

GUIDANCE NOTES ON APPLICATION FOR TUITION FEE REMISSION 2024-2025

A – General Information

1. Purpose

This scheme aims to ensure that no eligible students will be turned away from our school because of their family financial conditions (including those from families receiving the Comprehensive Social Security Assistance (CSSA) and students receiving financial assistance provided by the Student Financial Assistance Agency (SFAA)).

2. Eligibility Criteria

- 2.1 Applicants must be Hong Kong Residents;
- 2.2 Applicants must pass the means test. The school adopts the “Adjusted Family Income” (AFI) mechanism of the Student Financial Assistance Agency of the HKSAR Government as the means test to assess the eligibility of a family for student financial assistance and its assistance level, but our level of assistance is more flexible than the Government scheme.

3. Provision / Handling of Personal Data

- 3.1 It is the responsibility of applicants to complete the application form fully and truthfully and to provide all supporting documents. Insufficient information, misrepresentation of facts will render the application deferred or disqualified for further processing.
- 3.2 The personal data provided in the application and any supplementary information provided on request is only for tuition fee remission application process.
- 3.3 The College may contact the employers of the applicants’ family members, to authenticate the information provided in the application. Misrepresentation of facts will render the application deferred or disqualified for further processing or even lead to criminal prosecution.
- 3.4 No documents submitted are returnable. However, in accordance with Sections 18 and 22 and the Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administrative Region), the applicant has the right to obtain access and make corrections to the data provided by him/her.

B – Notes on how to Complete the Application Form

WARNING

The personal data in the application will be used to assess an applicant's eligibility for tuition remission level. It is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits an offence and is liable, on conviction, to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

1. Please fill in the form clearly in black or blue ink. Please read the guidance notes carefully before filling the form.
2. For 'Name in English', please use block letters; write the surname first. Example :
Name in English : CHAN TAI MAN
3. For 'HKID Card No.', please refer to the below format. If the family member does not have HKID Card No., please submit a copy of valid identity document of the family member, for example : Hong Kong Birth Certificate etc. Example: HKID Card No. : A 123456 (7)
4. Please provide the following documents of the family member(s) listed for assessment.
 - a. Copy of identity documents; and
 - b. Affix income proof, if applicable.
 - * Applicant need not to fill in the 'income certificate' if the family income proof documents, such as pay slip, tax payment form, bank account transfer record or any other certified document(s) can be provided.
 - * If applicant cannot provide any income proof for special reasons, please notify the school in writing, providing justifiable reasons. The school may make adjustment and apply benchmark figures based on statistical information provided by relevant.

Section 1 – Particulars of Student

Section 2 – Particulars of the Applicant

1. Applicant must be students' parents or guardian.
2. Contact Address: Please provide in English and refer as recorded in the water, electricity, gas or telephone bills.

Section 3 – Particulars of Family Members

1. During assessment, 'family members' is referring to :
 - a. You and your dependent; and
 - b. Unmarried children residing with you; and
 - c. Your dependent parent.
2. Choice A - Dependent: if dependent is widowed / divorced / separated, please circle and submit related documents.
3. Choice B - Unmarried children residing with you :
 - a. Please fill in the particulars for the unmarried children residing with you.
 - b. Please circle the appropriate category for the children current status, for example: primary school, secondary school, in employment, unemployed.
 - c. If children are attending primary/secondary education or other courses in the upcoming academic year, please circle the appropriate category.
4. Choice C – Dependent parent

Please fill in the personal particulars of dependent parent(s) and provide a copy of their identity documents. Dependent parent refers to the applicant's parents, including in-laws who is not a recipient of the CSSA at the time of submission of application. They must, throughout the normal assessment, meet any one of the following conditions for a continuous period of not less than 6 months.

 - a. has resided / been residing with your family, or
 - b. has taken up permanent residence at another premises owned or rented by the applicant or his / her spouse, or
 - c. has been living in his / her own premises, rented premises or residing in elderly homes and is totally supported by the applicant or his / her spouse.
5. If the person is not your children or dependent parent, please fill out the personal particulars at item 2 under Section 5 and list the reasons.

Section 4 – Family Income

1. Current occupation: please provide related documents, for example occupation and organization etc. Please specify if your spouse is housewife / unemployed.

