



GUIDANCE NOTES ON APPLICATION FOR ASSESSMENT OF ELIGIBILITY  
FINANCIAL ASSISTANCE FOR PRIMARY AND SECONDARY STUDENTS (FOR FORM A)

[Applicable to the School Textbook Assistance Scheme, Student Travel Subsidy Scheme, Subsidy Scheme for Internet Access Charges, Full Fee Reimbursement (Project Yi Jin), Fee Reimbursement (Financial Assistance Scheme for Designated Evening Adult Education Courses) and Examination Fee Remission Scheme]

本申請指引備有中文版本。如有需要，請向學生資助辦事處索取。

IMPORTANT NOTES

“Application for Assessment of Eligibility” is a family-based application. Each family needs to submit one application only. Please read every paragraph of this Guidance Notes carefully before completing the Form. If applicants have already submitted an “Application for Assessment of Eligibility” for 2011 / 12, please do not submit another application [unless advised by the Student Financial Assistance Agency (SFAA)]. Multiple applications from the same applicant will be voided and lead to delay in processing the application. If applicants wish to amend any information in their application submitted or to provide supplementary information, they should notify the SFAA in writing. The notification should be duly signed by the applicant and submitted together with relevant supporting documents to the SFAA.

A - General Information

1. Eligibility Criteria

- 1.1 Applicants must pass the means test;
- 1.2 The student-applicants must be unmarried Hong Kong Residents, residing with the family of applicants, with right of abode, right to land or valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong (please provide relevant supporting documents as listed in Part B, item 3.1). Students holding visitor visas, two-way exit permits, student visas or who are dependents of non-local students / student-visa / visitor-visa holders are not eligible to apply for student financial assistance; and
- 1.3 The schools the student-applicants are attending must belong to the category as stipulated in the following schemes:

2. Financial Assistance Schemes

- 2.1 The **School Textbook Assistance (TA) Scheme** is to provide assistance to needy students in government, aided, per caput grant schools and local private schools under the Direct Subsidy Scheme for covering the costs of essential textbooks and miscellaneous school-related expenses.
- 2.2 The **Student Travel Subsidy (STS) Scheme** is to provide travel subsidy to needy students receiving formal primary, secondary education or attending a full-time day course up to first degree level in an acceptable institution, residing beyond 10 minutes walking distance from school and traveling to school by public transport.
- 2.3 The **Subsidy Scheme for Internet Access Charges (SIA)** is to provide subsidy to needy families whose children are full-time students receiving education at primary or secondary level, or full-time students pursuing Project Yi Jin programmes or equivalent courses of the Vocational Training Council to meet the Internet access charges for e-learning at home for their children. The subsidy is granted on a household basis. Eligible families will receive a flat-rate cash grant, regardless of the number of children in the family.
- 2.4 **Full Fee Reimbursement (Project Yi Jin) [FFR(PYJ)]** is to provide full tuition fee reimbursement to needy students who are assessed as eligible for **FULL** level of assistance. These students may apply for FFR(PYJ) for each satisfactorily completed module, subject to their having passed an overall assessment and having achieved 80% attendance for the module as confirmed by the institutions. Students who are not assessed as eligible for FULL level of assistance are still eligible for 30% reimbursement of the tuition fee paid for each satisfactorily completed module. The module must be essential for the completion of the PYJ programme and the students must not have obtained financial assistance for the same module under the Continuing Education Fund. In addition, students who have obtained reimbursement under the Financial Assistance Scheme for Designated Evening Adult Education Courses (FAEAEC) will not be eligible for reimbursement under PYJ unless they have refunded the HKSAR Government all the reimbursement obtained under FAEAEC.
- 2.5 **Fee Reimbursement (Financial Assistance Scheme for Designated Evening Adult Education Courses) [FR(FAEAEC)]** is to provide **FULL** or **HALF** tuition fee reimbursement to needy students who have enrolled on designated evening adult education courses. Students must be aged 17 or above and are attending evening secondary courses (Secondary 1 to Secondary 7) that are quality-assured and commissioned by the Education Bureau (EDB) in designated centres. Students who have obtained reimbursement under PYJ will not be eligible for reimbursement under FAEAEC unless they have refunded the HKSAR Government all the reimbursement obtained under PYJ. In addition, students cannot obtain reimbursement for repeating the same level of study under FAEAEC, unless they switch from other curriculums to the New Senior Secondary curriculum. Students who are confirmed by the Approved Course Operator to have fulfilled all the criteria mentioned above, passed the

