

### GUIDELINES TO COMPLETING THE APPLICATION

- A. The application must be made by the student's parent or legal guardian.
- B. The applicant should complete the application form (P.3-4) and provide all necessary supporting documents as set out in the "NOTES" section below (P.1-2).
- C. All applicant families eligible for student financial assistance from the Student Financial Office (formerly the Student Financial Assistance Agency) must apply to the SFO first before Fee Remission is granted.
- D. In some circumstances, the applicant may be required to provide a Declaration Under Oath as to the veracity of the information provided in the application. If the applicant is required to provide a Declaration Under Oath, a template is attached at the end of this Form (P.5) for reference.  
The Declaration Under Oath can be sworn at District Offices or before a solicitor. Applicants can call the District Offices in advance to make enquiries and appointments.
- E. The completed application form together with:
- i. all supporting documents requested, and
  - ii. 2 self-addressed and stamped envelopes

should be returned to the School on or before **28 July 2017** in a sealed envelope marked "CONFIDENTIAL" and addressed to:

The Principal  
Heep Yunn School  
1 Farm Road  
Kowloon

- F. General Enquiries (Fee Remission Scheme)

Miss Doreen Wong

Tel: 2711 0862

Email: [hys-mail2@hys.edu.hk](mailto:hys-mail2@hys.edu.hk)

Office Hours:

School Days: Mon-Fri: 9:00 am to 5:00 pm

Summer Holidays: Mon-Fri: 9:00 am to 4:00 pm

### NOTES

1. Please provide photocopies of the HKID Cards of all members in the household.
2. "Dependent parent" refers to applicant's parent, including in-law, **who is not a recipient of the CSSA** at the time of submission of application. He/She must, throughout the assessment year (1 April 2016 to 31 March 2017), 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 spouse (i.e. Name of the applicant and his / her spouse should be shown on the relevant lease documents); 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.

**Applicant or his/her spouse should continue to support their parent(s) in the 2017/18 school year and the form of support should be similar to that in the year of assessment. As the number of family members may affect the level of assistance the applicant's family is eligible for, the applicant must provide supporting documents (including, but not limited to, tenancy agreement, residential address proof or receipt of the home for the elderly, etc) for verification of the dependence of the parent(s) or explain in detail the dependence status of the parent(s).**

## 3. Status of dependent parents and documentary proof required:

Please write A, B or C in the space provided for each dependent parent.

- A – Residing with the applicants (Please provide proof of residential address of the dependent parent(s).)  
 B – Residing at another residential premises owned or rented by the applicant or his /spouse (Please provide proof of residential address of the dependent parent(s) and the Demand for Rates and/or Government Rent or Tenancy Agreement of the residential premises.)  
 C – Residing in his / her own premises, rented premises or elderly home and is totally supported by the applicant or his / her spouse (Please provide the Tax Demand Note issued by Inland Revenue Department indicating the dependent status or receipt of the home for the elderly issued to the applicant/spouse.)

## 4. Documentary proof on total income for the period from 1 April 2016 to 31 March 2017 (please provide photocopies only, unless specified otherwise). Please submit:

- (a) the Certificate of Comprehensive Social Security Assistant Recipient (for Medical Waivers) issued by the Social Welfare Department; if not available  
 (b) the Eligibility Certificate issued by the Student Financial Office (SFO); if not available,  
 (c) the following document(s) in accordance with the requirements listed below:

(For details and samples of the documents listed below, applicants may refer to the Annex to the SFO's *Notes on How to Complete and Return Household Application Form [SFO 75B(2)]*).

Pathway: SFO Homepage (<http://www.wfsfaa.gov.hk/sfo/en/index.htm>) > Forms & Download > Financial Assistance for Primary and Secondary Students > Notes on How to Complete and Return Household Application Form [SFO 75B(2)]

Link: [http://www.wfsfaa.gov.hk/sfo/pdf/common/Form/fts/SFO75B\\_2.pdf](http://www.wfsfaa.gov.hk/sfo/pdf/common/Form/fts/SFO75B_2.pdf) )

