



School Fee Remission Scheme 2016-2017

Application Guide

“School Fee Remission Scheme” is in family basis that one family is required to submit one application in regardless of the number of family members studying at the school. **Under the normal circumstance, the school will not accept the late application later than 16th September 2016.** Applicants should submit all the copies of supporting documents when submitting the form. For any missing or incomplete of documents and data, the application will be prolonged or lead to failure of process, the school reserves the right to make final decision on the acceptance of application and the fee remission rate. Applicant’s initial is required against any amendment.

A. General Information

1. Aim

To relieve the financial burden of students’ families with economic hardship.

2. Eligibility Criteria and Level of Assistance

A. Applicants who received financial assistance from government:

1. An applicant receives allowance under the Comprehensive Social Security Allowance (CSSA) Scheme from Social Welfare Department of Hong Kong on the date of application is eligible for 100% school fee remission
2. An applicant receives FULL assistance for that particular school year under the School Textbook Assistance Scheme from Student Financial Assistance Agency (SFAA) of Hong Kong is eligible for 100% school fee remission
3. An applicant receives HALF assistance for that particular school year under the School Textbook Assistance Scheme from Student Financial Assistance Agency (SFAA) of Hong Kong is eligible for 50% school fee remission

B. Applicants who have not proof of receiving the above assistance should follow the method below:

Applicants must pass the means test.

3. Means test:

Our school will use the “Adjusted Family Income” (AFI) mechanism as the means test to assess the eligibility of a family for fee remission scheme and its assistance level. The AFI mechanism is based on the following formula:

$$\text{AFI} = \frac{\text{Gross annual income of the family}}{\text{Number of family members} + (1)}$$

- **Gross annual income** of the family includes the annual income of applicant and his / her spouse; 30% of the annual income of unmarried child / children residing with the family if applicable; and the contribution from relatives / friends if applicable.
- The members of a family normally refer to the applicant, his / her spouse, unmarried child / children residing with the family and the dependent parent(s) who are supported by the applicant and / or his / her spouse.
- For single-parent families of 2 to 3 members, the “plus 1 factor” in the divisor of AFI formula will be increased to 2.
- Students from families on Comprehensive Social Security Scheme Assistance (CSSA) Scheme will be given full school fee remission.

Levels of school fee remission

The AFI eligibility benchmarks for various levels of remission are listed in the table below.

Please note that the AFI is not the average monthly income of a family.

No. of family member	No. of single-parent family member	AFI thresholds for full level of assistance (HK\$)	AFI thresholds for half level of assistance (HK\$)	Ineligible (HK\$)
3	2	0 to 45,460	45,461 to 72,611	Above 72,611
4	3	0 to 41,824	41,825 to 72,611	
5 or above	4 or above	0 to 37,552	37,553 to 72,611	

1. Personal Data

4.1 Applicants are required to submit the completed application forms with copies of relevant supporting documents. Incomplete forms or insufficient supporting documents may lead to delay in processing the application.

4.2 All Personal Data will **ONLY** be used for assessing the financial needs and processing the fee remission applications.

4.3 Transfer of Data

During the collection of personal data necessary for verification of the personal data provided on the declaration form, the Incorporated Management Committee of Po Leung Kuk Lam Man Chan English Primary School (IMCLMC) or the school may disclose the personal data provided on the declaration form. IMCLMC or the school may also seek information from any other third parties (e.g. Social Welfare Department, Student Financial Assistance Agency) holding the personal data of the applicant for comparison and verification with those data provided on the application form.

4.4 Access to or Correction of Personal Data

Under Section 18 & 22 and Principle 6 in Schedule 1 the Personal Data (Privacy) Ordinance, the

applicant has a right to request for access to or correction of the personal data he/she provided on the application form. Such requests may be made by mail or fax and address to the school. An administration fee of HK\$ 80 should be charged for access to or correction of personal data.

B. Guide for Filling in the Form

1. Please fill in the form clearly with black or blue pen. Read the following instructions carefully before filling in the form.
2. Please provide the following documents for the family members listed on the form:
 - a. Copies of identity supporting documents; and
 - b. Other supporting documents; if necessary.

Part I Particulars of Student

1. Students should be currently studying at Po Leung Kuk Lam Man Chan English Primary School. For applicants who have more than one child studying at the school, please list out from the youngest to the eldest.

