United Christian College (Kowloon East)
Policy of Scholarship and Fee Remission Scheme

A. Objectives

1. To support students who are highly motivated to learn but financially less capable, or students who are receiving financial support under the Comprehensive Social Security Assistance (CSSA) Scheme of Social Welfare Department and student financial assistance of Working Family and Student Financial Assistance Agency (WFSFAA).

2. To reward students with outstanding performance or improvement in various aspects.

3. To encourage students to actively participate in personal growth training programmes.

4. To build a caring and positive learning environment and provide valuable learning opportunities for our students to serve the community.

B. Budget

1. At least 10% of the school's total school fee income will be set aside to provide fee remission/scholarship for deserving students.

2. The school understands that if a DSS school charges a school fee between 2/3 (two-thirds) and 2 1/3 (two and one-third) of the DSS unit subsidy rate, the school should set aside 50 cents for the fee remission/scholarship scheme for every additional dollar charged over and above 2/3 (two-thirds) of the DSS unit subsidy rate.

3. The school should take whichever is higher in the calculation of fee remission/ scholarship budget in B.1 and B.2 above.

4. The school understands that when the reserve for the fee remission/scholarship scheme of a DSS school has reached a cumulative amount that exceeds the school's half-year total fee income due to low utilisation of the scheme, the SMC/IMC should devise a plan on how this specific reserve could be effectively deployed and submit it to the EDB for consideration. (Ref.: EDB(SAS1)/DSS/FIN/1(XII)/C)

C. Fee Remission

1. Fee remission is assessed primarily based on the result of the WFSFAA or CSSA Scheme. Parents may apply to the school for fee remission and subsidies for learning-related activities by submitting the approval notice from either of these schemes.

2. Families experiencing ongoing financial hardship are encouraged to first apply for the WFSFAA or CSSA Scheme before submitting the application form for school-based fee remission.

3. In case a family faces sudden and serious financial challenges such as chronic illness, unemployment or bankruptcy, the School's Fee Remission and Scholarship Committee can also review these emergency cases by case. Such applications must be supported by detailed information on the family's income and expenses, as well as the emergency need.

4. Fee Remission Scheme

4.1 School Fee Remission

The parent or guardian of the student needs to submit the application form, "School Fee Remission (Form A2)", together with the result slip from the WFSFAA or documents from CSSA as appropriate.

4.2 Subsidy for Co-curricular Activities or Learning Programs

For the participation of co-curricular activities or learning programs that are requested by the school, students whose family have financial needs can apply in writing to the school for subsidy. The parent or guardian of the student needs to submit the application form "Subsidy for Other Learning Activities (Form C)", and apply for each individual activity. The school will consider the result of school fee remission (if any) and the nature of the activity (mandatory or optional) and the amount of subsidy that apply for. Every eligible student could be granted the subsidy ONCE in each school year.

4.3 Subsidy for Outbound Service and Learning Trips

For the participation of outbound service and learning trips, i.e. school organized learning trips to mainland China or overseas, students whose family have financial needs can apply to the school for subsidy. The parent or guardian of the student is required to submit the application form "Subsidy for Other Learning Activities (Form C)".

For each individual trip, the school will only subsidize once for trips in S3-5 GLocal Week up to HK$20,000; and once in other non-mandatory outbound trip in S1-6 up to HK$20,000.

4.4 Assistantship for Overseas Exchange Programs

For the participation of overseas exchange learning programs, the school will offer both scholarship and assistantship. The relevant scholarship is mentioned in section D.6.1 below. Students who have received a scholarship but whose family needs FURTHER financial support for joining the program can apply for subsidy. The parent or guardian of the students is required to submit the application form, "Foreign Exchange Scholarship-Assistantship (Form B)". The school will only grant an assistantship once to a student in S1-6.

4.5 Subsidy for Dormitory Life

For students who need to live in the dormitory but whose family needs financial support for the dormitory life can apply for a subsidy. The parent or guardian of the student needs to submit the application form, "Subsidy for Other Learning Activities (Form C)". For the mandatory S1 Dorm Program, the school will offer subsidy according to the result of school fee remission. For self-initiative dorm life, basically, the school does not subsidize, but the school will consider the application on a case-by-case basis.

