

## APPENDIX 1 INFORMATION TO SCHOOLS

### 1. Information to Students

An adult fare must be paid by any student aged 12 or above when traveling on the MTR without:-

- using a Personalised Octopus with valid "Student Status", or
- using a Temporary Student Octopus with a receipt/proof issued by the MTR Corporation showing their application for "Student Status" is being processed and a Student Identity Card (valid for the academic year).

The "Student Status" encoded on a Personalised Octopus is valid for MTR travel only. Users of Personalised Octopus encoded with "Student Status" and those aged 12 or below are reminded when they travel on any transportation other than MTR with this Octopus are liable to the individual terms and conditions of the respective transport provider and may be charged full adult fare even though they are aged 12 or below.

### 2. Eligibility

The applicant must be a student conforming to the following definitions:-

"Student" - any person aged between 12 and 25 who is currently enrolled on a full-time day course offered by an acceptable institution in Hong Kong.

"Full-time day course" - a day-time course which normally requires the participant to attend an acceptable institution to receive not less than 20 hours of academic instruction each week for 30 weeks or more in an academic year.

### 3. Validity of "Student Status"

The arrangement of validity of "Student Status" is listed below :-

Class	Validity Year	Expiry Date
Primary 4 or below (students aged 12 or above)	6 years	31 October 2021
Primary 5 (students aged 12 or above)	5 years	31 October 2020
Primary 6 (students aged 12 or above)	4 years	31 October 2019



Class	Validity Year	Expiry Date
Form 1	3 years	31 October 2018
Form 2	2 years	31 October 2017
Form 3	1 year	31 October 2016
Form 4	3 years	31 October 2018
Form 5	2 years	31 October 2017
Form 6 or above	1 year	31 October 2016, validity to be renewed on a yearly basis
Special School	Subject to the curriculum	For curriculum similar to the 'Class' listed above, the validity granted will be the same as the associated class, but will not be earlier than 31 October 2018 (whichever validity is longer). For other classes/curriculums, the expiry date is 31 October 2018.

4. New Application of Personalised Octopus with "Student Status"  
- Application arrangement for the school's selection

Schools can choose one or more preferred application method for New Application for Personalised Octopus with "Student Status". Please indicate your preference on the reply slip.

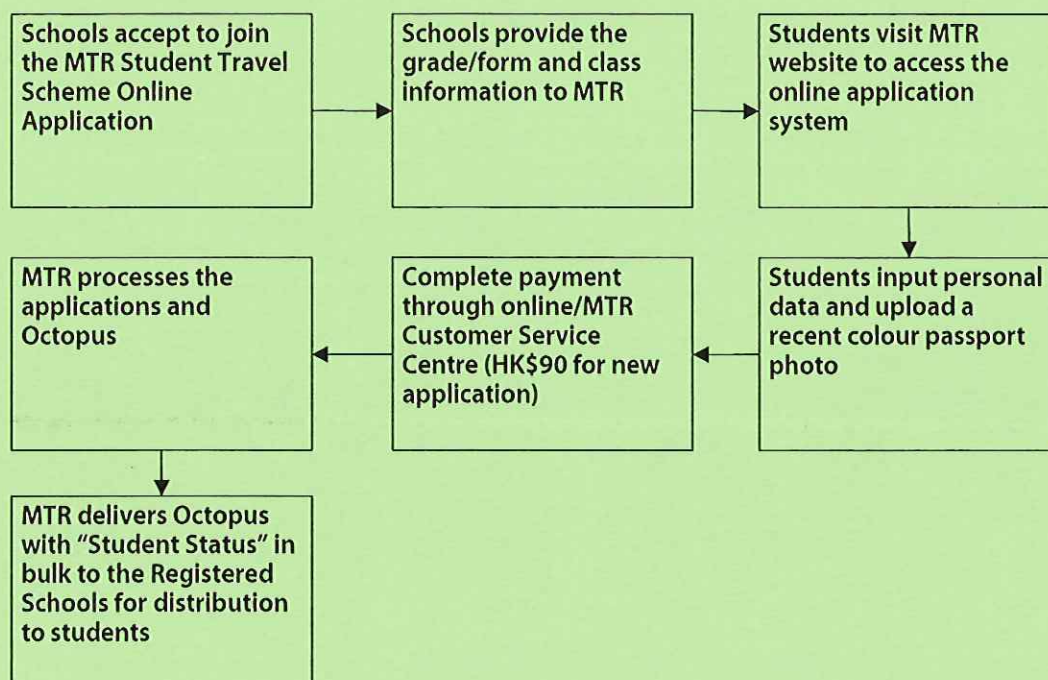
Method 1 - Online Application By Students