means test and attained the following minimum attendance requirements (which are considered separately for each of the two school terms) will be eligible for 100% or 50% tuition fee reimbursement in two instalments according to the assistance level printed on the Eligibility Certificates: (i) at least 80% attendance; or (ii) at least 60% attendance plus an overall pass in the term assessment; or (iii) at least 60% attendance plus inclusion of an exemption for the remaining 20% attendance as proved by prescribed means including medical certificates or employers' certification of work commitment. Students who cannot pass the means test but fulfil all the criteria mentioned above will be eligible for 30% reimbursement of the tuition fee paid.

- 2.6 The **Examination Fee Remission (EFR) Scheme** is to provide assistance to needy students attending public examinations conducted by the Hong Kong Examinations and Assessment Authority (HKEAA). Please refer to the General Examination Circular on Applications for Examination Fee Remission issued by the HKEAA for details of application and eligibility criteria.

### 3. Application Procedures

- 3.1 Application is processed in two stages, namely the "Application for Assessment of Eligibility" and the "Application for Financial Assistance Scheme(s)". "Application for Assessment of Eligibility" is family-based. Applicant must be a parent or a guardian (as recognized under Guardianship of Minors Ordinance, Cap 13) of the student-applicant(s). Otherwise, applicant must explain in detail why this cannot be complied with in Section 1 under Part IV of the Application Form. Provided that the reason given is acceptable, the SFAA will continue to process the application. Applicants should submit fresh application for every school year and fill in the form the particulars of all unmarried children residing with them. Besides, each family should submit one application only. Multiple applications from the same applicant will be voided and lead to delay in processing the application.
- 3.2 Form A and related application documents are available in both Chinese and English. If applicants apply for student financial assistance by using the English version of the application form, all subsequent correspondence / notifications issued by the SFAA will be in English or vice versa.
- 3.3 If applicants have children studying in kindergartens or child care centres in the 2011 / 12 school year and wish to apply for kindergarten / child care centre fee remission after they have submitted the "Application for Assessment of Eligibility for Financial Assistance for Primary and Secondary Students", they should apply separately for assistance under the "Kindergarten and Child Care Centre Fee Remission Scheme (2011 / 12)" afterwards for their children studying in kindergartens or child care centres. Applicants should obtain the application form "Application for Kindergarten and Child Care Centre Fee Remission Form B (2011 / 12)" from kindergarten / child care centre, and return the completed application form to the SFAA through the kindergartens / child care centres concerned. The SFAA may make reference to the information provided in the application for the Kindergarten and Child Care Centre Fee Remission to assess the eligibility and determine the assistance level of this application, and vice versa.
- 3.4 All data provided by the applicants in the application form must be supported by copy of relevant documents. Insufficient information / documents will delay the application processing or even result in disqualification of the application.
- 3.5 If applicants wish to amend any information in their applications submitted or to provide supplementary information (e.g. updating the family members' information, claiming additional unmarried child residing with the family), they should notify the SFAA in writing. The notification should be duly signed by the applicant with the Application number for student finance or HKID card number of the applicant provided and submitted together with the relevant supporting documents to the SFAA.

#### 3.6 Stage 1: Application for Assessment of Eligibility

Time	Procedures
May 2011	The following application documents are obtainable at District Offices or schools: (1) "Application for Assessment of Eligibility - Form A" [SFAA 7B]; (2) "Guidance Notes on Application for Assessment of Eligibility (For Form A)" [SFAA 75B]; (3) "Cover Sheet for Supporting Documents" [SFAA 108]; (4) "Mailing Label" [SFAA 271]; and (5) Addressed envelope for submission of application [SFAA 182].
May 2011	Applicants are required to submit the completed Form A, mailing label and copies of the relevant supporting documents to the SFAA by post, using the addressed envelope provided. The SFAA will issue acknowledgement letters to applicants who have returned the duly completed mailing labels together with the application form later and contact the applicants for supplementary information during the processing period, if necessary.

