



Po Leung Kuk Lam Man Chan English Primary School 保良局林文燦英文小學

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School Fee Remission Scheme 2025-2026

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 15th October 2025.** 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 54,999	55,000 to 87,846	Above 87,846
4	3	0 to 50,600	50,601 to 87,846	
5 or above	4 or above	0 to 45,429	45,430 to 87,846	

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.

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:

1. In assessing the eligibility of the applicants, family members normally refer to:

A. Applicant and his/her spouse

For widowed, divorced or separated, please put “✓” in the box and provide related documents.

B. Unmarried children residing with the family

Please fill in the information of all unmarried children residing with the family and circle their state like under education, in employment, unemployed or other.

C. Dependent parent(s) who are supported by the applicant and residing with the family

Please fill in the information of dependent parents, and attach the copy of HKID/passport of them. 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 year, meet any one of the following conditions for a continuous period of not less than 6 months –

Has resided / been residing with the applicant's family; or

Has taken up permanent residence at another premises owned or rented by the applicant or his/her spouse; or

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.

2. Employment condition

Please provide accurate and updated information of the employment condition of applicant and his/her spouse.

For example:

Occupation of the applicant: clerk

Name of company: ABC Company

Company's address: XX, Sheung Heung Road, To Kwa Wan, Kowloon

Company's phone number: 1234 5678

Occupation of the spouse: housewife

Name of company: /

Company's address: /

Company's phone number: /

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.**

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 **15th October 2025**. 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 1st April 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	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	1. Profit and Loss Account; or 2. Personal Assessment Notice etc.
Salaried employed or self-employed person who cannot produce any income proofs	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.

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 10 years.

E. Enquiry

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