包括：
 - (a) 你的義工服務如何為香港帶來影響；
 - (b) 是什麼引領你踏上義工服務的旅程；及
 - (c) 其他任何你認為值得委員會考慮的情況或理由。
 8. 基金秘書處可能會約見申請人及被提名人，屆時申請人須攜同相關文件的正本以便核實。
 9. 入選的被提名人有可能被邀請接受面試、提供諮詢人及／或呈遞個人作品，以證明其具備足夠領取此獎學金的資格。
 10. 在遞交申請表格時必須同時夾附下列證明文件副本：
 - (a) (1) 現職人員：最近期的糧單；
及
載有申請人姓名及賬戶號碼的銀行存摺首頁或月結單（請注意：銀行存摺副本或月結單副本所顯示的姓名及銀行戶口號碼必須與申請表甲部所填報的相同）。
 - (2) 退休人員：由庫務署發出的退休金／撫恤金證或 IR56C 退休金／撫恤金支付表格或退休便箋；或榮休書；
及
載有申請人姓名及賬戶號碼的銀行存摺首頁或月結單（請注意：銀行存摺副本或月結單副本所顯示的姓名及銀行戶口號碼必須與申請表甲部所填報的相同）。
 - (b) 被提名子女的香港中學文憑試成績通知書／證書或同等學歷的證書；
 - (c) 被提名子女已繳交學費的收據或升讀課程的註冊證明文件（未支付的繳款單／發票並不接受）；
 - (d) 大學入學通知書；
 - (e) 已退休警務人員必須遞交被提名子女的出生證明書（親生子女）或領養證明書（領養子女）。
- The nominees of Scholarship for Volunteerism are required to present documentary proof from local organizations such as reference letter(s), volunteer service awards or certificates, etc. Also, the nominees are required to submit a Statement of Volunteer Service of no more than 500 words (either in English or Chinese) stating:
- How your services make an impact on Hong Kong?
- What has led you on your volunteer service journey? and
- Any other circumstances and/or reasons that you think deserve the consideration of the Committee.
- The applicants and the nominees may be invited for an interview arranged by the Secretariat. At the interview, applicants should bring along all the original copies of the relevant documents for certification.
- Shortlisted nominees may be requested to attend an interview and/or submit references and/or written work as evidence of their qualifications for the scholarship.
- The following copies of documents must be attached to the application form:
- For serving officers: Recent Statement of Salary; and the first page of a bank passbook or bank statement bearing the name and bank account number of the applicant (please note that the name and bank account shown on the bank passbook or bank statement shall tally with Part A of the application form).
- For retired officers: Pensioner's Card issued by the Treasury or IR56C Return of Pension or Retirement Memo; or Valedictory Letter; and the first page of a bank passbook or bank statement bearing the name and bank account number of the applicant (please note that the name and bank account shown on the bank passbook or bank statement shall tally with Part A of the application form).
- Nominee's Results Notice/Certificate of HKDSEE or equivalent qualification;
- Nominee's tuition fee receipts or enrollment documents (unsettled demand note/invoice not accepted);
- Offer Letter from University;
- Retired Police officers should also provide the Certificate of Birth of the nominee (for blood related children) or Certificate of Adoption of the nominee (for legally adopted children).

第三章

CHAPTER III

申請助學金條件及辦法
APPLYING FOR BURSARY

1. 所有初級警務人員及督察級人員，包括輔警人員、已退休的警務人員及已故初級警務人員及督察級人員的配偶，若子女於認可大專修讀全日制大專課程及符合下列要求，可提名他們申請大專助學金：

All Junior Police Officers and Inspectorate officers, including the Auxiliaries, retired officers and police officers' widows / widowers of these ranks, may nominate their children for a bursary if they have been enrolled in full-time tertiary level courses in recognized universities / tertiary institutes and satisfy the following requirements:

(a) 大一學生：

- (1) 在香港中學文憑試一次過考獲三科第 5 級或以上成績#備註(i)&(ii)；
或
英國普通教育文憑高級程度考試三科 B 級或以上成績#備註(iii)；
或
國際大學預科文憑取得 34-37 分成績。

#備註(i) 如科目涉及必修部份及延伸部份，則以較高分部份為一科計算。

#備註(ii) 丙類科目 A 級、B 級及 C 級成績分別等同甲類科目第 5**級、第 5*級及第 5 級成績。

#備註(iii) 必須為高級程度科目。
兩科高級補充程度科目成績等同一科高級程度科目成績。英國普通教育文憑高級程度考試中文科成績不獲計算在內。

或同等程度；及

- (2) 升讀認可的大專課程。

Year 1 Students:

Three subjects of Level 5 or more in HKDSEE
#Remarks(i)&(ii) ;

or

Three subjects of Grade B or more in GCEAL
#Remark(iii);

or

34-37 points in IB Diploma.

