



St. Paul's Co-educational College

**St. Paul's Co-educational College
Primary School**

**Brochure on
Fee Remission Scheme**

Contents

Part I General Information

1. The Fee Remission Scheme
2. Basic Criteria for Fee Remission
3. Calculation
 - Benchmark and Family Disposable Income
 - Fee Remission Account
 - Staff
 - Review
4. How to Apply
5. Documentary Evidence Required
6. Declarations
7. Emergency Financial Assistance
8. Deadline for Application
9. Vetting Procedure
10. Notification
11. Appeal
12. Handling of Information
13. Important Matters that the Applicant MUST Note
14. Enquiries

- APPENDIX I Ready Reckoner –
School Fees Payable versus Family Disposable Income
- APPENDIX II Some Worked Examples

Part II Enclosures

- Application Form
- Checklist by Applicants

Part I – General Information

1. THE FEE REMISSION SCHEME

It is the aim of the Council of St. Paul's Co-educational College to admit students from the widest social spectrum. The Council has therefore devised a Fee Remission Scheme to offer full or partial fee remission to needy students who study in St. Paul's Co-educational College or St. Paul's Co-educational College Primary School ("the College"). The Scheme is means-tested and has the following overriding principles and basic criteria.

Overriding Principles of the Scheme:

- Transparent:** Clear and simple rules to be published so as to enable prospective parents and the public to assess their eligibility for fee remission
- Effective:** Sufficient to alleviate genuine financial hardship
- Fair:** Provide help only to those who are genuinely in need
- Efficient:** Does not impose a big administrative burden on the College

2.1 BASIC CRITERIA FOR FEE REMISSION

Five Categories of Fee Remission

- 2.1.1 A child from a family whose family disposable income is at or less than the benchmark disposable income would qualify for 100% fee remission.
- 2.1.2 A child from a family whose family disposable income exceeds the benchmark disposable income by no more than HK\$110,500 would qualify for a fee remission of 80% (i.e. HK\$48,800 for Secondary School-DSE, HK\$73,200 for Secondary School-IBDP and HK\$48,000 for Primary School), and the fee payable per year would be HK\$12,200 (for Secondary School-DSE), HK\$18,300 (for Secondary School-IBDP) and HK\$12,000 (for Primary School).
- 2.1.3 A child from a family whose family disposable income exceeds the benchmark disposable income by no more than HK\$221,000 would qualify for a fee remission of 60% (i.e. HK\$36,600 for Secondary School-DSE, HK\$54,900 for Secondary School-IBDP and HK\$36,000 for Primary School), and the fee payable per year would be HK\$24,400 (for Secondary School-DSE), HK\$36,600 (for Secondary School-IBDP) and HK\$24,000 (for Primary School).

- 2.1.4 A child from a family whose family disposable income exceeds the benchmark disposable income by no more than HK\$331,500 would qualify for a fee remission of 40% (i.e.HK\$24,400 for Secondary School-DSE, HK\$36,600 for Secondary School-IBDP and HK\$24,000 for Primary School), and the fee payable per year would be HK\$36,600 (for Secondary School-DSE), HK\$54,900 (for Secondary School-IBDP) and HK\$36,000 (for Primary School).
- 2.1.5 A child from a family whose family disposable income exceeds the benchmark disposable income by no more than HK\$442,000 would qualify for a fee remission of 20% (i.e.HK\$12,200 for Secondary School-DSE, HK\$18,300 for Secondary School-IBDP and HK\$12,000 for Primary School), and the fee payable per year would be HK\$48,800 (for Secondary School-DSE), HK\$73,200 (for Secondary School-IBDP) and HK\$48,000 (for Primary School).
- 2.1.6 A child from a family whose family disposable income exceeds the benchmark disposable income by more than HK\$442,000 would not qualify for any fee remission.

2.2 ADDITIONAL FEE REMISSION

If more than one child from the same qualifying family is attending the College(s), the amount of fee remission would be increased to the next category of family disposable income in respect of the additional child(ren). For example, if the family has three children attending the Secondary & Primary School and its family disposable income falls within the third category of fee remission above (Para 2.1.3), the first child would enjoy 60% fee remission whereas other two children would each enjoy 80% fee remission.

2.3 SINGLE PARENT RELIEF MEASURE

For the purpose of benchmarking disposable family income, the number of family members for single parent families will increase by 1.

For example, if a single parent has one child, the number of family members will be counted as 3 for the purpose of benchmarking disposable family income. The benchmark disposable family income to qualify for full remission will be up to HK\$221,000. If a single parent has two children, the number of family members will be counted as 4 for the purpose of benchmarking disposable family income. The benchmark disposable family income to qualify for full fee remission will be increased from HK\$221,000 to HK\$331,500.

3. CALCULATION

3.1 Benchmark and Family Disposable Income

- (a) **Benchmark disposable income will be \$221,000 per annum for a household of up to 3 persons** and it will be reviewed from time to time. If the actual number of persons in the household (defined as the parents, unmarried siblings and grandparents of the student living in the same residence) exceeds 3, the benchmark disposable income would be **increased by \$110,500 for each additional person.** (Please refer to Appendix I)
- (b) Family disposable income is defined as the total annual income of the parents from all sources (see below) as well as 40% of any income earned by other family members normally living in the same residence for at least 6 months during the year after deducting the cost of rental of the principal family residence or the amount of the mortgage payments (excluding any lump sum payments and additional payments in excess of scheduled normal monthly repayments) relating to the purchase of the principal residence.
- (c) Applicant is required to report the sources of his family income as listed below:

