

The School offers a fee remission scheme for needy students (including those from families receiving the Comprehensive Social Security Assistance (CSSA) and students receiving financial assistance provided by the Student Financial Office (SFO)). Subject to the availability of funds in the fee remission/scholarship scheme, the School will offer fee remission to needy students.

Applications are normally made before the commencement of a school year, but exceptional circumstances (such as a family member contracting chronic illness which requires expensive medical fees, sudden and drastic changes to the family's financial situation, etc) would warrant special consideration and suitable arrangements.

Needy students should apply for fee remission through their parents or legal guardians, and depending on the gross annual income of the students' family, different levels of fee remission, capped at full fee cut (100%), can be provided.

Level of Fee Remission	School Fees Payable per year
Full (100%)	Nil
Three-Quarters (75%)	25% of the school fee
Half (50%)	50% of the school fee
Quarter (25%)	75% of the school fee

#### Fee Remission Means Test

*(Reference will be made to the SFO's definitions, standards and requirements for the interpretation of the terms used)*

The School will make reference to the applicant family's Gross Annual Income and the number of family members when considering the fee remission application. Please refer to **Table 1: "Level of Fee Remission"** attached which shows the different ranges of Gross Annual Income and the corresponding fee remission level.

#### Fee Remission Application Procedures

Application forms will be distributed to ALL students who are offered a school place. Parents or legal guardians of students who wish to apply for fee remission should fill in the application forms according to the guidelines given and submit the requested documents together with the completed application forms on or before the application deadline stated on the form.

#### Application period

The School will receive applications as soon as an applicant has accepted the School's offer of a school place.

#### Notification of fee remission application results

The School will notify the applicants of the results by mail within 30 days from the application deadline provided that all required information and documentary evidence have been received by the School.

有經濟需要的學生（包括申領綜合社會保障援助或獲學生資助處提供經濟援助者）可向學校申請學費減免。校方將視乎學費減免 / 獎學金計劃下的撥備，給予有經濟需要的學生學費減免。

一般情況下，申請人在每個學年開始前須辦理學費減免申請。在特殊情況下（例如申請者的家庭成員罹患長期疾病，需要支付大量醫療費用，或申請人家屬的財務狀況突然轉差等），校方將酌情處理，作出特別安排。

學生如需申請財務支援，可透過家長或合法監護人提出申請，並參考本校學費減免計畫的條款，以計算出可獲全免、四分三免、半免或四分一免。

學費減免幅度	每年繳交學費金額
全免 (100%)	\$0
四分三免 (75%)	學費之 25%
半免 (50%)	學費之 50%
四分一免 (25%)	學費之 75%

#### 減免學費測試

（本校將參照學生資助處的定義、標準和要求作條款之解釋）

減免學費之數額，將取決於學生申請人家屬每年的總收入和家庭人數而調整，詳情見附頁列出的「**表 1：學費減免表**」。

#### 申請方法

凡獲本校取錄之新生，將獲派一份申請表。申請人（學生的家長或合法監護人）須根據指引填妥申請表格，連同所需文件，在申請表所列之截止日期前交回本校。

#### 申請日期

校方公佈取錄名單後，方接受學費減免申請。

#### 申請結果

如申請人已妥善提交所有申請資料及文件，校方會於截止日期後之 30 日內以郵件通知申請結果。

**Heep Yunn School  
Discretionary Fee Remission Scheme (2018-2019)**

**協恩中學  
無條件減免學費 2018-2019**

**1. Siblings Discretionary Fee Remission:**

The School will provide fee remission for families with 2 or more daughters studying at the secondary section in the same school year. If an applicant family has more than 1 daughter studying in the same school year:

Daughter A	Daughter B	Calculation of fee remission
Elder	Younger	<b>A:</b> the original number of family members applies in “ <b>Level of Fee Remission</b> ”. <b>B:</b> an incremental “plus one” factor is applied to the number of family members when calculating the level of fee remission from “ <b>Level of Fee Remission</b> ”.

**Example:** In a family of 4 with 2 daughters attending Heep Yunn School, in determining the eligibility of Daughter A for fee remission, the applicant should refer to the row of 4 family members; while for Daughter B, the number of family members would be adjusted to 4 + 1, hence the applicant should refer to the row of 5 family members for Daughter B.

**2. Emergency Discretionary Fee Concessions:**

Families in sudden financial hardship can apply for emergency discretionary fee concessions all year round whenever necessary, and need not wait until the prescribed application period for the normal fee remission application period.

**3. Discretionary Fee Concessions (Long Term Medical Expenses):**

Families bearing the long-term medical expenses of its own household member or the parents' next-of-kin without any public funding support may also make applications to the school for discretionary fee concessions.

**4. Living Expenses Subsidy:**

Students eligible for full (100%), three-quarters (75%) or half (50%) fee remission who are in financial difficulties may apply for living expenses subsidies which will be granted in suitable cases for up to 10 months in an academic year. Eligible students will be provided with details upon successful application of full (100%), three-quarters (75%) or half (50%) fee remission.