#Remark(i) If the subject consists of compulsory part and extended part, only the part with higher score is counted as one subject.

#Remark(ii) Grade A, B and C in Category C subjects are equivalent to Level 5**, Level 5* and Level 5 respectively in Category A subjects.

#Remark(iii) Must be Advanced Level (AL) subjects. Two Advanced Supplementary (AS) level subjects are equivalent to one AL subject. Result in GCEAL Chinese subject is **not** counted.

or equivalent qualification; and

Admitted to a tertiary level course at a recognized tertiary institute.

(b) 大二或以上學生：

- (1) 符合上述(a)(1)及(a)(2)所列要求；及
- (2) 必須於 2021/2022 學年的校內試中各主修科成績考獲合格，並於 2022/2023 學年升讀高一年級。修讀的科目成績若不合格，被提名入須提供由修讀學院發出的文件，表述該科目是否被提名人的主修科目或副修科目，及被提名人是否須重考不合格科目才可以畢業。

Year 2 or above Students:

Must have obtained the qualifications as listed at (a)(1) and (a)(2) above; and

Must have obtained passes in all major subjects in the internal final examination in 2021/2022 and promoted to the next higher class in 2022/2023. For failed subjects, nominees have to provide documents issued by the institutes showing whether or not the failed subjects are major subjects or minor subjects of the nominees' study, and whether or not re-sit in the examination in the failed subjects are required for graduation from the course.

2. 符合上述資格並升讀或繼續升讀高一年級學位課程及非學位課程的被提名人，初級警務人員的被提名人將獲得助學金港幣 15,000 元正，而督察級人員的被提名人將獲得助學金港幣 11,000 元正。

For the eligible nominee who is admitted or promoted to the next higher class in a degree course and a non-degree course, the amount of a bursary to the nominee of a Junior Police Officer is \$15,000 and the amount of a bursary to the nominee of an Inspectorate Officer is \$11,000.

3. 被提名人如考獲上述以外的其他學歷，申請人須提供資料證明該項成績符合上述學歷要求。我們會對每個申請作個別考慮。所有非本地學歷將會根據有關院校的等級、所就讀的科目、學生的學業成績及有關的學歷評審機構的建議等因素作出考慮。主要因素為有關的非本地院校是否能與本地院校的水平作出比較。除本章所訂定情況外，其他非本地學歷是否與本地學歷等同，一概以警察子女教育信託基金／警察教育及福利信託基金管理委員會的最後決定為準，申請人及被提名人均不得異議。

Other qualifications will be assessed on case-by-case basis. Applicants must provide documents supporting that the qualifications are equivalent to those listed above. All non-local qualifications are assessed on a case-by-case basis having regard to the standing of the awarding institutions, programme of study, academic performance of the students and advice from accreditation authorities, etc. The benchmark is whether the non-local qualifications are comparable in standard to a local one. Except for the conditions as specified in this chapter, the decision of the Management Committee of the Police Children's Education Trust / Police Education and Welfare Trust on the equivalency of all other non-local qualifications shall be final. All applicants and nominees shall not have objections.

4. 所有申請人應填妥附件一的表格申請。

All applications should be made on the prescribed application form as attached at Annex I.

5. 在遞交申請表格時必須同時夾附下列證明文件副本：

The following copies of documents must be attached to the application form:

- (a) (1) 現職人員：最近期的糧單；

及

載有申請人姓名及賬戶號碼的銀行存摺首頁或月結單(請注意:銀行存摺副本或月結單副本所顯示的姓名及銀行戶口號碼必須與申請表甲部所填報的相同)。

For serving officers: Recent Statement of Salary;

and

the first page of a bank passbook or bank statement bearing the name and bank account number of the applicant (please note that the name and bank account shown on the bank passbook or bank statement shall tally with Part A of the application form).