Items need to be reported	Items need not to be reported
1. Salary, including Provident Fund or Mandatory Provident Fund contribution	1. Old age allowance
2. Double pay / Leave pay	2. Disability allowance
3. Allowance (including housing / travel / meals / education / shift allowance etc.)	3. Wages in lieu of notice of dismissal
4. Bonus / Commission	4. Severance payment / Long service payment
5. Contract gratuity	5. Loans
6. Share option gain	6. One-off retirement gratuity / Provident fund
7. Profit from business / investment	7. Inheritance
8. Alimony	8. Charity donations received
9. Income from investments (interests from bank deposits, dividends, profit from securities trading etc.)	9. Comprehensive Social Security Assistance
10. Rental income net of related mortgage interest payment	10. Retraining allowance
11. Monthly pension / Widow's & Children's Compensation	11. Traffic accident / insurance / injury indemnity
12. Others	12. Bursaries / Scholarships awarded

- (d) Where the applicant and his/her spouse have assets (excluding the value of the family's principal residence but include other properties, net of related outstanding mortgages), in excess of \$500,000, the amount of family income is deemed to be increased by an amount equivalent to 10% of the value of assets in excess of \$500,000. The value of assets is defined as the sum of net positive value of each individual asset (gross asset value net of its related pledged liabilities).
- (e) The amount of family disposable income will be based on the preceding year. No adjustment to the fee remission will be made for any increase or decrease in family disposable income in respect of the academic year once the application has been approved except where material misrepresentation has been discovered.
- (f) To meet the needs of students whose family disposable income has deteriorated significantly since the preceding year ended 31 March, there is an emergency financial assistance arrangement. Please refer to paragraph 7 below for details.

3.2 Fee Remission Account

- (a) A Fee Remission Account would be set up to handle the receipt and disbursement of funds concerned. If the application of the above policy results in a deficiency in the fee remission account, the shortfall will be financed by a loan from the Council. The loan would be repaid out of future surpluses or may be waived by the Council.
- (b) If the application of the above policy results in a surplus in the fee remission fund, the balance will be carried forward to the following year. The College Council may utilize any excess in granting scholarships to students based on academic merit and achievement without regard to the financial circumstances of the awardees.

3.3 Staff

Staff members would be automatically entitled to a partial fee remission, the cost of which will not be borne from the fee remission account. The staff member would not be precluded from applying for fee remission under the general scheme referred to above (except that if the staff member is entitled to 100% fee remission, all cost would be charged to the fee remission account).

3.4 Review

The above rules and policies will be reviewed from time to time and be amended by resolution of the Council on the recommendation of the Fee Remission Committee.

4. HOW TO APPLY

4.1 The application must be made by the student's parent or his/her legal guardian in prescribed forms provided by the College (in English or Chinese).

4.2 The applicant should complete the application form enclosed with this Brochure. The completed application form together with

- the **originals or photocopies** of all required supporting documentary evidence,
- a **signed declaration under oath** (please refer to paragraph 6 of this brochure) , and
- 3 self-addressed and stamped return envelopes

should be submitted to the College within office hours before the deadline.

Office hours:	Mondays to Fridays	9:00 a.m. – 12 noon 2:00 p.m. – 5:00 p.m.
	Saturdays	9:00 a.m. – 12 noon

4.3 Application for fee remission has to be made annually.

5. DOCUMENTARY EVIDENCE REQUIRED

The following supporting documentary evidence is to be provided at the time of submitting the application:

- Income from employment: Salaries Tax Assessment Notice(s) issued by the Inland Revenue Department (if not available at the time of application, the following documents are required for reference: Employer's Return(s) of Employee's Remuneration and Pensions (Form IR 56B) or other documentary evidence from employer(s) to substantiate quantum of income, e.g. employment contract(s), pay-slips or bank advices. **However, the relevant Salaries Tax Assessment Notice(s) should be submitted to the College once they have been received.**)
- Income from investments: stock trading record, dividend advice, interest advice and other relevant documents
- Income from businesses: Accounts of the business including profit and loss account, balance sheet and relevant profits tax assessments issued by the Inland Revenue Department
- Income from property: Tenancy agreement(s), rental receipt records and the property tax assessment notices
- Value of Assets: sale and purchase agreements on properties and vehicles, rate demand notice, land documentation including lease agreements and Letters A or B entitlements, relevant document(s) to substantiate the market value of non-resident properties, copies of stocks and shares certificates, bank deposits and unit trust funds statements
- For low income families, documentary evidence from social welfare agencies if the applicant is in receipt of any form of social welfare assistance
- Rental receipts and rate demand notice in respect of the principal family residence
- Documentation in respect of mortgage(s) on the principal family residence, where applicable, e.g. mortgage and monthly mortgage payment statements
- The College may conduct counter-checking on some successful applications and request the submission of the relevant Salaries Tax Assessment Notices once they have been received from the Inland Revenue Department
- Any other supplementary documents as may be required by the College

6. DECLARATIONS

- 6.1 The applicant is required to make a declaration on the value of his/her assets and sign a declaration under oath as to the veracity of the information in the application.
- 6.2 The declaration under oath could be made at District Offices or before a solicitor. The applicant is advised to contact the District Office in advance to find out which of their offices provide declaration services as not all their offices provide such services.
- 6.3 The applicant should also ensure that his/her application form is completely and truthfully filled in before making the declaration under oath at District Offices. Otherwise, the applicant may need to go to District Offices again to make declaration under oath for any omission. **Supporting documentary evidence attached with the application form is not required to be declared under oath.**

