

Guidance Notes on Application for School Fee Remission 2017-2018

The aim of the scheme is to provide school fee remission to children of needy families. This is a family-based application. Each family is only required to submit ONE application.

1. Application Procedures

- a. Application form can be downloaded from the school website (<http://www.puikiucollege.edu.hk>) or obtained from the General Office.
- b. The completed application form, together with *supporting documents, should be mailed / returned to Pui Kiu College on or before 17 June 2017 (Address: 1 Tai Wai New Village Road, Tai Wai, Shatin, N.T.)

** One of the following documents should be attached to the application form:*

- Tax return of the year 2016/17
 - Salary advice
 - Comprehensive Social Security Assistance (CSSA) Scheme notification letter
 - Other documents reflecting the financial situation
- c. Those have obtained other types of financial assistance (such as CSSA Scheme, Local Education Allowance, etc) may also apply but details of the assistance have to be provided.
 - d. Amount of school fee remission is subject to the financial situation of the applicant's family. For families with income, please refer to the tables below for the methods of assessment.

2. Methods of Assessment

Level of School Fee Remission	Monthly Family Income			
	Family with 3 members	Family with 4 members	Family with 5 members	Family with 6 members
Full remission	\$0 - \$24,881	\$0 - \$31,102	\$0 - \$37,322	\$0 - \$43,542
Half remission	\$24,882 - \$28,500	\$31,103- \$35,500	\$37,323 - \$41,500	\$43,543 - \$47,500
Ineligible	Above \$28,500	Above \$35,500	Above \$41,500	Above \$47,500

Single-parent family

Level of School Fee Remission	Monthly Family Income				
	Family with 2 members	Family with 3 members	Family with 4 members	Family with 5 members	Family with 6 members
Full remission	\$0 - \$24,881	\$0 - \$31,102	\$0 - \$37,322	\$0 - \$43,542	\$0 - \$49,763
Half remission	\$24,882 - \$28,500	\$31,103- \$35,500	\$37,323 - \$41,500	\$43,543 - \$47,500	\$49,764 - \$53,500
Ineligible	Above \$28,500	Above \$35,500	Above \$41,500	Above \$47,500	Above \$53,500

3. **Special approval for school fee remission will be granted for cases of families with 7 or more members/families with special financial difficulties.**
4. **In case of disputes, Pui Kiu College reserves the right to make the final decision.**

For Office Use

Application No.: 1718

Date:


 PUI KIU COLLEGE
 培僑書院

 Results : Full remission / Half remission /
 Ineligible

Signature of Principal :

Date :

Application Form for School Fee Remission 2017-2018

Part I. Applicant (Parent or Guardian)

Name in English		Name in Chinese	
HKID No.		Date of Birth	
Home Tel. No.		Day-time Contact No.	
Correspondence Address			

Part II. Family Members

A. Spouse			
Your marital status during the period from 1 April 2016 to 31 March 2017. (#Please put a “✓” in the appropriate box.)			
# <input type="checkbox"/> Married (Please fill in spouse's information)		<input type="checkbox"/> *Divorced/Separated/Widowed/Others (please specify: _____) (please provide copies of supporting documents; spouse's information need <u>not</u> be filled in.)	
Name in English		Name in Chinese	
HKID No.		Date of Birth	
B. Children residing with family and receiving full time education			
Name in English		Name in Chinese	
HKID No.		Date of Birth	
School Attending	Pui Kiu College	Grade	
Name in English		Name in Chinese	
HKID No.		Date of Birth	
School Attending		Grade	
Name in English		Name in Chinese	
HKID No.		Date of Birth	
School Attending		Grade	
Name in English		Name in Chinese	
HKID No.		Date of Birth	
School Attending		Grade	

C. Dependent Parents		
Name in English	(Father)	(Mother)
Name in Chinese		
HKID No.		
Date of Birth		

Part III. Family Income

Please supply information on the position, occupation and income of you and your family members during the period from 1 April 2016 to 31 March 2017.

If your family is receiving assistance under the CSSA Scheme, please put a “✓” in the appropriate box and leave the following table in blank. YES

Applicant and Family Members	Position	Occupation	Office Tel No.	Total Annual Income (\$)
a. Applicant				a.
b. Spouse				b.
c. Other Family Members				c.
d. Other income (if applicable) (# Rental / alimony / contribution from children, relatives or friends / others (please specify: _____))				d.
Total, i.e. a + b + c + d =				

Part IV. Other Family Status

If you have other financial difficulties, are currently unemployed or shouldering special medical expenses, please specify below and provide us with supporting documents.

I _____ (name of applicant) declare that the information in this application form and the supporting documents provided by me are true, complete and accurate. I understand and consent that Pui Kiu College will assess the eligibility and assistance level of my family based on the information provided by me. Any misrepresentation, concealment of facts, provision of false or misleading information or intentional obstruction of Pui Kiu College staff in their course of authentication will lead to disqualification, restitution in full of the assistance granted and possible prosecution. I commit to refund Pui Kiu College any overpayment of financial assistance granted immediately upon request.

Date: _____

Signature of Applicant: _____