- (2) 退休人員：由庫務署發出的退休金／撫恤金證或 IR56C 退休金／撫恤金支付表格或退休便箋；或榮休書；

及

載有申請人姓名及賬戶號碼的銀行存摺首頁或月結單(請注意:銀行存摺副本或月結單副本所顯示的姓名及銀行戶口號碼必須與申請表甲部所填報的相同)。

For retired officers: Pensioner's Card issued by the Treasury or IR56C Return of Pension or Retirement Memo; or Valedictory Letter;

and

the first page of a bank passbook or bank statement bearing the name and bank account number of the applicant (please note that the name and bank account shown on the bank passbook or bank statement shall tally with Part A of the application form).

- (b) 被提名子女的香港中學文憑試成績通知書/證書或同等學歷的證書 (再申請者仍須再次提交此文件)；

Nominee's Results Notice/Certificate of HKDSEE or equivalent qualification (Re-applicant please re-submit this document);

- | | |
|---|--|
| <p>(c) 被提名子女已繳交學費的收據或升讀課程的註冊證明文件(未支付的繳款單／發票並不接受)；</p> | <p>Nominee's tuition fee receipts <u>or</u> enrollment documents (unsettled demand note / invoice not accepted);</p> |
| <p>(d) <u>升讀大一的學生</u>：大學入學通知書；</p> <p><u>升讀大二或以上的學生</u>：2021/2022 學年的學業成績(全年成績)；及</p> | <p><u>For students admitted to University Year 1:</u>
Offer Letter from University / tertiary institute;</p> <p><u>For students promoted to University Year 2 or above:</u>
2021/2022 academic results (for the whole year); and</p> |
| <p>(e) 已退休警務人員必須遞交被提名子女的出生證明書(親生子女)或領養證明書(領養子女)。</p> | <p>Retired Police officers should also provide the Certificate of Birth of the nominee (for blood related children) <u>or</u> Certificate of Adoption of the nominee (for legally adopted children).</p> |

警察子女教育信託基金／警察教育及福利信託基金
THE POLICE CHILDREN'S EDUCATION TRUST /
THE POLICE EDUCATION AND WELFARE TRUST
2022/2023

登記編號
Serial Number

(由委員會填寫)
(Official Use ONLY)

獎學金／助學金申請表格
APPLICATION FORM FOR
SCHOLARSHIP / BURSARY

一般須知

1. 申請人須為每名符合資格的子女填寫獨立的申請表。填妥表格後，請附上所需證明文件的副本，表格須在截止日期前的辦公時間內郵寄或送抵下列警察子女教育信託基金及警察教育及福利信託基金秘書處地址：

香港灣仔軍器廠街一號
警察總部警政大樓三十八樓
人事服務及職員關係科

如以郵寄方式遞交表格，請支付足夠郵資。

2. 一般而言，秘書處會在收到申請表當日起計 14 個工作天內發出接獲申請通知電郵。如申請人未能在指定時間內收到接獲申請通知電郵，請立刻致電秘書處(2860 3242)查詢。
3. 如資料不齊備或不一致，秘書處會要求申請人作出解釋或提供補充資料。
4. 秘書處查詢電話：2860 3242 或
電郵：sec-trusts@police.gov.hk

General Information

Applicants have to fill in a separate form for each eligible child. All duly completed application forms for bursaries and scholarships with photocopies of the supporting documents required should **reach** the Secretariat, PCET and PE&WT during office hours before the deadline at the following address:

Personnel Services and Staff Relations Branch,
38th Floor, Arsenal House, Police Headquarters,
No. 1 Arsenal Street, Wan Chai, Hong Kong

For submission of the application by post, please ensure the mail items bear sufficient post.

In general, the Secretariat will acknowledge e-mail of the application within 14 working days **from the date of receipt of the application**. Those who do not receive the acknowledgement e-mail within the time specified, please contact Secretariat immediately (2860 3242) for enquiries.

If the information provided is incomplete or there are discrepancies in the information provided, applicants will be requested to give explanation(s) or provide supplementary materials.