7. EMERGENCY FINANCIAL ASSISTANCE

If the financial circumstances of a student's family have changed adversely since 1st April of the year immediately prior to the commencement of the school term, the parent is still at liberty to make an application to the school for fee remission any time during the school year. Fee remission upto 100% will be granted to applicants subject to the following information submitted in support of the application:

- 7.1 A statement of the family income in respect of the preceding year to 31 March. This would not be applicable for students who have already submitted this in respect of the current year's fee remission and are seeking additional fee remission.
- 7.2 A statement of the change in circumstances
- 7.3 An estimate of the family income together with relevant documentary evidence in support of the estimation for the current year to 31 March
- 7.4 An undertaking to submit a statement of family income in respect of the period referred to in 7.3 above within the normal period for evaluation of Fee Remission. If the level of income differs significantly from the estimated income, an explanation is to be provided and the College reserves the right to reclaim all or part of the amount of fee remission granted on the basis of the original estimate submitted

8. DEADLINE FOR APPLICATION

- 8.1 Application deadline (please refer to Application Form).
- 8.2 A checklist for actions required and supporting documentary evidence is enclosed. Applications received after the deadline will not be accepted.

9. VETTING PROCEDURE

- 9.1 A Fee Remission Committee comprising the Principal, Headmistress, Vice Principals and Deputy Headmistresses of the relevant schools and a chairperson appointed by the Council would consider the fee remission applications.
- 9.2 The Fee Remission Committee will formulate guidelines on what verification work it would normally undertake to process applications. It may conduct spot checks on the information supplied by the applicants including home visits or other means. The applicant may also be called upon to attend an interview to clarify information in the application.
- 9.3 Applications may be rejected if material misstatements are found to have been included in the application without reasonable excuse. Applications may also be rejected if reasonable explanations or documentary evidence could not be produced to substantiate assertions contained in the application.

10. NOTIFICATION

- 10.1 The College would endeavor to notify the applicant of the fee remission application result by **end of July** provided that the College has received **all** the information and documentary evidence required from the applicant. If the information provided is incomplete or if there are discrepancies in the information provided, the College will require the applicant to give an explanation or provide supplementary information, in which case the processing time will be longer.
- 10.2 Notification of results will be mailed to the applicant in his/her self-addressed and stamped envelope.

11. APPEAL

- 11.1 If the applicant has sufficient grounds/justifications for being unsatisfied with the decision of the Fee Remission Committee concerning his/her application, the applicant may apply for a review within two weeks from the date of notification. The applicant should give sufficient reasons in the “Application for Appeal” form stating clearly reasons why he/she is eligible for fee remission or a higher level of fee remission based on the criteria for Fee Remission as set out in this Brochure on Fee Remission Scheme and return it by hand to the College together with any documentary evidence in support of his/her appeal. The form is available from the general office of the College concerned.
- 11.2 All appeals will be considered by an Appeal Committee of the College Council. It will comprise at least 3 members of the College Council who have not been involved with the work of the Fee Remission Committee. Decisions of the Appeals Committee would be final. The Appeals Committee may interview the applicant and ask for additional information or documentary evidence. It will endeavour to reach its decision within 30 days on receipt of all information.

12. HANDLING OF INFORMATION

- 12.1 The applicant is obliged to supply the information including his/her personal data and those of his/her family members as required in the application. Moreover, in accordance with Section 3.2.1.2 of the Code of Practice on the Identity Card Number and the Personal Identifiers issued by the Commissioner for Data Privacy, the applicant is requested to furnish **a copy of his/her Hong Kong Identity Card**. If the applicant fails to comply with these requirements, the College may not be able to process the application. The College will use the personal data provided in the applications for the following purposes:
- (a) Activities relating to the processing, administration and counter-checking of the application for fee remission under the Fee Remission Scheme.
 - (b) Activities relating to the recovery of fee remissions awarded to the applicant in error.
 - (c) Statistics and research related to the Fee Remission Scheme.
- 12.2 The personal data and other supplementary information that the applicant provides in his/her application, including the information pertaining to applications for review mentioned in paragraph 11 above, may be disclosed to various authorities concerned for the purposes mentioned in paragraph 12.1 above or where such disclosure is authorized or required by law.

- 12.3 If necessary, the College will contact government departments and organizations (including the employers of the applicant's family members) to verify the personal data provided in his/her application with those held by them for the purposes mentioned in paragraph 12.1 above.
- 12.4 In accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administrative Region), the applicant has the right to request access to and correction of the personal data supplied in his/her application.
- 12.5 Enquiries concerning the personal data provided in the applications and requests for the correction of such data may be made in writing to:

Finance Office, St. Paul's Co-educational College, 33 MacDonnell Road,
Hong Kong (Fax No.: 2523 0012)

13. IMPORTANT MATTERS THAT THE APPLICANT MUST NOTE

- 13.1 It is the applicant's responsibility to complete the application form **fully** and **truthfully** and attach all the supporting documents. The information supplied by the applicant in this application will be used to determine the appropriate level of fee remission to be awarded. Any misrepresentation or omission may result in delay in processing the application, and may even lead to rejection of the applicant's current and future application(s) and/or full recovery of fee remission already awarded and possibly court proceedings. The applicant is reminded that it is an offence to obtain property/pecuniary advantage by deception. Any person who does so commits an offence and is liable on conviction to imprisonment for 10 years under the Theft Ordinance (Chapter 210 of the Laws of the Hong Kong Special Administrative Region). It is also an offence to declare under oath any false information provided in the application form. Any person who wilfully makes a statement which he/she knows to be false shall be guilty of an offence and shall be liable on conviction to imprisonment for 7 years and to a fine under the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong Special Administrative Region).
- 13.2 As a measure to verify the truthfulness and completeness of the information supplied, the College may conduct counter-checking on some successful applications, through the request for supplementary documentary evidence, home visits, verification with the applicant's employers and various authorities concerned, or any other means. During such visits, the staff of the College may need to seek clarifications on the information provided or additional information. The applicant and his/her family members are requested to co-operate with the staff. Intentional obstruction to the staff in the course of their verification, concealment of information or failure to provide the information/clarification as required may lead to the cancellation of the fee remission and the full recovery of the fee remission already granted and even court proceedings.