Salaried employed person	<ol style="list-style-type: none"> <li>1. Tax Demand Note issued by Inland Revenue Departments; if not available</li> <li>2. Employer's Return of Remuneration and Pension Form AND the Declaration Under Oath (original); if not available</li> <li>3. Salary Statement (original) AND the Declaration Under Oath (original); if not available</li> <li>4. Bank transaction record showing payment of salary, allowance, etc (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks. For any entries other than income, please also make necessary remarks next to them, or else the school may include the amount in calculating family income) AND the Declaration Under Oath (original); if not available</li> <li>5. Income Certificate certified by the employer (original) (See Sample I in the Annex of SFO's <i>Notes on How to Complete and Return Household Application Form</i>) AND the Declaration Under Oath (original).</li> </ol>
Self-employed vehicle driver, person running business	<ol style="list-style-type: none"> <li>1. Profit and Loss Account verified by a Certified Public Accountant; if not available,</li> <li>2. Profit and Loss Account prepared on your own (See Sample II or III in the Annex of SFO's <i>Notes on How to Complete and Return Household Application Form</i>) <b>AND</b></li> <li>3. Personal Assessment Notice (if applicable) <b>AND</b></li> <li>4. Declaration Under Oath (original)</li> </ol>
Salaried employed or self employed person who cannot produce any income proofs	<ol style="list-style-type: none"> <li>1. Self-prepared Income Breakdown detailing the monthly income throughout the year and explaining why income proof cannot be produced (See Sample IV in the Annex of SFO's <i>Notes on How to Complete and Return Household Application Form</i>) AND</li> <li>2. Declaration Under Oath (original)</li> </ol>
Landlord with rental income	<ol style="list-style-type: none"> <li>1. Tenancy Agreement AND the Declaration Under Oath (original); if not available</li> <li>2. Bank transaction record showing rental income (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks. For any entries other than income, please also make necessary remarks next to them, or else the school may include the amount in calculating family income) AND the Declaration Under Oath (original).</li> </ol>

Office Use only  
Ref. No.: \_\_\_\_\_

## HEEP YUNN SCHOOL

### Application for Fee Remission 2017 – 2018

If you have applied for Fee Remission previously, please state your previous Reference No.: \_\_\_\_\_

#### Part I Particulars of Applicant (Applicant must be parent / guardian of remission recipient)

1. Name in English		2. Name in Chinese	
3. HKID Card No. <sup>Note1</sup>		4. Relationship with student	
5. Telephone No. (Home)		6. Telephone No. (Mobile)	
7. Correspondence Address			

#### Part II Particulars of Remission Recipient. (Please provide information of your daughter(s) currently studying at Heep Yunn School.)

	<u>Daughter 1</u>	<u>Daughter 2</u>	<u>Daughter 3</u>
1. Class			
2. Class No.			
3. Name in English			
4. Name in Chinese			
5. HKID Card No. <sup>Note1</sup>			
6. Have you applied for student financial assistance for your daughter(s) from the Student Finance Office (SFO) for the 2017-2018 school year? <input type="checkbox"/> YES <input type="checkbox"/> NO			

#### Part III Particulars of Other Family Members

**Spouse** (Leave blank if spouse is deceased, divorced or separated AND provide copy of supporting documents for separation / divorce or spouse's Death Certificate.)

1. Name in English		2. Name in Chinese	
3. HKID Card No. <sup>Note1</sup>			

#### Unmarried children residing with the family (Excluding remission recipient(s) stated in part II)

	<u>Child 1</u>	<u>Child 2</u>	<u>Child 3</u>
1. Name in English			
2. Name in Chinese			
3. HKID Card No. <sup>Note1</sup>			
4. Status as at 1/9/2017			
*(A – attending school / university, B – being employed, C – being unemployed / others)			

#### Dependent Parent<sup>Note2</sup>

	(1)	(2)	(3)
1. Name in English			
2. Name in Chinese			
3. HKID Card No. <sup>Note1</sup>			
4. Status <sup>Note3</sup>			

**Applicant or his/her spouse should continue to support their parent(s) in the 2017/18 school year and the form of support should be similar to that in the year of assessment.**

**Part IV Family Gross Annual Income**<sup>Note4</sup>

Please state the position, occupation and income of you and your family member(s) from **1 April 2016 to 31 March 2017**. If you / your family member(s) have/has retired, were/was unemployed or a housewife during the period, please specify the status and relevant duration in the "position" column. Additional sheet(s) may be added if there is insufficient space to provide the information.

Applicant and Family Member	Position (/status)	Occupation	Office Tel. No.	Total Annual Income (HK\$)
(a) Applicant				
(b) Spouse				
(c) Unmarried child residing with the family Name: _____				
(d) Unmarried child residing with the family Name: _____				
(e) Unmarried child residing with the family Name: _____				
(f) Other income if applicable e.g. Rental income / Contribution from children, relatives or friends / Others (please specify: _____)				
<b>Total (a) + (b) + (c) + (d) + (e) + (f)</b>				

**Part V Declaration**

I, \_\_\_\_\_ (name), declare that the information in this application and the supporting documents provided by me are true and complete. I understand and give consent to Heep Yunn School to assess the eligibility and assistance level of my family based on the information. I also understand that any omission or misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.

Signature of Applicant: \_\_\_\_\_ HKID Card No. of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Handling of Personal Data:**

The personal data provided in the application, and any supplementary information provided on the request of the School, will be used by the School for processing and assessing the eligibility of the applicant for fee remission. All documents and materials submitted are not returnable. However, an applicant has the right to obtain access and make corrections to the data provided by him / her. He / she can also obtain copies of his / her personal data subject to payment of necessary administrative charges. Such request should be addressed to the Principal, Heep Yunn School.