Enquiry Hotline of the Secretariat 2860 3242 or
e-mail : sec-trusts@police.gov.hk

有關收集個人資料事宜

PERSONAL INFORMATION COLLECTION STATEMENT

1. 申請人自願在本表格填報個人資料，申請人倘若不提供足夠資料，警察子女教育基金及警察教育及福利基金可能無法處理申請人向基金提出的獎學金及/或助學金申請。
2. 申請人提供的個人資料，基金將用於處理申請人的獎學金及/或助學金申請。如有需要，基金會將申請人的個人資料轉交給香港警務處其他單位或其他香港特別行政區政府部門，用於與獎學金及/或助學金有關的事宜。
3. 申請人有權根據個人資料(私隱)條例第 18 及第 22 段以及附表一第六原則，要求查閱或更正其個人資料。查閱資料權利包括取得一份申請人在本表格內所提供的個人資料副本。
4. 提交申請後，若要索取遞交基金的申請表格副本、查閱或更正個人資料事宜，請與香港警務處人事服務及職員關係科(地址同上)人事服務及職員關係科行政主任(支援服務)1 聯絡。

The provision of personal data in the application form is voluntary. If an applicant fails to provide all the information as requested, the Police Children's Education Trust and the Police Education and Welfare Trust may not be able to process the application for scholarship and/or bursary from the Trusts.

All information provided will be used by the Trusts solely for processing your application for scholarship and/or bursary from the Trusts. The personal data provided may be disclosed to other units within the Hong Kong Police Force or other Government Departments of the Hong Kong Special Administrative Region as may be necessary for the purposes mentioned above.

The applicant has a right of access to and correction of the personal data as provided for in Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of the personal data provided by the applicant in the application form.

Enquiries concerning the obtaining of a copy of this application form, making access and correction requests should be addressed to Executive Officer (Support Services) 1, Personnel Services and Staff Relations Branch (address as listed above).

截止申請日期 (以郵戳為準)

Application Deadline (Post Marked Date)

助學金及獎學金

Bursaries and Scholarships

2022 年 10 月 17 日 (星期一)

17 October 2022 (Monday)

逾期或資料不足的申請，恕不受理

Late or incomplete applications will not be considered

Please complete this form in BLOCK LETTERS (unless specified) for input of data into computer.

申請人(警務人員)資料
Particulars of Applicant (Police Officer)

英文(English)

Retired

()

日/月/年 DD/MM/YYYY

(Also applicable to retired officers)

Residential Address

住宅 Residential

Bursary for Post-secondary students (non-degree course)

Applicable to JPOs and Inspectorate Ranks Police Officers

Please provide the name of your bank and account number in the following spaces:

銀行賬戶持有人姓名
Name of bank account holder

乙部 1 Part B1

被提名人(警務人員子女)資料
Particulars of Nominee (Child of Police Officer)姓名
Name

中文(Chinese)

英文(English)

香港身份證號碼
HKID Card No.出生日期
Date of Birth

日/月/年 DD/MM/YYYY

性別
Sex電話
Phone No.

日間 Daytime

手提 Mobile

電郵
E-Mail休學計劃意向
Intention for Suspension of Studies

(只適用於獎學金被提名人)

我會 / 不會 選擇休學，日期由 _____ (日/月/年) 至 _____ (日/月/年)。

如答案是“會”，請留空乙部 2，並附上一份休學計劃書詳細列明休學年的計劃，包括休學地點、性質、從計劃中得到的好處等。

(For scholarship nominees only)

I shall / shall not take a gap year from _____ (DD/MM/YY) to _____ (DD/MM/YY).

If the answer is “shall”, please skip Part B2 and attach a statement to list out the gap year programme in details including location, nature, how can you benefit from the programme etc.)

乙部 2 Part B2

新學年就讀學校

School to be attended _____

學校所在地

Location of School

區 District

城市 City

國家 Country

新學年就讀課程

Course to be taken

年級

Class

所屬學系

Faculty

修讀年期

Duration

年

Year

乙部3 Part B3

符合申請助學金／獎學金資格的考試成績

Examination Results that Meet the Requirements for Bursary / Scholarship

(請夾附有關文件，例如獎狀副本、證書副本、推薦書等。若不夾附有關文件，將不能進一步考慮此部分考試成績。
Please attach supporting documents, e.g., photocopy of awards, certificates, reference letters, etc. for consideration.
Examination results listed in this part cannot be further processed unless supporting documents are provided.)

公開考試名稱 Public Examination	考試年份 Year of Examination	考試科目 Subject	成績 Result

學術以外傑出成就類別及級別 (只適用於申請黃廷方慈善基金出色才藝獎學金／出色才藝獎學金)

Scope and Levels of Non-academic Outstanding Achievements (Applicable for Ng Teng Fong Charitable Foundation Scholarship for Outstanding Talents / Scholarship for Outstanding Talents)

(請在適當的方格內劃上“✓”。並夾附有關文件以供參考，例如獎狀副本、證書副本、推薦書等。若無夾附有關文件，此申請將不獲考慮。Put a “✓” in the appropriate box and attach supporting documents, e.g., photocopy of awards, certificates, reference letters, etc. for consideration. This part will not be processed without supporting documents.)