The school is required to:-

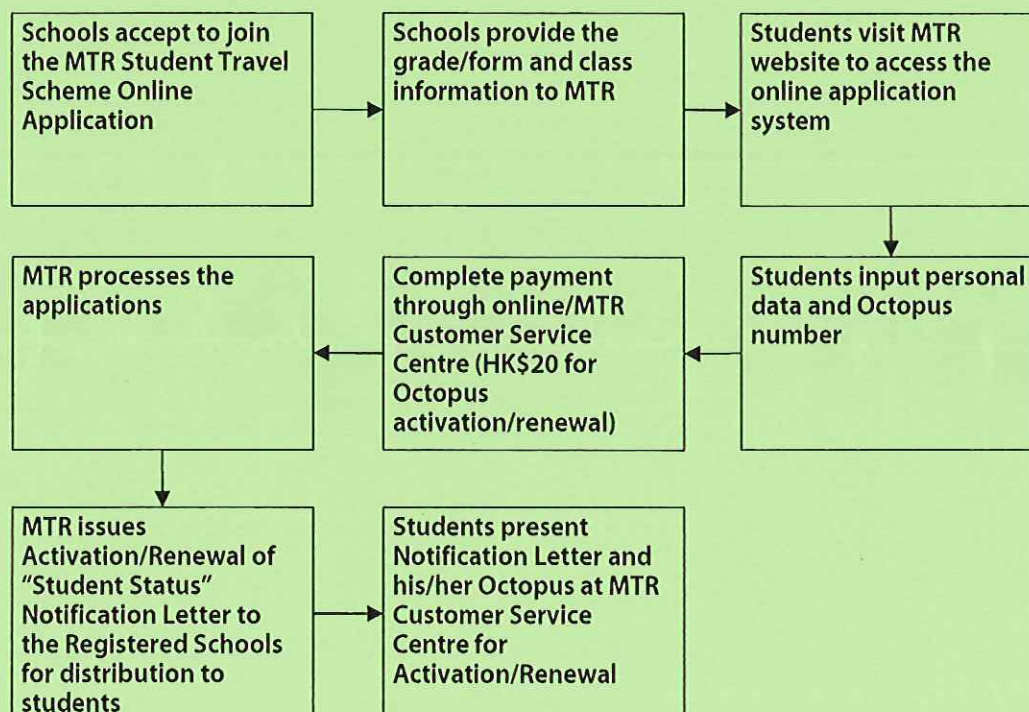
- provide the grade/form and class information to the MTR Corporation for registration;
- inform students:-
  - to complete and submit the application form via MTR website, [www.mtr.com.hk](http://www.mtr.com.hk);
  - to upload a recent colour passport photo (applicable to application for Personalised Octopus with "Student Status" only);
  - to pay the application fee through online/MTR Customer Service Centre (HK\$90 for new application or HK\$20 for activation/renewal of "Student Status");
- distribute the processed Personalised Octopus\* with "Student Status" to students within the specified period;
- distribute the Notification for Activation/Renewal to students and inform them to present the Notification and his/her Octopus to activate/renew their "Student Status" at any MTR Customer Service Centre (except Airport Express stations, Lo Wu, Lok Ma Chau, Racecourse, Disneyland Resort and Sunny Bay stations).

