

## 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. If parents have 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 on a case by case basis. If necessary, the School may request parents to provide relevant proof. Students from families on Comprehensive Social Security Assistance Scheme will be given full school fee remission.

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。若家長未有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，校方則會按個別情況作出考慮。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。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 obtain the form from the School Office or download from the school's website. The completed form together with the required documents are required to reach the School Office from the S.1 Registration Day onwards to the 1<sup>st</sup> week of school opening. Late submission will be accepted only under special circumstances. Written notification of result will be showed on the School Fee Debit Note of October, parents can check it from iMail in eClass system. For enquires, please call the school accounting department, Ms Ng at 2343 6677.

有意申請之家長可於校務處索取或透過本校網頁下載有關表格。申請人可於每年中一註冊日起至開學後一星期期間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 (eClass)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 who did not apply assistance from the Students Finance Office or the  
 Comprehensive Social Security Assistance. Please complete Part A and part B on page 3, or Part  
 C on page 4 as appropriate.)  
 家庭財務狀況明細表  
 (明細表只供沒有申請學生資助或綜合社會保障援助之申請人使用。請填妥第三頁甲部及  
 乙部，或第四頁丙部(如適用))

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.

學生班別 / 學號

( )

\_\_\_\_\_

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)**

<b>Part A Income</b>		
<i>Gross Annual Family Income (Please refer to Paragraph 4.1 of SFO75A(2))<sup>1</sup></i>		
<b>甲部收入</b>		
<i>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)<sup>1</sup></i>		<b><u>HKD</u></b>
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)		
<b>Part B 乙部</b>		
<i>Numer of Family Members (Please refer to Paragraph 2.3 of SFO75A(2))<sup>1</sup></i>		
<i>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)<sup>1</sup></i>		
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
Numer of Family Members 家庭成員人數 (包括申請人)		

If there is a drastic change in your family income, please fill in the Part C and attach a letter for the change  
如家庭收入出現巨變，請填丙部及附上詳述原因的信件

**Part C 丙部**<sup>2</sup>

Predicted Monthly Family Income 預計每月家庭收入 <sup>3</sup>	
<u>Less: Predicted Monthly Family Expenses 預計每月家庭開支</u>	
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.	
<b>Family Monthly Surplus / Deficit 家庭每月收支盈餘 / 不敷</b>	

Remarks 備註

- For the details of **Part A** Gross Annual Family Income and **Part B** Number of Family Members, please refer to Paragraph 4.1 & 2.3 of “Notes of How to Complete the Form” From Student Finance Office.  
[https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/kcfr/SFO75B\\_2.pdf](https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/kcfr/SFO75B_2.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「填表須知」第 4.1 節和第 2.3 節。  
[https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/kcfr/SFO75A\\_2.pdf](https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/kcfr/SFO75A_2.pdf)
- Part C** is only for the applicant whose family income has a drastic change.  
**丙部**明細表只供家庭收入出現巨變之家庭填寫。
- 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。