範疇 Scope	國家級獎項 National Level Award	國際級獎項 International Level Award	香港代表隊參賽成員 Hong Kong Squad Member (with competition)
體育運動 / 競藝 Sports / Games			
音樂 / 表演藝術 Music / Performing Arts			
文化 / 美術 / 設計 Culture / Arts / Design			
創新 / 科技 Innovation / Science / Technology			
其他，請說明 Others, please specify			

乙部 4 Part B4**(只適用於獎學金被提名人，義務工作獎學金被提名人除外)****For Scholarship Nominees only, excluding Nominees of Scholarship For Volunteerism****讀書意向書 Statement of Intent**

所有被提名申請獎學金的子女必須提交一份 200 至 400 字(中文或英文均可)的「讀書意向書」，內容包括：

1. 你的讀書計劃及未來事業展望；
2. 獎學金對你所能作出的幫助；及
3. 其他任何你認為值得委員會考慮的情況或理由。

請用印刷體書寫「讀書意向書」。

備註： 成功獲取獎學金的被提名人經委員會揀選後，可能獲邀於頒獎禮上分享他們的讀書經驗。

基金秘書處可能會約見申請人及被提名人，屆時申請人須攜同相關文件的正本以便核實。

All scholarship nominees are required to submit a Statement of Intent of 200 – 400 words (either in English or Chinese) stating:

1. Your study and career plans;
2. How do you think the scholarship can contribute to your intent? and
3. Any other circumstances and/or reasons that you think deserve the consideration of the Committee.

The Statement of Intent should be **typed** on a separate sheet.

Note : Successful scholarship nominees may be selected by the Committee to share their study experience on stage at the award presentation ceremony.

The applicants and the nominees may be invited for an interview arranged by the Secretariat. At the interview, applicants should bring along all the original copies of the relevant documents for certification.

乙部 5 Part B5**(只適用於義務工作獎學金被提名人) For Nominees of Scholarship For Volunteerism only****義工服務感想書 Statement of Volunteer Service**

所有被提名申請義務工作獎學金的子女必須提交一份不多於 500 字(中文或英文均可)的「義工服務感想」，內容包括：

1. 你的義工服務如何為香港帶來影響；
2. 是什麼引領你踏上義工服務的旅程；及
3. 其他任何你認為值得委員會考慮的情況或理由。

請用印刷體書寫「義工服務感想書」。

備註： 成功獲取義務工作獎學金的被提名人經委員會揀選後，可能獲邀於頒獎禮上分享他們的義工服務經驗。

義務工作獎學金的被提名人必須提交由本地機構發出的證明文件(例如：推薦信，義工服務獎狀或證書等)。

基金秘書處可能會約見申請人及被提名人，屆時申請人須攜同相關文件的正本以便核實。

All nominees of Scholarship for Volunteerism are required to submit a Statement of Volunteer Service of no more than 500 words (either in English or Chinese) stating:

1. How your services make an impact on Hong Kong?
2. What has led you on your volunteer service journey? and
3. Any other circumstances and/or reasons that you think deserve the consideration of the Committee.

The Statement of Volunteer Service should be **typed** on a separate sheet.

Note : Successful nominees of Scholarship for Volunteerism may be selected by the Committee to share their volunteer service experience on stage at the award presentation ceremony.

The nominees of Scholarship for Volunteerism are required to present documentary proof from local organizations such as reference letter(s), volunteer service awards or certificates, etc.

The applicants and the nominees may be invited for an interview arranged by the Secretariat. At the interview, applicants should bring along all the original copies of the relevant documents for certification.