Late August 2011	<p>If applicants submitting applications in May 2011 have provided all necessary information, the SFAA will issue the following notifications to applicants after completing the eligibility assessment. (For applicants who are required to provide supplementary information, notification of result will be issued after August.):</p> <p>(1) "Notification of Ineligibility" - for families which cannot pass the means test; has failed to provide sufficient information; or has withdrawn their application;</p> <p>(2) "Eligibility Certificate" (EC) [SFAA 188] together with the "Guidance Notes on How to Apply by Scheme" [SFAA 189] - for each child whose family can pass the means test (ECs will only be issued to those children whom the applicants have indicated the need for a copy in Part II of the Application Form).</p>
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- 3.7 Families currently in receipt of the Comprehensive Social Security Assistance (CSSA) should apply directly to the Social Welfare Department (SWD) for school-related assistance for their children's examination fees, expenses on textbook and stationery, transport fares, Internet access charges at home, etc. for the 2011 / 12 school year. They do not need to submit "Application for Assessment of Eligibility" to the SFAA. If the student-applicants are not covered by the CSSA or are applying for the FFR(PYJ) and / or FR(FAEAEC), such applicants may submit the "Application for Assessment of Eligibility" to the SFAA. The SFAA may request the applicant to submit a copy of the "Certificate of Comprehensive Social Security Assistance Recipients (for Medical Waivers)" issued by SWD for verification, if necessary. Families with members in receipt of Old Age Allowance and / or Disability Allowance can still submit the "Application for Assessment of Eligibility" to the SFAA for financial assistance.
- 3.8 All "Applications for Assessment of Eligibility" submitted on or after 1 June 2011 will be handled by the SFAA after the applications received in May are processed. Notification of result to these applicants will therefore be deferred.
- 3.9 If applicants need to apply for the School Textbook Assistance, their "Application for Assessment of Eligibility" should reach the SFAA on or before 31 October 2011. Otherwise, School Textbook Assistance will not be released even if they can pass the means test. If applicants submit their "Application for Assessment of Eligibility" on or after 1 November 2011, payment of Student Travel Subsidy (if applicable) to the successful student-applicants may be effected from the date of approval for application provided the applicant can pass the means test. If applicants submit their "Applications for Assessment of Eligibility" at a date on or after 1 February 2012 (i.e. in the latter half of the 2011 / 12 school year), partial payment of Subsidy for Internet Access Charges may be made to the successful applicants provided the applicant can pass the means test.**
- 3.10 Applicants who wish to receive acknowledgement from the SFAA in relation to their application for student finance are required to fill in applicant's name and correspondence address on the mailing label as attached and return the label with the application form to the SFAA. The SFAA will then issue acknowledgement to applicants using the mailing label after receiving the application. If applicants do not return the mailing label or return the mailing label without application form or fill in incomplete information on the mailing label, the SFAA will not issue acknowledgement to applicant separately. If applicants do not receive any notification from the SFAA one month after submitting their application form and mailing label, please call the SFAA enquiry hotlines to check whether the application has been received by the SFAA to avoid delay in application due to wrong / unsuccessful delivery.
- 3.11 Under normal circumstances, the SFAA will not accept any "Application for Assessment of Eligibility" submitted on or after 1 March 2012. The SFAA may give special consideration to cases with exceptional circumstances. If applicants need to apply for student financial assistance on or after 1 March 2012 for their children attending course that commences during the period from 1 March 2012 to 31 May 2012, they should approach relevant institutions for details of the application procedures and deadlines. They should also submit application documents to the institutions, which will forward them to the SFAA for processing.
- 3.12 If applicants are dissatisfied with the result of their assessment, they may apply in writing to the SFAA for re-assessment, specifying in the written request the application number or the HKID card number of the applicant, after the issuance of the notification of result, providing detailed justifications and any documentary evidence in support of their application. The application for re-assessment must be duly signed by the applicant. Re-assessment of eligibility normally takes three months to process. Since longer processing time will be needed for re-assessment, applicant should apply for re-assessment promptly within one month from the issue date of the notification of result.
- 3.13 Stage 2: Application for Financial Assistance Scheme(s)**