- 13.3 If the applicant fails to submit the necessary supporting documents without good reason, his/her application will not be considered.
- 13.4 Completed applications and supporting documents (other than originals), once submitted, are not returnable. If necessary, please retain one copy for reference.
- 13.5 The applicant should inform the College in writing immediately of any change of information in any parts of the application after the submission. The information should be accompanied by a declaration under oath signed by the applicant. Outdated information will cause unnecessary delay in processing the application.

14. ENQUIRIES

- 14.1 A hotline has been set up during office hours to answer all enquiries about fee remission applications.

Enquiry hotline: 2101 0807

Fax number: 2523 0012

Office hours:

Mondays to Fridays 9:00 a.m. – 12 noon
2:00 p.m. – 5:00 p.m.
Saturdays 9:00 a.m. – 12 noon

- 14.2 An online reckoner is available at the College's website: www.spcc.edu.hk for applicant's reference.

CHECKLIST BY APPLICANTS

Complete fully all parts of the application form

Documentary evidence:

Original	Copy	Documents
<input type="checkbox"/>	<input type="checkbox"/>	Applicant's Identity Card
<input type="checkbox"/>	<input type="checkbox"/>	Employment Income: The most recent Salaries Tax Assessment Notice(s) issued by the Inland Revenue Department; and
<input type="checkbox"/>	<input type="checkbox"/>	Employer's Return(s) of Employee's Remuneration and Pensions (Form IR 56B) for the current financial year; or
<input type="checkbox"/>	<input type="checkbox"/>	Employment Contract(s); or
<input type="checkbox"/>	<input type="checkbox"/>	Pay-slips/Bank Advices; or
<input type="checkbox"/>	<input type="checkbox"/>	Other relevant document(s) (please specify):
<input type="checkbox"/>	<input type="checkbox"/>	Investment Income: Dividend Advice and
<input type="checkbox"/>	<input type="checkbox"/>	Interest Advice and
<input type="checkbox"/>	<input type="checkbox"/>	Other relevant document(s) (please specify):
<input type="checkbox"/>	<input type="checkbox"/>	Business Income: Accounts of the business including balance sheet and profit and loss account; and
<input type="checkbox"/>	<input type="checkbox"/>	Relevant profits tax assessments issued by the Inland Revenue Department
<input type="checkbox"/>	<input type="checkbox"/>	Property Income: Tenancy Agreement(s); or
<input type="checkbox"/>	<input type="checkbox"/>	Rental Receipt Records; or
<input type="checkbox"/>	<input type="checkbox"/>	Property Tax Assessment Notices
<input type="checkbox"/>	<input type="checkbox"/>	Value of Assets: Sale and Purchase Agreement (Properties/Vehicles);
<input type="checkbox"/>	<input type="checkbox"/>	Rate Demand Notice;
<input type="checkbox"/>	<input type="checkbox"/>	Land Documentation;
<input type="checkbox"/>	<input type="checkbox"/>	Relevant document(s) to substantiate the market value of non-resident properties;
<input type="checkbox"/>	<input type="checkbox"/>	Stocks and shares certificates/Unit trust funds statements;
<input type="checkbox"/>	<input type="checkbox"/>	Bank Deposits Advice/Statements/Pass Book;
<input type="checkbox"/>	<input type="checkbox"/>	Other relevant document(s) (please specify):
<input type="checkbox"/>	<input type="checkbox"/>	Low Income Families: Documentary evidence from social welfare agencies
<input type="checkbox"/>	<input type="checkbox"/>	Principal Family Residence: Rental receipt;
<input type="checkbox"/>	<input type="checkbox"/>	Rate Demand Notice;
<input type="checkbox"/>	<input type="checkbox"/>	Purchase Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Documentation in respect of mortgage(s):
<input type="checkbox"/>	<input type="checkbox"/>	Mortgage Agreement;
<input type="checkbox"/>	<input type="checkbox"/>	Monthly mortgage payment statements
<input type="checkbox"/>	<input type="checkbox"/>	Any other documents relevant to the application:

Signing the Application Form (Part I)

Making the Oath and Declaration of the Application Form (Part I) at District Office/before a solicitor (Part J)

3 self-addressed and stamped return envelopes

APPENDIX I

Fee Remission Scheme (F1-3 and Hong Kong Diploma of Secondary Education)
School Fees Payable Versus Disposable Family Income

Fee Remission Category	Disposable Family Income					Fee Payable Per year	Fee Remission (HK\$)	Fee Remission (%)
	Family of 7 persons	Family of 6 persons	Family of 5 persons	Family of 4 persons	Family up to 3 persons			
5	\$994,501 - \$1,105,000	\$884,001 - 994,500	\$773,501 - 884,000	\$663,001 - 773,500	\$552,501 - 663,000	\$48,800	\$12,200	20%
4	\$884,001 - 994,500	\$773,501 - 884,000	\$663,001 - 773,500	\$552,501 - 663,000	\$442,001 - 552,500	\$36,600	\$24,400	40%
3	\$773,501 - 884,000	\$663,001 - 773,500	\$552,501 - 663,000	\$442,001 - 552,500	\$331,501 - 442,000	\$24,400	\$36,600	60%
2	\$663,001 - 773,500	\$552,501 - 663,000	\$442,001 - 552,500	\$331,501 - 442,000	\$221,001 - 331,500	\$12,200	\$48,800	80%
1	\$0 - 663,000	\$0 - 552,500	\$0 - 442,000	\$0 - 331,500	\$0 - 221,000	Nil	\$61,000	100%