**1. 「無條件減免學費（同校姊妹）」:**

申請者有多於兩個或以上的女兒在同一學年就讀協恩中學，可獲無條件的減免學費。如果申請者的家庭有兩個女兒在同一學年就讀於協恩中學，減免學費情況將如下：

女兒甲	女兒乙	學費減免計算方法
年長	年幼	女兒甲在計算學費減免時，校方將在申請者的家庭總人數中，採用原本的人數。 女兒乙在計算學費減免時，校方將在申請者的家庭總人數中，應用「自動加一」的原則。

以一個四人家庭為例，兩名女兒在同一學年均就讀協恩中學，女兒甲是否符合校方減免學費資格，是根據「表1：學費減免表」的4人家庭來計算。至於計算女兒乙的減免學費方法，則可將家庭總人數計算成「4 + 1」，因此，其家庭成員應參照5人一項。

**2. 「無條件減免學費（緊急）」:**

有突發或緊急經濟困難的學生家庭，可隨時申請此項學費減免。

**3. 「無條件減免學費（長期病患醫療開支）」:**

如學生家庭，因自費支付其家庭成員或家長直系親屬的長期病患醫療開支，而陷入經濟困難，亦可申請此項學費減免。

**4. 生活津貼:**

符合資格獲學費全免、四分三免或半免而又有經濟困難的學生，可申請發放生活津貼。津貼額視乎個別情況而定。每一名獲支援的學生，每一學年最多可獲為期十個月的生活津貼。凡獲學費全免、四分三免或半免之學生，本校將會提供有關之申請資料。

## Discretionary Fee Remission Scheme Application Procedures

Applicants can obtain application forms for *Siblings Discretionary Fee Remission*, *Emergency Discretionary Fee Concessions* and *Discretionary Fee Concessions (Long Term Medical Expenses)* from the school office.

Application forms for *Living Expenses Subsidy* will be provided to eligible students who have successfully applied for full (100%), three-quarters (75%) or half (50%) fee remission.

Parents or legal guardians of students who wish to apply for discretionary fee remission should fill in the application forms according to the guidelines given and submit the requested documents together with the completed application forms on or before the application deadline stated in the forms.

### Notification of fee remission application results

The School will notify the applicants of the results by mail within 30 days from the date that all required information and documentary evidence have been received by the School.

### Fee Remission Application Appeal Mechanism

An applicant can appeal to reconsider her case if she has sufficient justifications for being unsatisfied with the results. Her appeal must be submitted to the School within one month from the date of the notification. All appeals (except for those concerning *Emergency Discretionary Fee Concessions* and *Discretionary Fee Concessions (Long Term Medical Expenses)*, which will be referred to the School Management Committee for review) will be dealt with by an Appeal Panel whose members consist of School Management Committee members and independent third parties.

**The School will conduct random checks to verify the details of applications and to ensure the funds are properly used.**

**The School reserves the right to amend the details of the scheme from time to time.**

### General Enquiries (Fee Remission Scheme)

Miss Doreen Wong  
Tel: 2711 0862  
Office Hours: Mon-Fri: 9:00 am to 5:00 pm

## 「無條件減免學費」申請方法

所有無條件減免學費申請（包括「無條件減免學費（同校姊妹）」、「無條件減免學費（緊急）」及「無條件減免學費（長期病患醫療開支）」）：可向校方索取有關申請資料。

生活津貼：凡獲學費全免、四分三免或半免之學生，校方將於取錄後提供有關申請資料。

申請「無條件減免學費」之家長，須根據指引填妥申請表格，連同所需文件，在申請表所列之截止日期前交回本校。

### 申請結果

如申請人已妥善提交所有申請資料及文件，校方會於 30 日內以郵件通知申請結果。

### 「學費減免申請」上訴機制

本校設有「學費減免申請」上訴機制，任何未獲批核減免者，若有足夠理據，可依序申請上訴。申請人須於接獲申請結果通知的一個月內，向校方提出。所有上訴個案（除「無條件減免學費（緊急）」及「無條件減免學費（長期病患醫療開支）」外），均會由校董會成員及獨立人士所組成的上訴委員會處理。

為確保「學費減免計畫」能幫助有需要之家庭，本校會抽查部分獲批准的申請，以查證所提供的資料是否真確。

本校會不時檢討上述的政策及規則，並經校董會通過而作出修訂。

### 查詢（學費減免計畫）

黃凱穎小姐  
電話：2711 0862  
辦公時間：星期一至五：上午九時至下午五時

Table 1: Level of Fee Remission 學費減免表

No. of Family members 家庭成員數目 note 2 & 3	Remission Rate (%) 獲資助百分比										Gross Annual Income (rounded to the nearest dollar) 家庭年度總收入總限額 <sup>note 1</sup>
	School Fee Payable = Amount of School Fee (\$) x [100-Remission Rate(%)] 需繳交學費= 學費(\$) X [100 - 獲資助百分比(%)]										
	100% (\$)	75% (\$)		50% (\$)		25% (\$)		0% (\$)			
3	< 303,056	303,056	-	368,703	368,704	-	434,351	434,352	-	500,000	> 500,000
4	< 378,820	378,820	-	445,879	445,880	-	512,939	512,940	-	580,000	> 580,000
5	< 454,584	454,584	-	519,722	519,723	-	584,861	584,862	-	650,000	> 650,000
6	< 530,348	530,348	-	593,564	593,565	-	656,781	656,782	-	720,000	> 720,000
7	< 606,112	606,112	-	660,740	660,741	-	715,369	715,370	-	770,000	> 770,000
8	< 681,876	681,876	-	727,916	727,917	-	773,957	773,958	-	820,000	> 820,000
9	< 757,640	757,640	-	795,092	795,093	-	832,545	832,546	-	870,000	> 870,000
10	< 833,404	833,404	-	862,268	862,269	-	891,133	891,134	-	920,000	> 920,000