September 2011	<p>Applicants receiving EC must select the appropriate Scheme(s) in the EC they want to apply for their children. If applicants receive EC before the start of the school term, the completed EC must be submitted to the school in which the child is attending <u>within 1 week from the commencement date of school</u>. If applicants receive EC after the school term starts, the completed EC must be submitted to the school in which the child is attending <u>within 2 weeks from the issue date of EC</u>. In general, the SFAA will not accept any EC submitted after the deadline. Schools will certify the student-applicants' status and attendance and then forward the ECs to the SFAA according to the schedule.</p>
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October 2011 Onwards	After verifying the returned EC, the SFAA will release financial assistance <u>by autopay</u> to those students who are confirmed to be eligible for the respective Schemes applied. However, due to the large number of applications received, notification will not be issued to individual applicant. The SFAA will notify applicant of the payment date via the school their child is attending so that the applicant can check their bank passbook as appropriate.
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#### 4. The Means Test and Levels of Assistance

4.1 The SFAA will use the “Adjusted Family Income” (AFI) mechanism as the means test to assess the eligibility of a family for student financial assistance and its assistance level.

4.2 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 (Please refer to Paragraph 3.2 of Part B of the Guidance Notes for definition of “Dependent Parent”).
- For single-parent families of 2 to 3 members, the “plus 1 factor” in the divisor of AFI formula will be increased to 2.

4.3 The AFI eligibility benchmarks for various levels of assistance in the 2011 / 12 school year are listed in the table below. Please note that the AFI is not the average monthly income of a family.

2011 / 12 school year - AFI Groups between (HK\$)	Level of Assistance
0 – 29,738	Full *
29,739 – 57,502	Half
> 57,502	Ineligible

\* AFI thresholds for full level of assistance for 3-member and 4-member families are \$36,000 and \$33,120 respectively. For 2-member single-parent families and 3-member single-parent families, they are regarded as 3-member families and 4-member families respectively for determining the AFI thresholds for full level of assistance and calculation of AFI.

#### 5. Provision / Handling of Personal Data

5.1 It is the responsibility of applicants to complete the application form fully and truthfully and to provide all supporting documents. The SFAA will assess the eligibility for and the level of assistance to be granted based on the information provided by the applicants. Insufficient information / misrepresentation of facts / providing false and misleading information will render the application deferred, disqualified for further processing or will even lead to criminal prosecution.

5.2 The personal data provided in the application and any supplementary information provided on the request of the SFAA will be used by the SFAA and EDB / disclosed to the agents of the SFAA / EDB, the schools / institutions concerned and relevant government bureaux / departments for the following purposes:

- (i) Activities relating to the processing of application and notification of application result. For notification of application result, the applicant consents that the SFAA may inform schools / institutions of the result of the application, including assistance level, subsidy amount and date of payment of assistance;
- (ii) Activities relating to authentication of application against other database of the SFAA and the database of other relevant government bureaux / departments in association with the student financial assistance received by the applicant / applicant’s family members to prevent double subsidies;
- (iii) Activities relating to the recovery of overpayments, if any;
- (iv) Activities relating to the matching of the personal data of the student-applicant with the database of EDB in association with processing of the application for student financial schemes and the granting of other student financial assistance by the SFAA, so as to verify / update student records of the SFAA and confirm eligibility for individual scheme;
- (v) Activities relating to the matching of the personal data of the applicant and applicant’s family members with other database of the SFAA and the database of SWD in association with processing of the application, the granting of other student financial assistance by the SFAA and SWD to prevent double subsidies and detect fraudulence;