Fee Remission Scheme (International Baccalaureate Diploma Program)
School Fees Payable Versus Disposable Family Income

Fee Remission Category	Disposable Family Income					Fee Payable Per year	Fee Remission (HK\$)	Fee Remission (%)
	Family of 7 persons	Family of 6 persons	Family of 5 persons	Family of 4 persons	Family up to 3 persons			
5	\$994,501 - \$1,105,000	\$884,001 - 994,500	\$773,501 - 884,000	\$663,001 - 773,500	\$552,501 - 663,000	\$73,200	\$18,300	20%
4	\$884,001 - 994,500	\$773,501 - 884,000	\$663,001 - 773,500	\$552,501 - 663,000	\$442,001 - 552,500	\$54,900	\$36,600	40%
3	\$773,501 - 884,000	\$663,001 - 773,500	\$552,501 - 663,000	\$442,001 - 552,500	\$331,501 - 442,000	\$36,600	\$54,900	60%
2	\$663,001 - 773,500	\$552,501 - 663,000	\$442,001 - 552,500	\$331,501 - 442,000	\$221,001 - 331,500	\$18,300	\$73,200	80%
1	\$0 - 663,000	\$0 - 552,500	\$0 - 442,000	\$0 - 331,500	\$0 - 221,000	Nil	\$91,500	100%

Fee Remission Scheme(Primary School)
School Fees Payable Versus Disposable Family Income

Fee Remission Category	Disposable Family Income					Fee Payable Per year	Fee Remission (HK\$)	Fee Remission (%)
	Family of 7 persons	Family of 6 persons	Family of 5 persons	Family of 4 persons	Family up to 3 persons			
5	\$994,501 - \$1,105,000	\$884,001 - 994,500	\$773,501 - 884,000	\$663,001 - 773,500	\$552,501 - 663,000	\$48,000	\$12,000	20%
4	\$884,001 - 994,500	\$773,501 - 884,000	\$663,001 - 773,500	\$552,501 - 663,000	\$442,001 - 552,500	\$36,000	\$24,000	40%
3	\$773,501 - 884,000	\$663,001 - 773,500	\$552,501 - 663,000	\$442,001 - 552,500	\$331,501 - 442,000	\$24,000	\$36,000	60%
2	\$663,001 - 773,500	\$552,501 - 663,000	\$442,001 - 552,500	\$331,501 - 442,000	\$221,001 - 331,500	\$12,000	\$48,000	80%
1	\$0 - 663,000	\$0 - 552,500	\$0 - 442,000	\$0 - 331,500	\$0 - 221,000	\$0	\$60,000	100%

Fee Remission Scheme Some Worked Examples

Example One:

Family of 4 (Parents, Two Children in SPCC Secondary School and Primary School respectively)

Items	Actual Amount (HK \$)	Calculation	Family Disposable Income (HK \$)
Father's salary	600,000 per year	Full amount included	600,000
Self-owned flat for residence (net amount)	3,500,000	Not included	-
Mortgage payment for the flat	240,000 per year	Deducted	Less 240,000
		Family Disposable Income in Total:	= 360,000

Fee Remission for 1st child in Secondary School: \$48,800 (i.e. Tuition Fee: HK\$12,200)

Fee Remission for 2nd child in Primary School: \$60,000 (i.e. Tuition Fee: HK\$0)

Example Two:

Family of 3 (Mother, one grandmother, one child in SPCCPS)

Items	Actual Amount (HK \$)	Calculation	Family Disposable Income (HK \$)
Mother's salary	360,000 per year	Full amount included	360,000
Rental for residence	120,000 per year	Deducted	Less 120,000
		Family Disposable Income in Total:	= 240,000

Fee Remission for the child: 100% (i.e. Tuition Fee: HK\$0)

Note: For a family of 3, benchmark disposable income is \$221,000 and fee remission for the child is \$48,000. For single parent families, the benchmark disposable income is increased by \$110,500 and additional \$12,000 fee remission awarded. Total fee remission \$60,000.

Example Three :

Family of 5 (Parents, two grandparents and one child in SPCC Secondary School)

Items	Actual Amount (HK \$)	Calculation	Family Disposable Income (HK \$)
Father's salary	350,000 per year	Full amount included	350,000
Mother's salary	250,000 per year	Full amount included	250,000
Self-owned fully-paid flat for residence	4,000,000	Not included	-
Fixed deposit at bank	2,000,000	10% of (\$2,000,000 Less \$500,000)	150,000
Interest income from fixed deposit at 1.5% per year	30,000	Full amount included	30,000
		Family Disposable Income in Total:	= 780,000

Fee Remission for the child: \$12,200 (i.e. Tuition Fee: HK\$48,800)

Example Four :

Family Size: 3 (Parents and One Child in SPCC Primary School)

Items	Actual Amount (HK \$)	Calculation	Family Disposable Income (HK \$)
Father's salary	150,000 per year	Full amount included	150,000
Mother's salary	100,000 per year	Full amount included	100,000
Interest income from fixed deposits and dividend income from stocks and shares	25,000	Full amount included	25,000
Net rental income from non-resident property	100,000	Full amount included	100,000
Rental payment for the principal residence	236,000 per year	Deducted	Less 236,000
Self-owned non-resident property for leasing (Net value)	1,846,000	10% of [(\$846,000 plus \$413,000 plus \$628,000) less \$500,000]	238,600
Deposit at bank	412,000		
Stocks and shares	628,000		
			= 377,600