Part II Particulars of Applicant

1. Under CAP13 Guardianship of minors Ordinance of Hong Kong Ordinances, the applicant must be the parent or guardian of the student.
2. The mailing address should be written in English and the address proof of the recent three months. The applicant may refer to the mailing address of Water Bill, Electricity Bill, Gas Bill or Phone Bills, etc.

Part III Financial Condition of Applicant

A. Comprehensive Social Security Assistance (CSSA) Scheme Information

Attachment of that particular school year document from Social Welfare Department of Hong Kong showing entitlement to allowance under the Comprehensive Social Security Assistance (CSSA) Scheme on the date of application.

OR

B. Student Financial Assistance Agency School Textbook Assistance Scheme Information

Attachment of the document from Student Financial Assistance Agency (SFAA) of Hong Kong showing entitlement to FULL or HALF assistance for that particular school year under the School Textbook Assistance Scheme.

C. For applicants who have not applied the above assistance, please submit the following documents:

3. Gross annual income of the whole family

Please provide income with relevant proof during the period from 1st April to 31st March of the previous financial year. **Applicants can refer to all family members in Part C while collecting their gross annual income and documents.**

4. Assets of the family

Assets including ALL of the capitals assets like cash, bank deposit, jewelry, accessories, stocks, property / land and all assets that can change to cash.

Part IV Other Special Family Information (if necessary)

Applicants can provide special information of the family by filling in their name and details in this part; or else, leave the part blank.

Part V Declaration

The applicant should read the instructions carefully and sign in the appropriate space.

C. The Guide to Submitting the Form and Supporting Documents

1. Applicants please submit in person the application form with supporting documents to the General Office not later than **16th September 2016**. Late applications will not be considered.
2. Supporting documents should include:
 - a. Copies of identity documents of the applicant and the family members mentioned in Part C, and stick the copies in the form of “Copies of Identity Cards”.
 - b. If applicable, the most recent statement showing entitlement to allowance under the Comprehensive Social Security Assistance (CSSA) Scheme from Social Welfare Department of Hong Kong.
 - c. If applicable, attachment of the most recent statement showing entitlement to assistance for that particular school year under the School Textbook Assistance Scheme from Student Financial Assistance Agency (SFAA) of Hong Kong.
 - d. If applicable, attachment of the expense copy of dependent parents who are living in the applicant’s own premises, rented premises or residing in elderly homes during the period of 1stApril to 31st March of the previous financial year; and
 - e. If applicable, the medical receipt of family members who are chronically ill or permanently incapacitated during the period of 1st April to 31st March of the previous financial year; and
 - f. The gross annual income proof during the period of 1st April to 31st March of the previous financial year, for example:

Salaried employed person	<ol style="list-style-type: none"> 1. Salary Statement; or 2. Tax Demand Note; or 3. Bank transaction record showing payment of salary; or 4. Income Certificate etc.
Self-employed driver or person running business	<ol style="list-style-type: none"> 1. Profit and Loss Account; or 2. Personal Assessment Notice etc.
Salaried employed or self-employed person who cannot produce any income proofs	<ol style="list-style-type: none"> 1. Letter of explanation; or 2. Income declaration or if applicable, the letter which indicate the income, e.g. copy of doctor certificate, notification letters from Social Welfare Department.
Other	<ol style="list-style-type: none"> 1. Tenancy Agreement, or the proof of possessing property / land / car park which includes the Sale and Purchase Agreement, Rating and Valuation Department Bill, Mortgage Loan and Repayment Statement etc. 2. All investment items up to August of that particular year, e.g. stocks / warrant / bond and and fund bills / receipt / monthly statement in which those documents that can show the possession of the investment type and amount up to 31stAugust of that particular year. 3. Expense proof

D. Warning

Our school reserves the right to decide on applicants' level of assistance according to the information provided in the form. In accordance with the *Theft Ordinance (Hong Kong Law Chapter 210)*, any person who by any deception dishonestly obtains property belonging to another, with the intention of permanently depriving the other of it, shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for

E. Enquiry

For any enquiries, please call 2712 1270 to contact the Accountants during school office hours (Mondays to Fridays, 9:00am to 5:30pm).