

Outline of the School Fee Remission Scheme 學費減免計劃簡介

Introduction 引言

The School reserves at minimum 10% of the school fee income every year for needy parents to apply for school fee remission and subsidy for activities, and scholarship for outstanding students.

學校每年預留至少百分之十的學費收入以供有需要家長申請作學費減免及活動資助，並作獎學金獎勵學生出色表現之用。

1. Criteria for School Fee Remission 學費減免評審標準

The school fee remission criteria are primarily based on the level of assistance granted by the Students Finance Office, HKSAR, (<https://www.wfsfaa.gov.hk/>) under the financial assistance scheme, i.e. full assistance or half assistance. Students from families on Comprehensive Social Security Assistance Scheme will be given full school fee remission. In case a family faces sudden and serious financial challenges due to chronic illness, unemployment or bankruptcy and has not made applications to the the Students Finance Office, the School will refer to the Means Test specified by the the Students Finance Office for assessment For those applicants who fail in the Means Test, the School will still consider emergency applications on a case by case basis. If necessary, the School may request parents to provide relevant proof.

學校主要是根據香港政府在職家庭及學生資助事務處 (<https://www.wfsfaa.gov.hk/>) 已批核的資助幅度作為準則，即全額資助或半額資助。申領綜合社會保障援助計劃之家庭，其子女可享全數學費資助。若家庭因慢性疾病、失業或破產而面臨突發且嚴重的財務困難，且尚未向在職家庭及學生資助事務處作出申請，校方將按學生資助辦事處的評估方法作出批核。若申請者未能符合有關資格，校方則會按個別緊急情況作出考慮。在有需要時，學校可能會要求家長提供具體證明。

2. Application must be made by the student's parent or guardian. Apply only when the required documents are available.

申請必須由學生家長或監護人提出；建議待集齊有關文件後才作申請。

3. Once the application form is signed, it is implied that the applicant has declared the information given in relation to the application is correct to the best of his/her knowledge and understand that, if the information provided is incorrect, the application will not be processed.

申請人一旦在申請表上簽署作實，即表示申請人所提供有關此申請之資料正確無誤，並明白如資料不實，申請將不獲處理。

4. School fee remission are granted at the discretion of the School.

有關學費減免申請結果，校方具有最終的決定權。

5. Application Procedures 申請程序

Parents or guardians, who are interested to apply, can download the application form from the school's website or obtain the form from the School Office. The completed form, together with the required documents, should be submitted to the School Office on or before 15 September every year. Late submission will be accepted under special circumstances. Written notification of the result will be reflected on the School Fee Debit Note of October; parents can check it from iMail in the eClassParent system. For enquiries, please call the school accounting department, Ms Ng at 2343 6677.

有意申請之家長可於本校網頁下載有關表格或在校務處索取。申請人需於每年九月十五日或之前將已填妥的表格和相關資料一併交回校務處。在特殊情況下，於限期以後提交之申請也可獲受理。有關審批結果將顯示於十月的學費繳款單內，家長可在 iMail (eClassParent)中查閱。如有任何查詢，請致電學校會計部吳小姐(2343 6677)。

6. Personal Information Collection Statement 收集資料聲明

The personal data provided on this form will be need for the purpose of processing your child' application for the School Fee Remission. Please ensure that all information is accurate and complete.

此申請表格所提供的個人資料，將用作處理貴子弟申請學費減免的有關事宜。所提供的資料必需真確。



United Christian College (Kowloon East)
滙基書院(東九龍)
Application Form for School Fee Remission
學費減免申請表

I would like to apply for the School Fee Remission and submit the required document(s):

本人欲向貴校申請學費減免，並附上指定之文件：

(“✓”in the appropriate box 請於適當的方格內加上“✓”號)

- ☐ a copy of the Eligibility Certificate issued by the the Students Finance Office (SFO), or
 在職家庭及學生資助事務處發出之資格證明書副本或
- ☐ a copy of the Certificate of Comprehensive Social Security Assistance Recipients(CSSA) (for Medical
 Waivers), or
 綜合社會保障援助受助人醫療費用豁免證明書副本或
- ☐ the Breakdown of Family Financial Situation
 (Only those applicants whose family comes across sudden and serious financial difficulty (e.g. loss of the
 primary household income, or bankruptcy) and did not apply for assistance from the Students Finance
 Office or the Comprehensive Social Security Assistance. Please complete Part A to Part C on pages 3 and
 4.)
 家庭財務狀況明細表
 (明細表只供家庭因慢性疾病、失業或破產而面臨突發且嚴重的財務困難，且尚未申請學生資助或綜
 合社會保障援助之申請人使用。請填妥第三、第四頁中的甲、乙及丙部)

Name of Applicant

申請人姓名

Signature of Applicant

申請人簽署

Name of Student

學生姓名

Class/Class No./Student IDNo.