For example:

Applicant's occupation: Clerk Organization: ABC Company Office contact: 1234 5678

Spouse's occupation: Housewife Organization / Office contact : /

2. Please provide the total income, for the period from 1 April 2023 to 31 March 2024, a total of 12 months. For the submitted documents, please refer to Section C for the notes of submission and documentary proofs. For example :

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|---|-----------|
| a. Applicant's income | \$120,000 |
| b. Spouse's income | \$98,000 |
| c. Unmarried child residing with the family | \$72,000 |
| d. Contribution from children, relatives or friends | \$10,000 |

3. The types of income that should be reported and those income not required are listed below:

	Items that need to be reported		Items that do not need to be reported
1.	Salary (including the salary of applicant, applicant's spouse and student-applicant's unmarried sibling(s) residing with the applicant for full-time, part-time or temporary jobs, <u>excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee</u>)	1.	Financial assistance from the Government, or payment from the assistance programme under the Community Care Fund (such as Comprehensive Social Security Assistance / Old age allowance / Old age living allowance / Disability allowance / Retraining allowance / Work Incentive Transport Subsidy / Working Family Allowance etc.)
2.	Double pay / Leave Pay	2.	Long service pay / Contract gratuity
3.	Allowance (including overtime work / living / housing or rent / transport / meals / education / shift allowance, etc.)	3.	Severance pay
4.	Bonus / Commission / Tips	4.	Loans
5.	Studentship	5.	Lump sum retirement gratuity / Provident fund
6.	Wages in lieu of notice of dismissal	6.	Inheritance

	Items that need to be reported		Items that do not need to be reported
7.	Business profits and other income earned by means of self-employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered etc.	7.	Charity donations
8.	Alimony	8.	Insurance / accident / injury indemnity
9.	Contribution from any person(s) not residing with applicant's family to any of the applicant's family member(s) (including money or contribution of housing / remittance(s) / contribution for mortgage repayment / rent / water / electricity / gas or other living expenses)	9.	MPF / Provident Fund contribution by employee (the ceiling of contribution needs not to be reported is \$18,000 per year)
10.	Interests from fixed deposits, stocks, shares & bonds, etc.		
11.	Rental income of property, land, carpark, vehicle or vessel (including Hong Kong, the Mainland and overseas)		
12.	Monthly pension / Widow's & Children's Compensation		

Section 5 – Other Special Family Information

Please provide other special family information or details regarding family members, state the name of family member(s) involved and provide detailed information. Otherwise, please leave this part blank.

Section 6 – Declaration

Please read through the paragraphs and sign in the space provided in the application form.

C – Notes on Submission of Application Form and Supporting Documents

1. Please submit the completed application form together with other supporting documents to the school general office.

2. Required supporting documents include :

- a. Copy of identity documents of the applicant and his / her family members as listed in Section 3, stick on the 'copy of HK ID card' space, and
- b. (If applicable) Copy of expenses documentary proof for dependent who has been living in your property, rented property or residing in an elderly home for the period from 1 April 2023 to 31 March 2024.
- c. (If applicable) Copy of documentary proof on unavoidable medical expenses (for family members who are chronically ill or permanently incapacitated) for the period from 1 April 2023 to 31 March 2024.
- d. Documentary proof on total income for the period from 1 April 2023 to 31 March 2024. Please submit the document in accordance with the requirements listed below:

Salaried employed person	<ol style="list-style-type: none"> 1. Tax Demand Note issued by Inland Revenue Department; if not available 2. Employer's Return of Remuneration and Pension form; if not available 3. Salary statement; if not available 4. Bank transaction record showing payment of salary, allowance; if not available 5. Income Certificate certified by the employer, etc.
Self-employed driver or person running business (including sole proprietorship business / partnership business / limited company)	<ol style="list-style-type: none"> 1. Profit and Loss Account verified by a Certified Public Accountant; if not available 2. Profit and Loss Account prepared on your own and 3. Personal Assessment Notice.
Salaried employed or self-employed person who cannot produce any income proofs.	<ol style="list-style-type: none"> 1. Please provide Self-prepared Income Breakdown detailing the monthly income throughout the year and explaining why income proof cannot be produced.
Landlord with rental income	<ol style="list-style-type: none"> 1. Tenancy Agreement; if not available 2. Bank transaction record showing rental income

D – Checklist

Checklist before submitting application:

- Section 2 : If all provided information is correct
If you have chosen the appropriate education level for your children in the upcoming academic year
- Section 3 : Accuracy of the total annual income
- Section 4 : Signed on the application form
- Submitted all copies of family member's identity document
- Submitted all income related certified copies
- (If applicable), submitted all copies of relevant certified documents
- You are welcome to contact the General Office (Ms Au) at 28708815 should you have any query