4.6 Summary table

Remission	- Families receiving CSSA* - Families receiving FULL level of assistance from WFSFAA** - Families receiving FULL fee remission from the school	- Families receiving HALF level of assistance from WFSFAA - Families receiving HALF fee remission from the school	Application Form
School fee	100%	50%	Form A2
Glocal Week outbound trip	100% (Subsidize only once in S3 to S5)	50% (Subsidize only once in S3 to S5)	Form C
Other outbound trip	Up to 100% (Subsidize only once in S1 to S6)	Up to 50% (Subsidize only once in S1 to S6)	Form C
Other school activities	Up to 100%	Up to 50%	Form C
Foreign exchange assistantship	Up to 100% (Self-finance part other than scholarship)	Up to 50% (Self-finance part other than scholarship)	Form B
Mandatory dormitory life	100%	50%	Form C
Self-initiative dormitory life	Up to 100%	Up to 50%	Form C

* CSSA = Comprehensive Social Security Assistance
** WFSFAA = Working Family and Student Financial Assistance Agency

5. Procedure
   5.1 Application is on family basis.

   5.2 Applicants should be student's parents or guardian.

   5.3 Fill the appropriate form, which can either download from the school website or obtain from the school General Office)

   5.4 Submit the application form with necessary supporting documents to the school General Office.

6. Method of Assessment
   6.1 Full remission will be granted to family receiving CSSA.

   6.2 Remission ratio granted will be the same as the one from WFSFAA, i.e. 50% or 100%.

   6.3 In case a family faces sudden and serious financial challenges such as chronic illness, unemployment or bankruptcy and is not currently assessed under CSSA or WFSFAA, the school will evaluate the application using the WFSFAA's methodology, specifically the Adjusted Family Income (AFI) mechanism. Each emergency case will be reviewed individually.

6.3.1 The AFI mechanism is based on the following formula:

$$AFI = \frac{\text{Gross annual income of the family}}{\text{Number of family members} + (1)^*}$$

6.3.2 Annual income of the family includes the annual income of the applicant and the spouse, 30% of the annual income of unmarried children residing with the family if applicable; and the contributions from relatives / friends if applicable.

6.3.3 The members of a family normally refer to the applicant, the spouse, the unmarried children and the depending parents residing with the family.
**For single parent families of 2 to 3 members, the 'plus 1 factor' in the divisor of the AFI formula will be increased to 2.*

6.3.4 The calculated AFI indicates whether an applicant is eligible for assistance and if so whether the assistance level would be for full rate or half rate. The AFI amount will be updated yearly in the website of the WFSFAA. For example, for 2025/26,

AFI groups between (HK$)	Level of Assistance
0 – 45,429	*FULL**
45,430 – 87,846	*Half*
> 87,846	*Ineligible*

** AFI thresholds for full level of assistance for 3-member and 4-member families are $54,999 and $50,600 respectively in the 2025/26 school year. 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.*

7 Time Frame for school fee remission

The application form for School Fee Remission should be submitted to the school by the 15th of September every year. If the 15th of September falls on a public holiday, the deadline will be extended to the following day. The school's effective date will follow the effective date printed on the result slip issued by the WFSFAA.

8 Duration of Remission

8.3 The remission shall only cover the rest of the academic year once it is effective.

8.4 Applicants are required to re-apply annually in order to continue the eligibility of remission.

8.5 Upon receipt of sufficient proof (e.g. Certificate of CSSA Recipients (for Medical Waivers) or the result slip of WFSFAA, or other financial proof) from parent or guardian, the school can exercise discretion to waive the payment of registration fee of students.

9 Approval and Appeal

Approval	Application
Principal	Satisfies the method of assessment
Remission Approval Committee (Principal, teacher representative, parent	a. Out of the range of the method of assessment; or, b. Rejected by Principal and appealed by the applicant

representative and school accountant)	
SMC (The SMC may set up a subcommittee if need arises)	Rejected by the Remission Approval Committee and appealed by the applicant

10 Remarks

10.3 In case a family faces sudden and serious financial challenges such as chronic illness, unemployment or bankruptcy, upon a written request, Principal can exercise the right to suspend the related school fee immediately but not longer than three months.

10.4 If necessary, Principal can arrange school social worker to examine any other assistance needed by those applicants.

D. Scholarships

1. Admission Scholarship (SMC2324-48)

1.1 S1 Admission Scholarship is granted yearly to Secondary One students with the following criteria:

1.1.1 Students will be given a full school fee scholarship if they are ranked top three in the level of their final year (i.e. primary six), provided the number of students in the level is fifty or more.

1.1.2 If the number of students in the level is less than fifty, no S1 Admission Scholarship will be awarded.

1.2 Admission Scholarship to transferred students (other than S1 students) will be considered according to criteria in line with to S1 Admission Scholarship (Paragraph 1.1).

1.3 The Admission Scholarship will carry on as long as the student concerned gets First Class Honours in successive years.

1.4 The parent or guardian of the student should submit the application form for Admission Scholarship (Form A1) by the 15th of September. If the 15th of September falls on a public holiday, the deadline will be extended to the following day."

