



## Guidance Notes on Application for School Fee Remission 2024-2025

**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 30 September 2024 (Address: 1 Tai Wai New Village Road, Tai Wai, Shatin, N.T.)

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

#### **(I) For students who are admitted in 2017-18 school year or before**

- Application for Full Fee Remission
  - The application result notification for *School Textbook Assistance* issued by the SFO. Irrespective of the level of *School Textbook Assistance* (full or half) assessed by the SFO, our school will approve full fee remission to the students concerned
  - Comprehensive Social Security Assistance (CSSA) Scheme notification letter
- Application for Half Fee Remission
  - Tax return of the year 2023-24
  - Salary advice
  - Other documents reflecting the financial situation
  - 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

#### **Methods of Assessment (For students who are admitted in 2017-18 school year or before)**

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	Students who are eligible for the 2024-25 <i>School Textbook Assistance Scheme</i> as assessed by the SFO			
Half remission	\$28,680 - \$30,000	\$35,850 - \$37,000	\$43,020 - \$44,500	\$50,189 - \$51,500
Ineligible	Above \$30,000	Above \$37,000	Above \$44,500	Above \$51,500

#### **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	Students who are eligible for the 2024-25 <i>School Textbook Assistance Scheme</i> as assessed by the SFO				
Half remission	\$28,680 - \$30,000	\$35,850 - \$37,000	\$43,020 - \$44,500	\$50,189 - \$51,500	\$57,359 - \$58,500
Ineligible	Above \$30,000	Above \$37,000	Above \$44,500	Above \$51,500	Above \$58,500

## **(II) For students who are admitted in 2018-19 school year or thereafter**

- Application for School Fee Remission
    - The application result notification for *School Textbook Assistance* issued by the SFO. Full or half fee remission will be approved according to the level of assistance (full or half) assessed by the SFO and stated in the notification
    - Comprehensive Social Security Assistance (CSSA) Scheme notification letter
  - c. Those who have obtained other types of financial assistance (such as Local Education Allowance, etc) may also apply but details of the assistance have to be provided.
2. **Special approval for school fee remission will be granted for cases of families with 7 or more members/families with special financial difficulties.**
  3. **In case of disputes, Pui Kiu College reserves the right to make the final decision.**

### **Areas of Attention / Supplementary Information**

Generally speaking, in order that the application result notification for *School Textbook Assistance* could be issued earlier, parents should submit their applications to the SFO by 31 May. For further information, parents may visit the website of the Working Family and Student Financial Assistance Agency :

Web Address : <http://www.wfsfaa.gov.hk/sfo/en/primarysecondary/tt/overview.htm>

### **Appeal Mechanism**

If applicants are dissatisfied with the result of their assessment, they may apply in writing to the school for re-assessment, specifying in the written request the application number or the name of the students, and providing detailed justifications and any documentary evidence in support of their application. The application for re-assessment must be duly signed by the applicants.

Re-assessment of eligibility normally takes three months to process. Since longer processing time will be needed for re-assessment, applicants should apply as promptly as possible for re-assessment within one month from the issue date of the notification of result.

Note:

For any enquiry regarding the school fee remission application, please contact Ms. Cora NG (Secondary Principal) at Tel. No.: 2602-3166.

**For Office Use**

Application No.: 2425

Date:


 PUI KIU COLLEGE  
 培僑書院

Results : Full remission / Half remission /

Ineligible

Signature of Principal :

Date :

## Application Form for School Fee Remission 2024-2025

### 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

<b>A. Spouse</b>			
Your marital status during the period from 1 April 2023 to 31 March 2024. (#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>B. Children residing with family and receiving full time education</b>			
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 2023 to 31 March 2024.

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, (#Please circle as appropriate) Relatives or friends / others (please specify:))				d.
Total, i.e. a + b + c + d =				

### Part IV. The application result notification for *School Textbook Assistance* issued by the SFO

Did you apply **2024-25 School Textbook Assistance** issued by the SFO?  
(Please put a “✓” in the appropriate box)

Yes  No → Please submit to our school the application result notification for *School Textbook Assistance* issued by the SFO.

No  No → Please submit Tax return of the year 2023-24, Salary advice, Other documents reflecting the financial situation (For students who are admitted in 2017-18 school year or before).

### Part V. 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: \_\_\_\_\_

Note:

For any enquiry regarding the school fee remission application, please contact Ms. WONG of Accounting department at Tel. No.: 2602-3166.