



The Incorporated Trustees of Hong Kong Seafarer Mutual Assistance and Scholarship Trust

Hong Kong Maritime Scholarship Fund Application Guidelines

A. For Individual Students / Seafarers

1. Eligibility

- Individual students studying in Hong Kong maritime institutes and individual seafarers working on board a vessel covered by the Hong Kong Collective Bargaining Agreement (HKCBA) are eligible to apply for reimbursement for the maritime training courses they have paid and attended.

2. Reimbursable Course

- Courses eligible for reimbursement include:
 - STCW course
 - Refresher Training Course
 - CoC Upgrading Course
 - Diploma/High Diploma /Oversea maritime course (subject to approval)
- According to the resolutions of the Administrative Committee of the Hong Kong Seafarer Mutual Assistance and Scholarship Trust on 20 April 2022, maximum reimbursement of HK\$32,000 is offered to students of the following “Cadet Pre-sea Training Course”: -
 - Higher Diploma in Maritime Studies under the Hong Kong Maritime Service Training Institute (MSTI)
 - Higher Diploma in Mechanical Engineering under the Vocational Training Council
 - Bachelor of Engineering under the recognize university in Hong Kong
 - Higher Diploma in Logistics under The Hong Kong Polytechnic University
 - Bachelor of Business Administration (Honours) in International Shipping and Transport Logistics under The Hong Kong Polytechnic University.
- The above resolutions also approved that after the completion of “Cadet Pre-sea Training Course”, **additional** reimbursement of maximum HK\$32,000 for cadetship is offered to students, who: -
 - completed their seetime cadetship (18 months for Deck Cadet and 12 months for Engineer Cadet respectively), and produced proof of their enrolment for the Certificates of Competency (CoC) Class 3 Examination from the Marine Department; or

- completed their seetime cadetship (18 months for Deck Cadet and 12 months for Engineer Cadet respectively), and produced proof of their enrolment for Upgrading Course for Certificates of Competency (CoC) Class 3 from the MSTI; or
- completed their seetime cadetship less than required, but produced proof of their enrolment for the Certificates of Competency (CoC) Class 3 Examination from the Marine Department,

3. Application Procedure

- Individual students/seafarers are eligible to apply for reimbursement for the maritime training courses they have paid for and attended for the preceding 3 years, *except* students of “Cadet Pre-sea Training Course”.
- Application should be submitted after the completion of maritime course, *except* students of Higher Diploma in Maritime Studies under the Hong Kong Maritime Service Training Institute (MSTI), who may submit their applications during and/or after their studies.
- Applicant is required to fill in the Part (I) ‘Individual seafarer/student’ of Hong Kong Maritime Scholarship Fund Application Form and submit required documents, including:
 - copies of Hong Kong Identity Card or Hong Kong passport's personal information page, and
 - copies of personal information and sign on/off pages of Seafarer’s Employment Registration Book, and
 - copies of proof of course enrollment or Copies of course tuition fee receipts and certificates.

For additional reimbursement for cadetship, applicant should submit also:

- copies of proof of enrolment for Certificates of Competency Class 3 Examination from the Marine Department, or
 - proof of enrolment to Upgrading Course for Certificates of Competency (CoC) Class 3 from the MSTI.
- Examination fee, exemption fee, retake course fee and repeated application for reimbursement of same course will not be accepted.

The Administrative Committee of the Hong Kong Seafarer Mutual Assistance and Scholarship Trust shall have the power in its discretion to approve the application and decide the amount approved thereof.

B. For Maritime Employer

1. Eligibility

- Contributing maritime employers are eligible to claim reimbursement from the HKMSF for the cost of training paid by them for improving the quality of seafarers employed on vessels covered by HKCBA
- A maritime employer is entitled to reimburse up to 50% of the amount they have contributed to the HKMSF in the immediately preceding 3 years.

2. Application Procedure

- Maritime employers are required to provide information as follows:
 - Names of vessels of which contribution was made,
 - Relevant HSCC invoice numbers, and
 - Copies of official receipts or relevant payment proof (with names of trained employees, name of trained institute and course and tuition fee amount)
- To show seafarers serving on-board Hong Kong flagged vessels benefited directly from the training, a list of trained employees should be attached to the application form. The following information of the trained employees should be stated in the list:
 - Names,
 - Seamen ID/passport numbers,
 - Ranks, and
 - Names of Hong Kong Flagged vessel they served in the past 12 months with date.
- Training courses eligible for reimbursement are listed in Annex I. Maritime symposiums and seminars are considered as non-training functions and should be EXCLUDED from the application.

3. Enhancement

According to the resolutions of the Administrative Committee of the Hong Kong Seafarer Mutual Assistance and Scholarship Trust, the following enhancement is implemented with effect from 20th April 2022:

- Cadet stipend paid by the contributing maritime employers for cadets of all nationalities shall be considered as the cost of training initiated by them, with effect from 20th April 2022.

4. Application Procedure

Seatime Cadetship for cadets as defined in Addendum of HKCBA is included in the list of Training Courses Eligible for Reimbursement (Annex 1).

Maritime employers are required to provide the following information for reimbursement:

- Proof of the relevant payments of stipend
- Cadet's Hong Kong Identity Card or Passport number
- Copies of cadet's SEA

****The Administrative Committee of the Hong Kong Seafarer Mutual Assistance and Scholarship Trust shall have the power in its discretion to approve the application and decide the amount approved thereof.***

(Updated on 12th July 2023)

Annex 1 Training Courses Eligible for Reimbursement

1. Engine Room Simulator
2. Shipboard Safety Officer
3. Accident Investigation
4. MARPOL
5. Maritime Resource Management
6. Leadership / Command course
7. Commercial Knowledge course
8. Port State Control
9. Tanker Vetting Inspection
10. Bridge Team Management
11. ICE Navigation
12. Bulk Carrier Safety and Inspections
13. Weather Routing
14. Crew Safety
15. Crew English
16. Engine Room Emergency Management
17. Engine Room Team Management
18. Bridge Maneuvering & Engine Control
19. Auxiliary Diesel Engine and Maintenance Course
20. Hydraulic for Engineers
21. Engine room Machinery Maintenance
22. Reefer Container Maintenance Course
23. Marine Refrigeration & Air-conditioning
24. Electronic Chart Display and Information System (ECDIS)
25. Seetime Cadetship for cadets as defined in the Addendum of HKCBA

(updated on 20th April 2022)