



Guidance Notes on Application for Tuition Fee Remission Scheme 2011-2012

A. General Information

1. Aim

The scheme aims at helping family parents with financial hardship in terms of the tuition fee remission. Point-system is used for assessment of eligibility. The point scale may vary from year to year, depending on the number of applicants. The point is calculated by the average monthly family income and number of dependant family member. Based on the point, it may result in full or half tuition fee remission.

2. Eligibility Criteria

- 2.1. Applicants must be Hong Kong Permanent Residents.
- 2.2. Applicants must pass the means test.

3. Provision / Handling of Personal Data

- 3.1. Please complete the application form truthfully and to provide the required personal data and those of family members information. Applicants should also provide all supporting documents. Insufficient information / misrepresentation of facts will result in disqualification of the application.
- 3.2. The personal data provided in the application form will be used for the purposes of processing and authentication of tuition fee remission application.
- 3.3. Our school may contact other government departments and organizations, including the employers of the applicant and his/her family members, to authenticate the information provided in the application. If necessary, adjustment will be made to the financial assistance based on the result of verification. Any misrepresentation and concealment of facts will lead to disqualification, restitution in full of the assistance granted and possible prosecution.
- 3.4. All documents submitted are not returnable. However, in accordance with Sections 18 and 22 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administrative Region), you have the right to obtain access and make corrections to the data provided by you.

B. Notes on How to Complete the Application Form

WARNING

The personal data in the application will be used to assess an applicant's appropriate level of assistance to be awarded. 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 and complete according to the instructions stated below.
2. Please use block letters to write “English Name” and write the surname first. For example:
English Name : CHAN TAI MAN
3. Please fill in the HKID Card No. with reference to the example as shown below. If the family members do not possess a HKID Card, please submit a copy of valid identity document of the family members such as the Hong Kong Birth Certificate, etc. For example:
HKID Card No : A 123456 (7)
4. Please submit the following documents for the family members as listed in the application form:
 - a. Copy of identity documents; and
 - b. Documentary proof on income (if applicable).

* If applicants can provide the household income proof such as salary statement, tax demand note, bank transaction record showing payment of salary or other documentary proof, they do not need to use the Income Certificate.

* If applicants use the Income Certificate, they must provide justifiable reasons for not producing income proof. Our school may make adjustment and apply benchmark figures (based on statistical information provide by relevant government departments e.g. Census and Statistics Department) to assess the income of applicants and their family members.

Part 1 Particulars of Student

Part 2 Particulars of Applicant

1. Applicants must be the parents or guardians of students.
2. Correspondence Address: Please write in English. Please provide the address as recorded in the water, electricity, gas or telephone bills.

Part 3 Particulars of Family Members

1. The members of a family normally refer to
 - a. the applicant and his/her spouse; and
 - b. unmarried child / children residing with the family; and
 - c. the dependent parent(s) residing with the family.
2. Part A--- Spouse: If your spouse has deceased, divorced or separated from you, please marked “✓” in the box at the right and submit supporting document.

3. Part B--- Unmarried children residing with the family
- Please fill in the particulars of all unmarried children residing with them.
 - Please circle the appropriate box to indicate the status of unmarried children, for example: in primary school, in secondary school, employed, unemployed, etc.
 - Please circle the appropriate box if your child is going to attend primary or secondary school.
4. Part 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 your parents, including in-laws, who is not a recipient of the CSSA at the time of submission of application. They must meet any one of the following conditions for a continuous period of not less than 6 months before the submission of application:
- has resided / been residing with you; or
 - has taken up permanent residence at another premises owned or rented by you; or
 - has been living in his/her own premises or residing in elderly homes and is totally supported by you.
5. If you have filled in particulars of any member who is not a self-bearing child or parents of yours, please specify his/her name and state the reasons for declaring him/her as a family member.

Part 4 Family Income

1. Current occupation: Please provide required information such as occupation and name of institution. Please specify the status if you / your spouse was unemployed or was a housewife.

For example:

Occupation of Applicant: Clerk

Name of Institution: ABC COMPANY Office Tel. No.: 1234 5678

Occupation of Applicant: Housewife

Name of Institution: / Office Tel. No.: /

2. Annual Income of Family Members: Please provide the total annual income during the period from 1 April 2010 to 31 March 2011. For the detail of submission of documents, please refer to Part C – Notes on Submission of Application Form and Supporting Documents. For example:
- Total income of applicant \$120,000
 - Total income of spouse \$ 98,000
 - Total income of unmarried child / children residing with the family \$ 72,000
 - Contribution from relatives / friends \$ 10,000

3. Types of incomes earned by the family that should / should not be reported are listed below for reference.

	Items need to be reported		Items need not to be reported
1	Salary (including the Provident Fund or Mandatory Provident Fund contribution)	1	Old age allowance
2	Double pay / Leave pay	2	Disability allowance
3	Allowance (including housing / travel / meals / education / shift allowance, etc.)	3	Long service pay / Contract gratuity
4	Bonus / Commission	4	Severance pay
5	Wages in lieu of notice of dismissal	5	Loans
6	Profit from business / investment	6	Lump sum retirement gratuity / Provident Fund
7	Alimony	7	Inheritance
8	Contribution from relatives / friends	8	Charity donations
9	Interests from fixed deposits, stocks & shares, etc.	9	Comprehensive Social Security Assistance
10	Rental income	10	Retraining allowance
11	Monthly pension / Widow's & Children's Compensation	11	Insurance / accident / injury indemnity

Part 5 Other Special Family Information

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

Part 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. Applicants should submit the application form and supporting documents to the General Office on or before 15 September 2011. Our school will not accept any application submitted after the deadline.



2. Supporting documents include:
- Copy of identity documents of the applicant and your family member as listed in Part 3. Please cut and paste them on the form of “Copies of Hong Kong Identity (HKID) Cards”; and
 - (If applicable) Copy of receipt of living expenses of dependent parent who has been living in your own premises, rented premises or residing in elderly homes and is totally supported by you or your spouse during the period from 1 April 2010 to 31 March 2011; and
 - (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 2010 to 31 March 2011; and
 - Documentary proof on total income for the period from 1 April 2010 to 31 March 2011. For example:

Salaried employed person	<ol style="list-style-type: none"> Salary statement; or Inland Revenue Department; or Bank transaction record showing payment of salary; or Income Certificate, etc.
Sole proprietor or partner of partnership business	<ol style="list-style-type: none"> Profit and Loss Account; or Personal Assessment Notice, etc.
Self-employed person who cannot produce any income proofs	<ol style="list-style-type: none"> Explanatory letter; or Income Certificate or Self-prepared Income Breakdown or Profit & Loss Account, letter showing relevant information such as copy of medical certificates, notifications of result from Social Welfare Department, etc.

D. Memorandum

Before you submit the application form, please check for the following things:

- Part 2: The accuracy of information provided by you.
Have you circled the appropriate item to show whether your child would be in primary or secondary school in the next school year?
- Part 3: The accuracy of the annual income.
- Part 4: Have you signed the form?
- Have you provided copy of identity documents of all of your family members?
- Have you provided copy of all income proof?
- Have you provided copy of all other supporting documents? If applicable.

Enquiry hotline of our school: 2202 3922