丙部 Part C

申請人應將填妥及已簽署的申請表格連同下列所需文件的副本，於限期前交回秘書處：

Applicants should return the completed and signed application form together with photocopies of the supporting documents to the Secretariat before the respective deadlines:

<input type="checkbox"/> 現職人員：最近期的糧單及載有申請人姓名及賬戶號碼的銀行存摺首頁或月結單（請注意銀行存摺副本或月結單副本所顯示的姓名及銀行戶口號碼必須與申請表甲部所填報的相同）	<input type="checkbox"/> For serving officers : Recent Statement of Salary and the first page of a bank passbook or bank statement bearing the name and bank account number of the applicant (please note that the name and bank account shown on the bank passbook or bank statement shall tally with Part A of the application form).
<input type="checkbox"/> 退休人員： (i) 退休金／撫恤金證或 IR56C 退休金／撫恤金支付表格或退休便箋或榮休書及載有申請人姓名及賬戶號碼的銀行存摺首頁或月結單（請注意銀行存摺副本或月結單副本所顯示的姓名及銀行戶口號碼必須與申請表甲部所填報的相同） (ii) 被提名子女的出生證明書或領養證明書	<input type="checkbox"/> For retired officers : (i) Treasury Pensioner Card or IR56C Return of Pension or Retirement Memo or Valedictory Letter and the first page of a bank passbook or bank statement bearing the name and bank account number of the applicant (please note that the name and bank account shown on the bank passbook or bank statement shall tally with Part A of the application form). (ii) Nominee's Certificate of Birth or Certificate of Adoption of the nominee
<input type="checkbox"/> 被提名子女的香港中學文憑試成績通知書／證書或同等學歷的證書（再申請者仍須再次提交此文件）	<input type="checkbox"/> Nominee's Result Notice or Certificate of HKDSEE or equivalent (Re-applicant please re-submit this document)
<input type="checkbox"/> 被提名子女已繳交學費的收據或升讀的註冊證明文件（不接受未支付的繳費單／發票作註冊證明文件）	<input type="checkbox"/> Nominee's tuition fee receipts (unsettled demand note / invoice not accepted) or other enrollment documents
<input type="checkbox"/> 升讀大一的學生： 大學入學通知書 升讀大二或以上的學生： 2021/2022 學年的學業成績（全年成績）	<input type="checkbox"/> For students admitted to University Year 1: Offer Letter from University For students promoted to University Year 2 or above: 2021/2022 Academic Results (for whole year)
<input type="checkbox"/> 獎學金被提名子女： (i) 近照一張 (ii) 讀書意向書（乙部 4）	<input type="checkbox"/> For Scholarship Nominees : (i) One recent photo (ii) Statement of Intent (Part B4)
<input type="checkbox"/> 義務工作獎學金被提名子女： (i) 近照一張 (ii) 義工服務感想書（乙部 5） (iii) 本地機構發出的證明文件（例如：推薦信，義工服務獎狀或證書等）	<input type="checkbox"/> For Nominees of Scholarship For Volunteerism : (i) One recent photo (ii) Statement of Volunteer Service (Part B5) (iii) Documentary proof from local organizations such as reference letter(s), volunteer service awards or certificates, etc

丁部 Part D

聲明 Declaration

- A. 本人謹此聲明，本人所提供的上述資料完全真確。日後如有任何更改，本人自當立即以書面通知信託基金管理委員會。本人明白，如提供失實資料，除有可能導致本申請被撤銷外，本人亦會被追究其他紀律上及法律上的責任。
- I declare that all information submitted above is true. I undertake to notify the Trusts Management Committee at once by submitting a fresh statement should there be any subsequent change(s) to the information given above. I understand that providing false information will lead to rejection of this application and I will also be held responsible for any disciplinary and legal implications.

（申請人簽名）Signature of Applicant

（日期）Date

- B. 本人同意獲頒獎學金的被提名人或其代表必須出席於 2023 年 8 月下旬舉行的獎學金頒獎典禮。本人明白在未經秘書處事前同意下缺席獎學金頒獎典禮，秘書處可能會拒絕本人下學年的助學金申請，而被提名人將不會獲發獎學金得獎證明書。
- I understand and agree that the successful scholarship nominee or his/her representative(s) MUST attend the Scholarship Presentation Ceremony in the late August 2023. I understand that absence from the Scholarship Presentation Ceremony without Secretariat's prior consent may result in debarment from the bursary application in the next academic year, and there will be no Certificate of Award for the Scholarship Awardee.

（申請人簽名）Signature of Applicant

（日期）Date

戊部 Part E

（由委員會填寫）(For Official Use ONLY)

此建議由

建議 Recommended by:

核實 Certified by:

批准 Approved by:

This recommendation is:
簽署 Signature:

EO SUP SEV 1

FWO SUP SEV 1

SFWO SUP SEV

日期 Date: