

HKUGA PRIMARY SCHOOL FINANCIAL ASSISTANCE SCHEME

In order to cater for families requiring financial assistance, HKUGA Primary School has set aside a portion of the school fees to provide financial assistance, in the form of fee remission, to eligible families.

1. Eligibility Criteria

The students must be enrolled in HKUGAPS in the current or following academic year.

The applicant must be the student's parent or guardian.

2. Application Procedures

Applicants have to submit fresh applications for every academic year.

Application forms are available from the School General Office

All application forms must be duly completed and returned to the School General Office together with copies of all supporting documents.

Applicants may be invited for interview if deemed necessary.

The level of assistance is determined according to result of the assessment based upon the applicable fee remission scheme in force.

All applications will be vetted by the School Fee Remission Committee headed by a vice-principal.

The School has the sole discretion in offering any fee remission to the applicants.

The School reserves the right to review the fee remission scheme and the levels of assistance from time to time.

3. Methods of Assessment and Levels of Assistance

The School will use the "Adjusted Family Income" (AFI) mechanism, currently used by the Student Financial Assistance Agency, HKSAR, as the means test to assess the eligibility of an applicant's family for the student-applicant's fee remission.

The AFI is calculated based on the following formula:

$$\text{AFI} = \text{Gross Annual Income of the Family} / [\text{Number of Family Members} + (1)]$$

- (a) Gross Annual Family Income of the Family includes
100% of the annual income of the applicant and his/her spouse; and
30% of the annual income of any unmarried children residing with the family; and
the contribution from relatives / friends if applicable; and
from the sources specified in Table 1.
- (b) Family Members refers to the applicant, his/her spouse, unmarried child(ren) of the applicant and his/her spouse residing with the family, the dependent parents of the applicant and his/her spouse (who are not receiving Comprehensive Social Security Assistance) residing with the family.
- (c) In case of single-parent families of 2 to 3 members, the + (1) factor in the denominator of AFI formula will be increased to + (2).

The AFI eligibility benchmarks for various levels of assistance (and no assistance) are set out in the table below. Please note that the AFI is not the average monthly income of a family.

AFI Groups (HK\$)	Level of Assistance
<50,000	Full
50,000 – 80,000	Half
>80,000	Nil

For families with AFI above the thresholds and/or more than 5 family members, the School will consider their applications on a case-by-case basis.

The school reserves the right to verify the information, through home visit or by other means, provided by the applicant in support of the application.

4. Notification of Result

The School will inform each applicant directly of the result of his/her application in writing.

Any enquiries or applications for a review of the result should be made to the school in writing.

Table 1: Types of Incomes (from all sources)

Items to be assessed	Income not assessed
1 Basic salary (including MPF)	1 Scholarship awarded
2 Year-end pay/leave pay	2 Disability allowance
3 Allowances (housing, travel, education etc)	3 Old age allowance
4 Bonus /commission	4 Long service payment / Contract gratuity
5 Wages in lieu of notice	5 Severance pay
6 Profits from business	6 Loans
7 Alimony	7 One-off retirement gratuity/ provident fund
8 Contributions from family members	8 Inheritance
9 Interest from bank, stock & shares	9 Charitable donations
10 Rental Income	10 Comprehensive Social Security Assistance
11 Monthly pension /gratuity	11 Retraining allowance
	12 Traffic /insurance / injury indemnity

OTHER FORMS OF FINANCIAL ASSISTANCE

Financial assistance is also provided in the form of fee reduction for miscellaneous expenses and exchange/study trips /training programmes. It is offered on the basis of need. Consideration is given to family income, family expenditure, the student's effort grades and special circumstances.