- (vi) Statistics and research purposes; and
  - (vii) Processing of applications / selection of needy students for award of other student financial assistance administered by the SFAA, the EDB, the Hong Kong Examinations and Assessment Authority, other relevant government departments / organizations and the schools / institutions concerned.
- 5.3 The personal data of the applicant and those of his / her family members provided by the applicant may be disclosed to government bureaux / departments / organization and the schools / institutions concerned for the purposes stated in paragraph 5.2 above; or where the applicant has given consent to such disclosure; or where such disclosure is authorized or required by law.
- 5.4 If necessary, the SFAA will contact the schools / institutions concerned, other government departments and organizations, including the employers of the applicant and his / her family members, to authenticate the information provided in the application. Any misrepresentation and concealment of facts will lead to disqualification, restitution in full of the assistance granted and possible prosecution.
- 5.5 If there is overpayment due to error of calculation or assessment, applicants are liable to refund the overpaid amount.
- 5.6 As a measure to verify the truthfulness and completeness of the information provided by the applicants, the SFAA will conduct counter-checking on some of the successful applications, through home visit or other means. During home visits or authentications, the SFAA staff may seek clarifications of the application data and require additional information. They may also examine the originals of all supporting documents. It is the responsibility of applicants to keep all supporting documents of the application data for at least two years, and they should cooperate with the SFAA staff. Intentional obstruction to the SFAA staff in their course of verification, concealment of facts or failure to provide the information required will lead to restitution in full of the assistance granted (including all financial assistance granted under other financial assistance scheme(s) administered by the SFAA) and possible prosecution.
- 5.7 All documents submitted are not returnable. However, in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administrative Region), an applicant has the right to obtain access and make corrections to the data provided by him / her. He / she can also obtain copies of his / her personal data subject to the payment of necessary administrative charges. Such request should be addressed to Assistant Controller (Administration), SFAA.

## 6. Enquiry

- 6.1 For enquiries, please call the SFAA enquiry hotlines given below. Alternatively, applicants may visit the SFAA homepage at [www.sfaa.gov.hk](http://www.sfaa.gov.hk) for more information.

School Textbook Assistance Scheme / Student Travel Subsidy Scheme / Subsidy Scheme for Internet Access Charges / Examination Fee Remission Scheme Full Fee Reimbursement (Project Yi Jin)	Enquiry Hotlines: 8226 7067 2802 2345 (press 2,2,1)
Financial Assistance Scheme for Designated Evening Adult Education Courses	Enquiry Hotlines: 3101 9017 (for tuition fee reimbursement) 8226 7067 (for assessment of eligibility) 3101 9004 (for tuition fee reimbursement) 8226 7067 (for assessment of eligibility)

## 7. Business Hour

- 7.1 The SFAA is now operating five days a week. The business hour of our offices from Monday to Friday is :
- |   |  |
|---|--|
| Monday to Friday                          | 8:45 a.m. to 1:00 p.m.<br>2:00 p.m. to 5:45 p.m.<br>(Offices are closed during lunch hour from 1:00 p.m. to 2:00 p.m.) |
| Saturdays, Sundays and<br>Public Holidays | Closed   |

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## 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 financial assistance and the 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.





- 4.1 Types of incomes earned by the family both within and outside Hong Kong that should be reported are listed below for reference. For provision of documentary proofs, please refer to paragraph 2 (iv) of Section C.

Items need to be reported	Items need not to be reported
1 Salary (including the salary of applicant, spouse and unmarried child residing with the family for full-time, part-time or temporary job, <u>Provident Fund (excluding Mandatory Provident Fund contribution by employee)</u> )	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 / Tips	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 children not residing with the family / relatives / friends (including money or contribution of housing / water / electricity / gas or other living expenses)	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
	12 Mandatory Provident Fund contribution by employee

- 4.2 Applicants should provide the income proof and those of the family member(s) under employment. If applicants cannot provide any income proof for special reasons, please notify the SFAA in writing, providing justifiable reasons and the detailed calculation of income. Applicants should also sign on the explanatory letter. Otherwise, the SFAA may make adjustment and apply benchmark figures (based on statistical information provided by relevant government departments e.g. Census and Statistics Department) to assess the income of applicants and their family members. In assessing the family income, if necessary, the SFAA may require the applicants to provide documentary proof of items which is not listed above or seek further clarification for amounts that were used for maintaining the living of family but have not been accounted for in the application such as savings, loans. The SFAA may also request the applicant to produce documentary proof including bank savings records, duly signed declaration from the debtor, etc. In case no valid proof is provided, the amounts for maintaining the living of the family may be taken as part of the family income.