Fee Remission for the child: \$36,000 (i.e. Tuition Fee: HK\$24,000)



FOR OFFICE USE

由學校填寫

Application No. 申請編號

ST. PAUL'S CO-EDUCATIONAL COLLEGE
FEE REMISSION FOR 2019/2020
【APPLICABLE FOR SCHOOL NOMINATION SCHEME
(FINANCIALLY DISADVANTAGED STUDENTS)】

聖保羅男女中學

二零一九/二零學年 減免學費計劃申請表格

【學校提名 (助學) 計劃適用】

ATTENTION: Please read the **Brochure** carefully and thoroughly before completing this application form, especially paragraph 13 in Part I of the Brochure. Please complete all parts of this application in block letters using black or dark blue ball pen. Please provide details in separate sheets if necessary.

注意：在填寫前請先詳細參閱「申請指引」，特別是第一部份第十三節。請用黑色或深藍色原子筆，以正楷填寫本申請表格。如有需要，可另加紙補充。

Part A Information on Student(s)

第一部 學生資料

Student 學生:

Name in Chinese

中文姓名 _____

Full name in English (Surname first, personal name to be followed by Christian or first name)

英文姓名 (先填姓氏，後寫名字)

Hong Kong Identity Card/Birth Registration Certificate No.*

香港身份證號碼/出生證明書號碼*

Date of Birth/Sex

(‘M’ male 男, ‘F’ female 女)

出生日期/性別

D 日

M 月

Y 年

Relationship with Applicant: Parent/Legal Guardian*

與申請人的關係：父母/合法監護人*

* Delete if inappropriate 刪去不適用者

Part B Applicant
第二部 申請人資料

Name in Chinese

中文姓名 _____

Full name in English (Surname first, personal name to be followed by Christian or first name)

英文姓名 (先填姓氏, 後寫名字)

Hong Kong Identity Card No. 香港身份證號碼

Date of Birth/Sex

(‘M’ male 男, ‘F’ female 女)

出生日期/性別

D 日

M 月

Y 年

Residential Address (Please use block letters)

住址 (請用英文正楷填寫) _____

Correspondence Address (if different from above)

通訊地址 (如與以上不同) _____

Residential Phone No. 住宅電話

Office/Other Contact No(s).* 辦事處/其他聯絡電話*

Mobile Telephone/Pager No.* 手提電話/傳呼號碼*

E-mail Address (if any) 電郵地址 (如有) _____

* Delete if inappropriate 刪去不適用者

Part C Information on All Family Members⁽¹⁾ (normally living in the same principal residence for at least 6 months during the year)
 第三部 所有家庭成員資料⁽¹⁾(年中居於同一主要居所不少於6個月的家庭成員)

Name 姓名	Date of Birth 出生日期	Hong Kong Identity Card/Birth Registration Certificate Number 香港身份證/ 出生證明書號碼	Relationship with Applicant 與申請人的關係	Current Employment and position or Attending Full-time Education (with Name of School/Employer) 現職僱主及職位 或所就讀 全日制學校名稱
			Applicant 申請人	
Student 學生				

Part D Principal Family Residence

第四部 主要居所資料

(the same principal residence of student, applicant and other family members)
 (學生、申請人及其他家庭成員同住的主要居所)

Address 地址	
Size 面積	square feet 平方呎
Rental Payment from 1 April 2017 to 31 March 2018 2017年4月1日至 2018年3月31日的已繳租金	Item D (1) 第四(1)項

If self-owned by the Applicant, please fill in the following:
 如為申請人自置居所，請填寫下列各項：

Date of Purchase 購買日期	
Purchase Price 樓價	
Mortgage Amount at the time of purchase 購買日期的按揭額	
Number of Mortgage Installments 供款期	
Mortgage Payment from 1 April 2017 to 31 March 2018 2017年4月1日至 2018年3月31日的已繳按揭	Item D (2) 第四(2)項

Part E Family Disposable Income**第五部 家庭可動用收入****Family Income from 1 April 2017 to 31 March 2018 (documentary evidence required)****2017年4月1日至2018年3月31日的家庭收入(必須提供證明文件)**

Applicant 申請人		Applicant's Spouse 申請人配偶	
Sources of income ⁽²⁾ 收入來源 ⁽²⁾	Amount (HK\$) ⁽³⁾ 金額(港幣) ⁽³⁾	Sources of income ⁽²⁾ 收入來源 ⁽²⁾	Amount (HK\$) ⁽³⁾ 金額(港幣) ⁽³⁾
Total Income 總收入 Item E (1) 第五(1)項		Total Income 總收入 Item E (2) 第五(2)項	

All Other Family Members ⁽⁴⁾ (normally living in the same principal residence for at least 6 months during the year) 所有其他家庭成員 ⁽⁴⁾ (年中居於同一主要居所不少於6個月的家庭成員)					
Name 姓名:		Name 姓名:		Name 姓名:	
_____		_____		_____	
Sources of income ⁽²⁾ 收入來源 ⁽²⁾	Amount (HK\$) ⁽³⁾ 金額(港幣) ⁽³⁾	Sources of income ⁽²⁾ 收入來源 ⁽²⁾	Amount (HK\$) ⁽³⁾ 金額(港幣) ⁽³⁾	Sources of income ⁽²⁾ 收入來源 ⁽²⁾	Amount (HK\$) ⁽³⁾ 金額(港幣) ⁽³⁾
Total Income 總收入 40 % of above 以上的40% Item E (3) 第五(3)項		Total Income 總收入 40 % of above 以上的40% Item E (4) 第五(4)項		Total Income 總收入 40 % of above 以上的40% Item E (5) 第五(5)項	

