



**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 of maritime training courses they have paid for and attended.

2. Reimbursable Course

- Courses eligible for reimbursement include:
 - STCW courses
 - Refresher Training Courses
 - CoC Upgrading Courses
 - Diploma / High Diploma / Overseas maritime courses (subject to approval)
- In accordance with the resolutions of the Administrative Committee of the Hong Kong Seafarer Mutual Assistance and Scholarship Trust dated 20 April 2022, a maximum reimbursement of HK\$32,000 (**to be increased to HK\$33,500 effective 20 January 2026**) is offered to students enrolled in the following “Cadet Pre-sea Training Course”:
 - Higher Diploma in Maritime Studies under the Hong Kong Maritime Service Training Institute (MSTI)
 - Bachelor of Business Administration (Honours) in International Shipping and Transport Logistics under The Hong Kong Polytechnic University
 - Higher Diploma in Mechanical Engineering under the Vocational Training Council
 - Bachelor of Engineering under recognize universities in Hong Kong
- The above resolution further approved that, upon completion of “Cadet Pre-sea Training Course”, additional reimbursement of maximum HK\$32,000 (**to be increased to HK\$33,500 effective 20 January 2026**) may be granted for cadetship to students who:
 - Completed their seetime cadetship (18 months for Deck Cadet; 12 months for Engineer Cadet) and provide proof of enrolment for the Certificates

of Competency (CoC) (Deck Officer / Marine Engineer Officers) Class 3 Examination from the Marine Department, or

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

3. Application Procedure

- Individual students and seafarers are eligible to apply for reimbursement of maritime training courses completed within the preceding three years. Applications from students enrolled in the “Cadet Pre-sea Training Course” are not subject to this three-year restriction.
- Applications should generally be submitted after completion of the maritime course. However, students enrolled in the Higher Diploma in Maritime Studies or STCW courses at MSTI may submit applications either during or after their studies.
- Applicant must complete Part (I) ‘Individual seafarer/student’ of Hong Kong Maritime Scholarship Fund Application Form and submit the following required documents:
 - Copy of Hong Kong Identity Card or Hong Kong passport's personal information page, and
 - Copy of personal information and sign on/off pages of Seafarer’s Employment Registration Book, or valid MSTI Student Card, and
 - Copy of proof of course enrollment or copy of course tuition fee receipts and course certificates;
 - For Bachelor’s degree holders: copy of employment contract for their first foreign-going ship, showing their capacity as cadets

For additional reimbursement related to cadetship, applicant should also submit:

- Copy of proof of enrolment for CoC Class 3 (Deck Officer / Marine Engineer Officers) Examination from the Marine Department, or
 - Proof of enrolment for the Upgrading Course for CoC Class 3 from MSTI;
 - For Marine Engineer: copy of employment contract for their first foreign-going ship, showing their capacity as engineers
- Examination 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 determine 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 20 April 2022:

- Cadet stipend paid by contributing maritime employers for cadets of all nationalities shall be considered as the cost of training initiated by them, with effect from 20 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 Seafarer Employment Agreement (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 determine the amount approved thereof.***

(Updated on 20 January 2026)

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 20 April 2022)