## 5. Part IV Other Special Family Information

Please provide other special family information or details regarding family members in receipt of CSSA, circle "Yes" at the appropriate box(es), state the name of family member(s) involved and provide detailed information. Otherwise, please leave this part blank.

1. If you have filled in Part II particulars of any member who is **not** a self-bearing child of yours, please circle the box at the right, specify his/her name and state the reasons for declaring him/her as a family member.  Yes

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2. If your family is receiving / has received CSSA any time during the period from 1 April 2010 to the time of submission of application, please circle the box at the right, specify the relevant duration, names of the family members in receipt of CSSA and quote the CSSA reference number.  Yes  
 LEE Yi-man, CHAN Siu-ling and LEE Siu-ming received CSSA during 1.4.10-30.9.10. The casefile no. was ABC-C-123456.

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3. If you have special financial hardship / incurred medical expenses for family members who are chronically ill or permanently incapacitated, please circle the box at the right, state details of the situation, relevant duration and submit supporting documents.  Yes  
*My elder Son, LEE Tai-ming is suffering from diabetes and requires regular medical treatment. The relevant medical expenses cost \$10,400 during 1.4.10-31.3.11. Relevant receipts are herewith submitted as supporting documents.*

## 6. Part V 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 for Assessment of Eligibility (Form A)”, mailing label and copies of the relevant supporting documents to the SFAA by post **within May 2011**, using the addressed envelope provided. Please affix sufficient postage. The SFAA also suggests applicants to write their address on the back of the addressed envelope to avoid wrong / unsuccessful delivery.
2. Required supporting documents include:
  - (i) Copy of identity documents of the applicant and his / her family members as listed in Part II; and
  - (ii) (For single-parent families) Copy of supporting documents for separation / divorce or spouse’s Death Certificate. If applicants are unable to provide the supporting documents, please explain in writing the reasons and sign on an explanatory note; and
  - (iii) (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
  - (iv) Documentary proof on total income for the period from 1 April 2010 to 31 March 2011. Please submit the document in accordance with the requirements listed below:

Salaried employed person	(1) Tax Demand Note issued by Inland Revenue Department; if not available (2) Employer’s Return of Remuneration and Pensions Form; if not available (3) Salary Statement; if not available (4) Bank transaction record showing payment of salary, allowance, etc.(together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks. For any entries other than income, please also make necessary remarks next to them, or else the SFAA may include the amount in calculating family income); if not available (5) Income Certificate certified by the employer (See Sample I at Annex), etc.
Self-employed driver or person running business (including sole proprietorship business / partnership business / limited company)	(1) Profit and Loss Account verified by a Certified Public Accountant; if not available (2) Profit and Loss Account prepared on your own (See Sample II or III at Annex) <u>and</u> (3) Personal Assessment Notice (if applicable).
Salaried employed or self-employed person who cannot produce any income proofs	(1) Please follow Sample IV at Annex to provide Self-prepared Income Breakdown detailing the monthly income throughout the year and explaining why income proof cannot be produced. (The SFAA reserves the right to decide whether applications from those applicants who cannot provide justification for not producing income proof would be accepted.)
Landlord with rental income	(1) Tenancy Agreement ; if not available (2) Bank transaction record showing rental income (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks. For any entries other than income, please also make necessary remarks next to them, or else the SFAA may include the amount in calculating family income).

3. Checklist before submitting application — Please put a ✓ in the box at the right after completing each of the following items (no need to return this page)
  - (i) Have you circled “Yes” in Part II of the application form for **all** your child(ren) who wish to apply for student financial assistance in 2011 / 12?
  - (ii) Is the information of dependent parent(s) reported by you in Part II of the application form in compliance with the definition of dependent parent stated in Paragraph 3.2.1 of Part B in the Guidance Notes?
  - (iii) Have you reported all family income(s) in Part III of the application form including all part-time income, income from temporary job, salary of spouse / unmarried child(ren) residing with the family and contribution from relatives / friends received within the assessment period from 1.4.2010 to 31.3.2011?
  - (iv) Have you filled in the total annual income of the family at the appropriate field? (Please note that the total annual income of the family should not be put in the field ‘Other income’ in Part III, item ⑤ of the application form.)
  - (v) Have you read the declaration and sign on the application form?

