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Guidance Notes on Application for School Fee Remission Scheme 2026-27

A. General Information

1. Aim

The scheme aims at helping families with financial hardship via a school fee remission. A 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 dependent family members. Based on the point, full or partial school fee remission may be given.

2. Eligibility Criteria

2.1. Applicants must be either the parent or authorized guardian of the student.

2.2. Applicants must pass the means test.

3. Provision / Handling of Personal Data

3.1. Please complete the application form fully and truthfully and provide the required personal data and those of family members. Applicants should also provide all supporting documents. Insufficient information / misrepresentation of facts / providing false and misleading information will result in disqualification of the application.

3.2. Personal data provided in the application form will be used for the purpose of processing and authentication of school 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 financial assistance based on the result of verification. Any misrepresentation or 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), an applicant has the right to obtain access and make corrections to the data provided by him/her.

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 complete the form clearly in black or blue ink according to the instructions stated below.

2. Please use block letters to write the “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 a valid identity document of the family members such as a 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 of income (if applicable).

   * If applicants can provide 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 this 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 applicant is a single-parent, please mark “✓” in the box at the right and submit supporting document(s).

3. Part B--- Unmarried children residing with the family
   3.1 Please fill in the particulars of all unmarried children residing with them.
   3.2 Please circle the appropriate box to indicate the status of unmarried children, for example: in primary school, in secondary school, employed, unemployed, etc.
   3.3 Please circle the appropriate box if an applicant's 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 the applicant's 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:
   4.1 has resided / been residing with the applicant's family and supported by the applicants or his / her spouse; or
   4.2 has taken up permanent residence at another premises owned or rented by the applicant or his / her spouse; or
   4.3 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.

5. If applicant has filled in particulars of any member who is not his / her own child or parent, 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 applicant, his / her spouse or unmarried child residing with the family was unemployed during the assessment period.

   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 2025 to 31 March 2026. For details of submission of documents, please refer to Part C – Notes on Submission of Application Form and Supporting Documents. For example:

a.	Total income of applicant	$120,000
b.	Total income of spouse	$ 98,000
c.	Total income of unmarried child / children residing with the family	$ 72,000
d.	Contribution from relatives / friends	$ 10,000

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

	Items that need to be reported		Items that need not be reported
1	Salary (including the salary of applicant, applicant's spouse and student-applicant's unmarried sibling(s) residing with the applicant for full-time, part-time or temporary jobs, excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee)	1	Old age allowance
2	Double pay / Leave pay	2	Disability allowance
3	Allowance (including overtime work / living / housing or rent / transport / 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	Business profits and other income earned by means of self-employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered etc.	6	Lump sum retirement gratuity / Provident Fund
7	Alimony	7	Inheritance
8	Contribution from any person(s) not residing applicant's family to any of the applicant's family member(s) (including money or contribution of housing / remittance(s) / contribution for mortgage repayment / water / electricity / gas or other living expenses)	8	Charitable donations
9	Interests from fixed deposits, stocks, shares & bonds, etc.	9	Comprehensive Social Security Assistance
10	Rental income	10	Retraining allowance / Work Incentive Transport Subsidy
11	Monthly pension / Widow's & Children's Compensation	11	Insurance / accident / injury indemnity
		12	Mandatory Provident Fund / Provident Fund contribution by employee

Part 5　Other Special Family Information

Please provide other special family information or details regarding family members in receipt of CSSA, 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 30 September 2026. Any application submitted after the deadline will not be processed immediately.

2. Supporting documents include:
   a. Copy of identity documents of the applicant and his / her family member as listed in Part 3. Please cut and paste them on “Copies of Hong Kong Identity (HKID) Cards” form; and
   b. (For single-parent families) Copy of supporting documents for separation / divorce or spouse’s Death Certificate.
   c. (If applicable) Copy of receipt of living expenses of dependent parent who has been living in applicant’s own premises, rented premises or residing in elderly homes and is totally supported by applicant or his / her spouse during the period from 1 April 2025 to 31 March 2026; and
   d. (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 2025 to 31 March 2026; and
   e. Documentary proof on total income for the period from 1 April 2025 to 31 March 2026. For example:

Salaried employed person	1. Tax Demand Note issued by Inland Revenue; or 2. Employer's Return of Remuneration and Pension form; or 3. Salary statement; or 4. Bank transaction record showing payment of salary, allowance; or 5. Income Certificate certified by the employer, 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; or 2. Profit and Loss Account prepared on your own; or 3. Personal Assessment Notice, etc.
Salaried employed or self-employed person who cannot produce any income proofs	1. Please provide Self-prepared Income Breakdown detailing the monthly income throughout the year and explaining why income proof cannot be produced
Landlord with rental income	1. Tenancy Agreement; or 2. Bank transaction record showing rental income

D. Memorandum

Checklist before submitting application:

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

HKUGA Primary School Enquiry hotline: 2202 3922