**School Fee 學費(2018-2019)**

(For reference only)

F1(中一): \$35,955

F4(中四): \$34,980

F2(中二): \$33,920

F5(中五): \$34,980

F3(中三): \$33,920

F6(中六): \$34,980

- School fee payable for the succeeding year after class promotion will be no less than the school fee payable for the current year. 當同學在翌年升級後，所需繳付的學費將不少於現時的學費水平。
- School fee for senior forms (Forms 4-6) are higher than those for junior forms (Forms 1-3). 高中學費比初中學費為高。
- Depending on the school's development and financial situation, fee revision applications may be submitted to EDB in future. 因應學校的發展和財務狀況，未來校方或需再向教育局申請調整學費。

Note 1: Gross Annual Income of the family will include the income of the parent applicant and his/her spouse; 30% of the annual income of unmarried child/children residing with the family if applicable; and contribution from relatives and friends if applicable. The sources of income deemed included are (Nos. 1 to 11):

家庭年度總收入包括申請人（學生的父親或母親）及其配偶從所有途徑獲取的全年收入，與申請人家庭同住的未婚子女的全年收入的百分之三十（如適用），以及親友給予的津助（如適用）。年度總收入包括（項目 1 至 11）：

1. Salary (including the salary of the applicant, spouse and unmarried child residing with the family for full-time, part-time, or temporary job, Provident fund (excluding MPF contribution by employee)  
薪金，包括申請人及其配偶和同住的未婚子女透過全職、兼職或臨時工作所賺取的工資；公積金供款（不包括僱員的強積金供款）
2. Double pay / Leave pay  
雙薪 / 假期工資
3. Allowance (including housing / travel / meals / education / shift allowance, etc.)  
津貼（包括房屋 / 旅遊 / 膳食 / 教育 / 輪班津貼等）
4. Bonus / Commission / Tips  
花紅 / 佣金
5. Wages in lieu of notice of dismissal  
離職補償金
6. Profit from business / investment  
經商 / 投資利潤
7. Alimony  
贍養費
8. Contribution from children not residing with the family / relatives / friends (including money or contribution of housing / water / electricity / gas or other living expenses)  
沒有同住的家人 / 親戚 / 朋友給兒童的津助或捐獻。（包括金錢、房屋、水電、煤氣或其他生活開支）。
9. Interests from fixed deposits, stocks & shares etc.  
固定存款、股票和證券的利息
10. Rental income  
租金收入
11. Monthly pension / Widow's & Children's Compensation  
每月退休金 / 孤兒寡婦金

All of the above should be reported in "Part IV: Family Gross Annual Income" in the application form.

以上所列均須於申請表第 4 部內申報

Note 2: For single-parent families, the 'plus one factor' would be added to the number of family members. For example, in the case of a single-parent family of 2, the applicant parent should refer to the row for 3 family members (2+1) when determining the level of fee remission. 本校為支援單親家庭，在計算其學費減免時，家庭成員數目將「多加 1 人」，以作運算。以一個二人的單親家庭為例，其家庭總人數將計算成「2 + 1」，申請人應參照人數 3 一項。

Note 3: The members of a family normally refer to the applicant, his/her spouse, unmarried child/children residing with the family and the dependent parent(s) who is supported by the applicant and/or his/her spouse. Dependent parent refers to the applicant's parent(s), including in-law(s), who is not a recipient of the CSSA at the time of submission of application. He/She must, throughout the normal assessment year meet any one of the following conditions for a continuous period of not less than 6 months:-

- a) Has resided/been residing with the applicant's family and supported by the applicant or his/her spouse; or
- b) Has taken up permanent residence at another premises owned or rented by the applicant or his/her house; or
- c) Has been living in his/her own premises, rented premises or residing in elderly homes and is totally supported by the applicant or his/her spouse.

家庭成員通常是指申請人、申請人的配偶、與申請人家庭同住的未婚子女，以及由申請人及 / 或其配偶供養的父母。受供養父母通常是指申請人或申請人配偶之父親或母親，在遞交申請時，他 / 他們必須沒有接受綜合社會保障援助（綜援），及必須於申請的評估年度內只少連續 6 個月：

- a) 與申請人的家庭同住，並由申請人 / 申請人配偶負責供養；或
- b) 居住於申請人 / 申請人配偶自置的物業或租用的另一住宅單位；或
- c) 在其自置的物業、租用單位、安老院舍居住，並由申請人 / 申請人配偶提供全部生活費用。