Sample I: Income Certificate

(For salaried employed person who cannot provide items 1-4 of income proof as listed in paragraph 2(iv) of Section C) (Can be filled in directly)

INCOME CERTIFICATE

This is to certify that \_\_\_\_\_ (HKID Card No. \_\_\_\_\_) is employed by this company as \_\_\_\_\_. His / Her total salary (including allowance, bonus, double pay, leave pay and other income, but excluding Mandatory Provident Fund contribution by employee, in actual figure) during the period from 1 April 2010 to 31 March 2011 (please specify the exact employment period within the above-mentioned period if it was less than 12 months: \_\_\_\_\_ to \_\_\_\_\_) is \*HK\$ \_\_\_\_\_.

Signature of Employer : \_\_\_\_\_ Name of Employer : \_\_\_\_\_

Company Chop : \_\_\_\_\_ Telephone No. : \_\_\_\_\_

Company Address : \_\_\_\_\_

Date: \_\_\_\_\_

(Note: The original copy of this Certificate must bear the company chop and telephone number of the employer. Employer's initial is required against any deletion / amendment.)

\* Please specify the currency if salary paid is not in Hong Kong dollars. (ver. 6/2011)

INCOME CERTIFICATE

This is to certify that \_\_\_\_\_ (HKID Card No. \_\_\_\_\_) is employed by this company as \_\_\_\_\_. His / Her total salary (including allowance, bonus, double pay, leave pay and other income, but excluding Mandatory Provident Fund contribution by employee, in actual figure) during the period from 1 April 2010 to 31 March 2011 (please specify the exact employment period within the above-mentioned period if it was less than 12 months: \_\_\_\_\_ to \_\_\_\_\_) is \*HK\$ \_\_\_\_\_.

Signature of Employer : \_\_\_\_\_ Name of Employer : \_\_\_\_\_

Company Chop : \_\_\_\_\_ Telephone No. : \_\_\_\_\_

Company Address : \_\_\_\_\_

Date: \_\_\_\_\_

(Note: The original copy of this Certificate must bear the company chop and telephone number of the employer. Employer's initial is required against any deletion / amendment.)

\* Please specify the currency if salary paid is not in Hong Kong dollars. (ver. 6/2011)

**Sample II: Profit & Loss Account**  
(For self-employed taxi driver / lorry driver /  
minibus driver)  
(Can be filled in directly)

Name of family member engaged in the following business : _____	
Taxi driver / Lorry driver / Minibus driver (please circle)	
Vehicle owner / Vehicle lessee (please circle)	
License number (for vehicle owner only) : _____	
<b>Profit and Loss Account</b> (From 1 <sup>st</sup> April 2010 to 31 <sup>st</sup> March 2011)	
<b>Income (HK\$)</b>	
1. Rent (for vehicle owner only)	\$ _____
2. Profit from operating business	\$ _____
3. Others (please specify all items & breakdown of amounts)	\$ _____
_____	
(A) Total Income	\$ _____
<b>Expenditure (excluding vehicle mortgages) (HK\$)</b> (1 & 2 are applicable to vehicle lessee, 2 to 5 are applicable to vehicle owner)	
1. Vehicle rental fee	\$ _____
2. Fuel charges	\$ _____
3. Insurance premium	\$ _____
4. Maintenance fee	\$ _____
5. License fees	\$ _____
6. Others (please specify all items & breakdown of amounts)	\$ _____
_____	
(B) Total Expenditure	\$ _____
<b>Net profit [(A) Total Income – (B) Total Expenditure]</b>	
	\$ _____
(This amount should be filled in Part III of Form A.)	
Remark (reason for not being able to provide income proof) :	
_____	
Signature of family member engaged in the above business (if not the applicant) : _____	
Applicant Name : _____	
Applicant HKID No : _____	
Applicant Signature : _____	
Date : _____	

**Sample III: Profit & Loss Account**  
(For person running business (including sole proprietorship / partnership business))  
(Can be filled in directly)