Total Family Disposable Income 總家庭可動用收入:

Item E (1) + E (2) + E (3) + E (4) + E (5)

第五(1)項+五(2)項+五(3)項+五(4)項+五(5)項: \$ _____ Item E(6) 第五(6)項

LESS Annual Rental Payment or Mortgage Payment on Principal Residence減 每年已繳租金或主要居所供款額: \$ _____ [Item D (1) OR D (2)]
[第四(1)或四(2)項]**EQUAL** Family Disposable Income after Deduction of Annual Rental or Annual Mortgage Payment on Principal Residence

等如 扣除每年已繳租金或主要居所供款額後的家庭可動用收入

= \$ _____ Item E(7) 第五(7)項

Part F Declaration on the Value of Assets (excluding Principal Family Residence) owned by the Applicant and Applicant's Spouse as at 31 March 2018 (documentary evidence required)第六部 申請人及其配偶的資產價值聲明(主要居所除外)
(以 2018 年 3 月 31 日計算)(必須提供證明文件)

Applicant 申請人			Applicant's Spouse 申請人配偶		
Nature of Assets ⁽⁵⁾ 資產類別 ⁽⁵⁾	Details 內容	Estimated/ Actual Net Value as at 31 March 2018 ⁽³⁾ 估計/實際淨 價值(以 2018 年 3 月 31 日 計算) ⁽³⁾	Nature of Assets ⁽⁵⁾ 資產類別 ⁽⁵⁾	Details 內容	Estimated/ Actual Net Value as at 31 March 2018 ⁽³⁾ 估計/實際淨 價值(以 2018 年 3 月 31 日 計算) ⁽³⁾
Total Value 總值			Total Value 總值		
Item F (1) 第六(1)項			Item F (2) 第六(2)項		

Item F (1) + F (2) Less \$500,000

第六(1)項+六(2)項 減 \$500,000 = \$ _____ Item F(3) 第六(3)項

10% of Item F (3)

第六(3)項之百分之十 = \$ _____ Item F(4) 第六(4)項

*Please put Zero in the blank if item F(3) is negative

如第六項計算結果為負數請填上零

Final Family Disposable Income 最終家庭可動用收入:

Item E (7) + Item F (4)

第五(7)項 + 第六(4)項 = \$ _____

=====

Part G Additional Information and Special Circumstances which you would like to be considered (separate sheets if necessary)

第七部 附加資料及應予特別考慮的情況 (如有需要, 可另加紙補充)

Explanatory Notes for the Application Form:

Note⁽¹⁾ Family members are defined as parents, unmarried siblings and grandparents of the student.

Note⁽²⁾

(a) For explanations on sources of family income, please see paragraph 3.1(c) of brochure.

(b) Documentary evidences are required for various incomes, please see paragraph 5 of brochure.

(c) Incomes from all sources must be reported, please provide details in separate sheets if necessary.

Note⁽³⁾ The amount of each individual sources of income and value of assets must not be less than zero.

Note⁽⁴⁾ All other family members normally living in the same principal residence for at least 6 months during the year must report their income, please provide details in separate sheets if necessary.

Note⁽⁵⁾ These include assets of all kinds (excluding principal family residence).

The Applicant is required to declare the total assets whether in Hong Kong, the Mainland or overseas in their possession partly and usually in the form of landed properties including both residential and non-residential properties (after deducting outstanding mortgage amount, if any), land including lease agreements and Letters A or B entitlements, stocks and shares, vehicles including private and commercial vehicles, transferable vehicle licences including taxi and public light bus licences, bank deposits and unit trust funds.

Note⁽⁶⁾ For those engaged in business, all categories of assets owned by the companies either wholly or partially owned by the applicant operating such business and other assets owned. The Applicant is also required to declare full details of all other properties which are held through a trustee or through any other vehicles or instrument whatsoever.

註⁽¹⁾ 家庭成員的定義為學生的父母, 未婚的兄弟姊妹, 及祖父母。

註⁽²⁾

(a) 有關家庭收入來源, 請參閱「申請指引」第 3.1(c)節。

(b) 各種收入必須附有證明文件, 請參閱「申請指引」第 5 節。

(c) 所有有關收入來源均須填報, 如有需要, 可另加紙補充。

註⁽³⁾ 每項收入來源的金額或資產類別的價值均不可少於零。

註⁽⁴⁾ 所有年中居於同一主要居所不少於 6 個月的家庭成員均須填報其收入資料, 如有需要, 可另加紙補充。

註⁽⁵⁾ 這包括所有各類的資產 (主要家庭居所除外)。

申請人須申報所有的資產, 無論資產是在香港、內地或在海外。資產一般包括住宅或非住宅物業 (扣除未償還的按揭數額)、土地包括租約及甲或乙類換地證明書、股票、私人及商業車輛、可轉售的車輛牌照例如的士及公共小巴牌照、銀行存款及基金。

註⁽⁶⁾ 經營業務者以公司名義(全資或部分)擁有的資產。此外, 申請人亦須申報所持有或以托管及任何形式擁有的所有其他物業。

Part H Declaration

第八部 聲明書

I, _____ (name), have read and fully understood the brochure of St. Paul's Co-educational College and its affiliated primary school on the Fee Remission Scheme. I declare that the information provided in this application form is complete and true to the best of my knowledge. I am aware that St. Paul's Co-educational College and its affiliated primary school ("the College") will rely on the information provided by me to determine the eligibility and the percentage of fee remission to be offered under the Scheme. I also understand that any omission/misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.