\* Before distribution to students, the school is responsible for the custody of all processed Personalised Octopus with "Student Status", including those with encoded value of HK\$20 for first time applicants, and liable for all losses.

### Flow Chart of Online Application for a Personalised Octopus with "Student Status"



### Flow Chart of Online Application for Activation/Renewal of "Student Status"





## Method 2 – Individual Application By Students

The school is required to:-

- distribute the application forms;
- endorse the completed application forms and return the forms to students for submitting to any MTR station (except Airport Express stations, Lo Wu, Lok Ma Chau, Racecourse, Disneyland Resort and Sunny Bay stations); and
- issue the reminder to students to collect their processed Personalised Octopus with "Student Status" from the counters at designated MTR stations at the specified times and dates.  
(If Octopus are not collected during the specified dates, students MUST collect their Octopus in person from the Concessionary Travel Office as specified on the application form)

## Method 3 – Bulk Application Through School

The school is required to:-

- distribute the application forms printed with school name;
- collect the application fee on behalf of the MTR Corporation and deposit the money to the bank account of the MTR Corporation (account number: 002-853315-001, The Hongkong and Shanghai Banking Corporation Limited) or issue a crossed cheque payable to the "MTR Corporation Limited";
- return the receipt (the lower part on the application form) to the students;
- pack the completed application forms by class;
- submit the application forms with the bank-in receipt or a crossed cheque to any one of the designated MTR stations on the specified date. Late submission should be made directly at the Concessionary Travel Offices located at the following stations:-
  - Admiralty Station (near Exit B);
  - Tai Wai Station (near Exit F on platform 2); or
  - Siu Hong Station (near Exit D)
- distribute the processed Personalised Octopus\* with "Student Status" to students within the specified period.

\* Before distribution to students, the school is responsible for the custody of all processed Personalised Octopus with "Student Status", including those with encoded value of HK\$20 for first time applicants, and liable for all losses.

### 5. Enquiry

MTR Concessionary Travel Office: 2798 3449 (Ms Chui) or 2756 7739 (Ms Wong) from 8:30 am to 6:00 pm on weekdays except Saturdays, Sundays and Public Holidays.

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## APPENDIX 2

### APPLICATION FOR STUDENT TRAVEL SCHEME

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1. Note
- Eligible full time students studying in an acceptable Hong Kong institution wishing to enjoy MTR concessionary fares, have to complete one of the followings:-
- Apply for a new Personalised Octopus with "Student Status"
  - Activate/renew the "Student Status" on a Personalised Octopus
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2. Application for Personalised Octopus with "Student Status"
- Students who do not possess a Personalised Octopus (with their name and photo printed on the Octopus) have to apply for a Personalised Octopus with "Student Status".
- Application fee: HK\$90 including:-
- HK\$50 refundable Octopus deposit
  - HK\$20 non-refundable handling fee charged by Octopus Cards Limited
  - HK\$20 administration fee levied for MTR Student Travel Scheme
- A special rebate of HK\$20 will be offered to FIRST TIME APPLICATIONS for the Personalised Octopus with "Student Status". The rebate will be given in the form of HK\$20 usable value encoded on the processed Octopus.
- \* For online application, the administration fee must be paid through online or at MTR Customer Service Centre.
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3. Application for Activation / Renewal of "Student Status" on a Personalised Octopus
- Students promoting to Form 4 or studying at a university or a college in the 2015/2016 academic year who possess Personalised Octopus with "Student Status" are reminded that the "Student Status" on their Octopus will expire on 31 October 2015. If their "Student Status" is not activated/renewed, full adult fares will be deducted from their Octopus from 1 November 2015 onwards.
- An administration fee\* of HK\$20 should be paid when the "Student Status" is activated/renewed at any MTR Customer Service Centre (except Airport Express stations, Lo Wu, Lok Ma Chau, Racecourse, Disneyland Resort and Sunny Bay stations).
- \* For online application, the administration fee must be paid through online or at MTR Customer Service Centre.

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