班別 / 班號 / 學號

/ (SID: S)

Contact No. of the Applicant

申請人聯絡電話

Date of Submission

遞交日期

For Office Use 由校方填寫
 Assessment Result

- ☐ Full school fee subsidy, with effect from _____ .
- ☐ 50% school fee subsidy, with effect from _____ .
- ☐ Application rejected.
- ☐ Other : _____

Approved by _____

Date _____

Total Family Income & Family Members
(Financial Year From 1 April to 31 March)

家庭總收入和成員人數
 (財政年度 4 月 1 日至 3 月 31 日)

For family faces sudden and serious financial challenges due to chronic illness, unemployment or bankruptcy, please fill in Parts A to C and attach a letter of explanation.

若家庭因慢性疾病、失業或破產而面臨突發且嚴重的財務困難，請填甲、乙、丙部及附上詳述原因的信件。

Part A Income				
Gross Annual Family Income (Please refer to Paragraph 4.1 of SFO75A(2)) ¹				
甲部收入				
家庭全年總收入 (請參閱學生資助處 SFO75A(2) 「填表須知」 的第 4.1 節) ¹		<u>HKD</u>		
Salaries 薪金				
Less: Pension 公積金 / 強積金				
Other Income (Please specify)				
其他收入(請註明)				
1.				
2.				
3.				
Sub-total 小計：(A)(甲)				
Part B 乙部				
Number of Family Members (Please refer to Paragraph 2.3 of SFO75A(2)) ¹				
家庭成員人數(請參閱學生資助處 SFO75A(2) 「填表須知」 的第 2.3 節) ¹				
Family Members Particulars 家庭成員資料(包括申請人):				
Name 姓名	Residing With Applicant / Dependent Parent (Yes/No) 與申請人同住/受供養父母 (是/否)	Relationship 關係	Age 年齡	Present occupation 現時職業

Number of Family Members 家庭成員人數 (包括申請人)				
Part C 丙部				
Predicted Monthly Family Income 預計每月家庭收入 ²				
Less: Predicted Monthly Family Expenses 預計每月家庭開支				
Rent / Mortgage Installment 租金 / 按揭還款				
Utilities 水,電,煤				
Traveling 交通費				
Meals 餐費				
School Fee 學費				
Other Expenses 其他支出 (Please specify 請註明)				
1.				
2.				
3.				
Family Monthly Surplus / Deficit 家庭每月收支盈餘 / 不敷				

Remarks 備註

- For the details of **Part A** Gross Annual Family Income and **Part B** Number of Family Members, please refer to Paragraph 3.2 (i) & 3.2 (ii) of “Household Application For Student Financial Assistance Schemes – Guidance Notes (Pre-Printed / Pre-Filled Form)” From the Student Finance Office. (It will be updated yearly in the website of the WFSFAA)
[https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tt/form2526/Pre-Filled%20\(Guidance%20Notes\)_SFO%20107B\(1\)_E.pdf](https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tt/form2526/Pre-Filled%20(Guidance%20Notes)_SFO%20107B(1)_E.pdf)
 有關**甲部**家庭全年總收入和**乙部**家庭成員人數的計算和詳細資料，請參閱學生資助處的「學生資助計劃綜合申請 - 申請指引(預印／預填表格)」第 3.2 節 (i) 和第 3.2 節 (ii)。(學生資助辦事處將每年在網頁上更新此訊息)
[https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tt/form2526/Pre-Filled%20\(Guidance%20Notes\)_SFO%20107A\(1\)_C.pdf](https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tt/form2526/Pre-Filled%20(Guidance%20Notes)_SFO%20107A(1)_C.pdf)
- The School may ask for the supporting document if needed.
 如有需要，學校或會向申請人要求提供財務證明。