I authorize the College to handle the personal data/information provided in this application in accordance with paragraph 12 in Part I of the brochure and I will undertake to inform my family members of such an arrangement. I also give consent to the College to release my and my family members' personal data to various authorities concerned for the purpose of processing my application or verifying the information provided in this application.

I agree to let the College check and counter-check this application in accordance with paragraph 13.2 in Part I of the brochure. If I refuse to co-operate, I undertake to refund all the fee remission already received by me.

I acknowledge that the SPCC Fee Remission Scheme employs assessment criteria which are different from that of the Government Financial Assistance Scheme. I agree to submit to the assessment criteria of the Scheme and that the decision of the assessment is final.

本人 _____ (姓名) 已細閱「聖保羅男女中學及其附屬小學的減免學費計劃申請指引」，並完全明白其內容。現特此聲明，本人在這份申請表格所填報的各項資料，據本人所知，均屬正確無訛。本人知道聖保羅男女中學及其附屬小學（“學校”）將根據本人所提供的資料，按照有關計劃以評定本人是否符合資格獲得學費減免和評估所得的學費減免金額。本人亦知道如誤報或漏報資料，以欺詐手段獲得財物/金錢利益，均屬違法，可能會遭起訴。

本人亦授權學校按申請指引第一部分第 12 節所載，處理申請表格內的資料。我並承諾將此項安排告知本人的家庭成員。本人亦同意學校可向有關機構透露我及我的家庭成員的個人資料，以便學校可核對我在申請表格內提供的資料。

本人亦承諾按照申請指引第一部分第 13.2 節，接受學校查證與這份申請表格有關的資料是否正確無訛。假如我拒絕合作，我願意立即全數歸還我已獲發給的學費減免。

本人知悉學校的減免學費計劃評核準則與政府資助計劃不同。本人同意接受學校的學費減免計劃評核準則，而評核的決定為最終決定。

Signature of Applicant/HKID

申請人簽署/身份證號碼

_____ / _____

Date 日期 _____

Part I Declaration under Oath (Oaths and Declarations Ordinance)

(This part should be completed and signed when making the Declaration)

I, _____ (home address)
of _____
solemnly, sincerely and truly declare that:

1. I am the _____ (state relationship, father/mother/legal guardian) of the student, _____, (state the name of the student).
2. The information provided in this application is true and complete to the best of my knowledge.
3. I am aware that St. Paul’s Co-educational College and its affiliated primary school will determine the student’s fee remission based on the information provided in the application.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance.

Declared at _____)
 In the HKSAR this _____ day of _____,)
 through the interpretation of _____)
 of _____)
 the said interpreter having been also first declared that)
 he/she* had truly, distinctly, and audibly interpreted the)
 contents of this document to the declarant, and that)
 he/she* would truly and faithfully interpret the)
 declaration about to be administered to him/her*.)
 Before me, _____)
 _____) (signature of declarant)
 _____)
 _____)
 Commissioner for Oaths / Solicitor)

I, _____, of _____, solemnly and sincerely declare that I well understand the English and Chinese languages and that I have truly, distinctly, and audibly interpreted the contents of this document to the declarant _____, and that I will truly and faithfully interpret the declaration about to be administered to him/her*.

Declared at _____)
 In the HKSAR this _____ day of _____,)
 Before me, _____)
 _____)
 _____)
 _____)
 Commissioner for Oaths / Solicitor) (signature of interpreter)

* Delete if inappropriate

第九部 宣誓（根據宣誓及聲明條例）

（申請人應於宣誓時填寫及簽署這部份）

本人，
現居於 _____ (住址)
謹以至誠鄭重聲明：

1. 本人是 _____ (學生姓名) 的
_____ (請申報關係，父/母/合法監護人)。
2. 據本人所知，在這份申請表格所填報的各項資料，均屬正確無訛。
3. 本人知道聖保羅男女中學及其附屬小學將根據申請表格所填報的資料作為學生減免學費的評估。

本人謹憑藉《宣誓及聲明條例》衷誠作出此項鄭重聲明，並確信其為真確無訛。

此項聲明於 _____ 年 _____ 月 _____ 日)
在香港特別行政區 _____ 作出，)
是經由 _____ ，現於 _____)
_____ 任職)
作出傳譯者，而此傳譯員亦已先行聲明，他已將本)
文件內容向聲明人作出真實明確及清晰可聞的傳譯，)
並會將本人即將為聲明人主持的聲明忠實向其傳譯。)
_____)
(聲明人簽署)

在本人面前作出：

監誓員/律師：.....,

本人 _____ ，現於 _____
謹以至誠鄭重聲明，本人諳熟本文件所採用的法定語文及英文，
本人已將本文件內容向聲明人 _____ 作真實明確及清晰
可聞的傳譯，並會將即將為其主持的聲明忠實向其傳譯。

此項聲明於 _____ 年 _____ 月 _____ 日)
在香港特別行政區 _____)
_____)
(傳譯者簽署)

在本人面前作出：

監誓員/律師：.....,

**Deadline for Application for School Nominations Scheme 2019/20
(Financially Disadvantaged Students)**

23 November 2018 (Friday) 4:00 p.m.

二零一九/二零學年「學校提名（助學）計劃」

減免學費計劃截止申請日期：

二零一八年十一月二十三日（星期五），下午四時正