2. Honours Student Scholarship (S1-5)

2.1 Scholarships are awarded every year to First Class Honours students ($1,200), Second Class Honours Upper students ($800) and Second Class Honours Lower students ($500).

2.2 An Outstanding Academic Performance and Conduct scholarship is awarded yearly to top 3 students in each grade level who obtained First Class Honours. Full school fee scholarship will be awarded to the student with highest average GPA, half to the second and one-third to the third (rounded to the nearest tenth); all awardees will not receive First Class Honours student scholarship that he / she is entitled to. Since such scholarship will be paid by offsetting with the school fee of subsequent year, awardee who withdrew in subsequent year is deemed to

forfeit the scholarship.

3. Student of the Form Scholarship (S1-S5)
   Student of the Form Scholarship is granted yearly to the 'Student of the Form'. Only one student will be chosen in each form and the school will disregard his / her entitlement to the scholarship stated in D.2.2. The amount of scholarship awarded is full school fee of the coming year and awardee who withdrew in subsequent year is deemed to forfeit the scholarship. Also, he / she will not receive the First Class Honours student scholarship entitled at the end of the school year.

4. Dream Project Scholarship
   Dream Project targets at small-scale projects which should be completed within the same academic year, and which should be based in Hong Kong. The applicants will be shortlisted to have an interview with the judge panel. A judging panel is composed of the Principal, a teacher representative, a parent representative and the Student Council Chairperson. Normally the school will consider granting 50%-100% subsidy on a case-by-case basis. The amount of subsidy will be granted at the discretion of the judge panel. For the application, student needs to submit the application form: "Dream Project (Form D)."

5. Scholarship for Graduation Classes (S6)
   5.1 Graduation Scholarship is awarded to the student with outstanding public examination results and a conduct grade of VG or above.
   DSE Curriculum: $10,000 is awarded to the student with the most outstanding public examination results, $5,000 to the second and $2,500 to the third.
   Non-local Curriculum: $10,000 is awarded to the student with the most outstanding public examination results.
   5.2 Scholarship is awarded to Student of the Form ($5,000) and awardee of this scholarship will not receive scholarship that stated in D.5.3.
   5.3 Scholarships are awarded to First Class Honours students ($1,200), Second Class Honours Upper students ($800) and Second Class Honours Lower students ($500).

6. Overseas Exchange Scholarship
   6.1 The school offer opportunities for outstanding students every year to have overseas learning experience. Students who satisfy the following selection criteria can apply the scholarship.
   - GPA $\geqq$ 3.0
   - Conduct grade $\geqq$ VG
   - Significant contribution to the school
   - Proactive participation of internal & external activities
   - Good achievement in internal & external activities
   - Good interview performance
   - All-roundedness
   - General impression of teachers

   6.2 Successful candidate will receive a foreign exchange scholarship amounting to a maximum of HKD$20,000 or two-third of the exchange program expenses,

whichever is lower. Exchange program expenses include only round trip air ticket, tuition fee and accommodation.

6.3 Other than scholarship, assistantship is also available for students with financial needs to apply and details can be found in section C.5.4. The amount of the assistantship is granted at the discretion of the judge panel.

7. Scholarship for Special Learning Program
In order to encourage students to explore their talents in different areas, the school offers scholarship for special learning program to support students who have demonstrated outstanding performance in certain areas to participate in relevant training programs. The programs include gifted education courses or programs offered by universities or various education agencies. The amount of the scholarship is granted at the discretion of the school.

8. Scholarship for Staff's Children (SMC1617-19)
   8.1 Full scholarship for staff's children if the staff's salary is below HK$15,000 per month
   8.2 Three quarter scholarship for staff's children if the staff's salary is between HK$15,000 to $30,000 per month
   8.3 Half scholarship for staff's children if the staff's salary is above HK$30,000 per month

9. Scholarship for Exchange Student (SMC1617-19)
Full scholarship is granted to exchange student and the amount is equivalent to the annual school fee for non-local student.

E. Remarks:

1. The Admission Scholarship mentioned in D.1, the Year-end Scholarship in D.2 and the Student of the Form Scholarship in D.3 are granted on the condition that the students will continue their studies in UCCKE in the coming school year. For all scholarships that offset with school fee, student who is entitled to more than one kind of scholarships will only obtain whichever the higher amount.

2. The school has established a Remission Approval Committee as mentioned in C.10 to review the remission applications, which encompasses the principal, a teacher, a parent and the School Accountant.

3. All the information collected from parents is solely for the use of assessment regarding Fee Remission and Scholarship.

4. This "Fee Remission / Scholarship Scheme" supersedes all previous decisions or policies about fee remission and scholarship, and takes effect from school year 2019-20. This Scheme will be revised as circumstances change.

Reviewed and Endorsed by SMC dated 18 November 2025