Name of family member running the following company (Owner) : _____	
Company name : _____	
Nature of business : _____	
Company address : _____	
Sole proprietorship or partnership : _____ ( %)	
(If it is a partnership, please specify the profit sharing ratio, e.g. Partnership (50%))	
<b>Profit and Loss Account</b> (From 1 <sup>st</sup> April 2010 to 31 <sup>st</sup> March 2011)	
(A) Gross Income (HK\$)	\$ _____
<b>Expenditure (HK\$)</b> (The following is the running cost of the company and should not cover any household expenses.)	
Cost on purchasing merchandise	\$ _____
Water charges	\$ _____
Electricity charges	\$ _____
Gas charges	\$ _____
Telephone charges	\$ _____
Rent and rates	\$ _____
Salary of employees other than those marked '#' below	\$ _____
Transportation costs	\$ _____
Traveling expenses	\$ _____
Insurance premium	\$ _____
Fees for repair and maintenance of machinery	\$ _____
Others (please specify all items & breakdown of amounts)	\$ _____
_____	
<b>Other Expenditure (HK\$)</b>	
# Salary of owner paid by this company	\$ _____
# Salary of other family member paid by this company (Name : _____)	\$ _____
_____	
(B) Total Expenditure (HK\$)	\$ _____
Household Income = (A) Gross Income – (B) Total Expenditure* + Salary of owner / other family member paid by this company# = HK\$ _____	
(This amount should be filled in Part III of Form A.)	
* If Gross Income is less than Total Expenditure (i.e. (A) – (B) < 0), deficit will not be counted i.e. business loss cannot be deducted from the gross household income.	
Remark (reason for not being able to provide income proof) :	
_____	
Owner Signature (if not the applicant) : _____	
Applicant Name : _____	
Applicant HKID No : _____	
Applicant Signature : _____	
Date : _____	

Sample IV: Self-prepared Income Breakdown

*(For hawker / construction worker / renovation worker / casual worker / cleaner  
who cannot provide income proof)  
(Please fill in all of the following items)  
(Can be filled in directly)*

**WARNING :** The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

Name of the family member engaged in the : \_\_\_\_\_  
following business \_\_\_\_\_  
(Each self-prepared income breakdown should contain the income information of ONE family member only.)

The relationship between this family member and the applicant : # Applicant / Spouse / Child  
( # please circle as appropriate )

Nature of Industry (e.g. Construction) : \_\_\_\_\_

Position (e.g. construction worker) : \_\_\_\_\_

Actual Income

**(Please fill in actual figure.** If you do not have any income in a specific month, please fill in \$0. Do not leave any month blank. In addition, for payment made in arrears, for instance, if the payment date of your salary for April is in May, you should fill in the salary amount in the month of April, etc.)

<u>2010</u>		<u>2011</u>	
April :HK \$	_____	September :HK \$	_____
May :HK \$	_____	October :HK \$	_____
June :HK \$	_____	November :HK \$	_____
July :HK \$	_____	December :HK \$	_____
August :HK \$	_____	January :HK \$	_____
		February :HK \$	_____
		March :HK \$	_____

Total Annual Income HK \$ : \_\_\_\_\_

Payment method (Please circle the appropriate item. More than one item may be selected)

- A By Cash / Cash cheque
- B By Cheque / direct credit (Please provide a copy of the transaction record together with the page showing the name of the bank account holder, circle the entries and highlight the total amount with colour for verification. For any entries other than income, please also make necessary remarks next to them, or else the SFAA may include the amount in calculating your family income.)

Reason for not being able to provide income proof (Please circle the appropriate box.)

- A I have no fixed employer.
- B The company I worked for has wound up and I cannot obtain documentary proof from the ex-employer and do not have any other income proof.
- C Others, please specify : \_\_\_\_\_

**Declaration : I declare that the above information is true and complete.**

Signature of family member engaged in the above business (if not the applicant) : \_\_\_\_\_

Applicant Name : \_\_\_\_\_ Applicant HKID No : \_\_\_\_\_

Applicant Signature : \_\_\_\_\_ Date : \_\_\_\_\_