## 申請指引

1. 申請人必須是申領資助學生的父，母或監護人。
2. 申請人須填妥整份申請表（頁 3-4）以及提供「註 1」至「註 4」部分所列之申請文件。
3. 符合學生資助處(由前學生資助辦事處改稱)受助資格的家庭，必須自行到學生資助處辦理「學生資助計畫」申請事宜，始獲本校「學費減免」津助。
4. 某些情況下，申請人或須提供「申請人宣誓聲明」以證明申請表的真確性。如有需要，申請人可用附頁的樣本（頁 5），並於民政事務處或經由律師進行宣誓儀式。申請人可預先致電各區民政事務處查詢及預約。
5. 申請人請於 **2017 年 7 月 28 日**前遞交已填妥的申請表格，其他所需文件以及 2 個已貼妥郵票的回郵信封。申請文件須用信封封好，並於信封面註明「密件」及「寄：協恩中學校長」  
本校地址：九龍農圃道 1 號協恩中學
6. 查詢（學費減免計畫）  
黃凱穎小姐  
電話：2711 0862  
電郵：[hys-mail2@hys.edu.hk](mailto:hys-mail2@hys.edu.hk)  
  
辦公時間：  
上學日：星期一至五：上午 9 時至下午 5 時  
暑假：星期一至五：上午 9 時至下午 4 時

註1. 請提供所有家庭成員的香港身份證影印本。

- 註2. 受供養父母是指申請人或申請人配偶的父親或母親。在遞交申請時，他/他們必須沒有接受綜援及在本申請的一般資格評估年度（即 2016 年 4 月 1 日至 2017 年 3 月 31 日）內至少連續六個月
- (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（租單/咭上必須顯示申請人或申請人配偶的名字）；或
  - (c) 在其自置物業、租用單位或安老院居住，並由申請人/申請人配偶提供全部生活費用。

申請人或申請人配偶須在 2017/87 學年繼續供養所填報的受供養父母，而供養情況須與在資格評估年度內相若。由於家庭成員人數可影響申請家庭的資助幅度，申請人需提供有關受供養父母的證明文件，（如租單、住址證明或安老院收據等）或詳細解釋供養父母的情況，以供校方作考慮。

## 註3. 受供養父母供養情況及供養父母的證明文件:

請填上 A、B 或 C。

A – 與申請人的家庭同住 (請提供受供養父母的住址證明)

B – 居住於申請人/申請人配偶自置或租用的另一住宅單位 (請提供受供養父母的住址證明及住宅單位的徵收差餉及/或地租通知書或住宅單位租約)

C – 在其自置物業、租用單位或安老院居住，並由申請人/申請人配偶提供全部生活費用。(請提供稅務局發出的繳稅通知書或安老院收據，以茲證明)

## 註4. 須提交 2016 年 4 月 1 日至 2017 年 3 月 31 日家庭收入的證明文件 (除非特別註明，申請人只須提交文件副本):

(a) 由社會福利署發出的「綜合社會保障援助受助人醫療費用豁免證明書」;(如沒有)

(b) 由學生資助處發出的「資格證明書」;(如沒有)

(c) 請按以下規定遞交證明文件:

(有關各項文件詳細資料、格式及參考樣本，申請人可參考學生資助處(Student Financial Office) 網頁 (<http://www.wfsfaa.gov.hk/sfo/tc/index.htm>) >> 表格及下載 >> 中、小學生資助計劃 >> 「填寫及遞交綜合申請表格須知 [SFO 75A(2)]」內的附錄。

網址: [http://www.wfsfaa.gov.hk/sfo/pdf/common/Form/fts/SFO75A\\_2.pdf](http://www.wfsfaa.gov.hk/sfo/pdf/common/Form/fts/SFO75A_2.pdf)

受薪人士	<ol style="list-style-type: none"> <li>1) 由稅務局發出的繳稅通知書;如沒有</li> <li>2) 僱主填報的薪酬及退休金報稅表以及申請人宣誓(正本);如沒有</li> <li>3) 薪俸結算書(正本)以及申請人宣誓(正本);如沒有</li> <li>4) 顯示支取薪酬、津貼等記錄的銀行結算單(連戶口持有人姓名頁)(請用顏色筆註明薪金的項目及加以注釋,並在其他存入金額旁說明入數來源,否則本校或會將該筆款項納入家庭收入計算)以及申請人宣誓(正本);如不適用</li> <li>5) 由僱主填寫的收入證明書正本〔見填寫及遞交綜合申請表格須知 附錄 - 參考樣本(一)]以及申請人宣誓(正本)等</li> </ol>
自僱司機、經營業務人士(包括獨資經營人士或合夥業務的合夥人)	<ol style="list-style-type: none"> <li>1) 由執業會計師核實的營業損益表;如沒有</li> <li>2) 自行擬備的營業損益表〔填寫及遞交綜合申請表格須知 附錄 - 參考樣本(二)或(三)]及</li> <li>3) 個人入息課稅通知書(如適用) 及</li> <li>4) 申請人宣誓(正本)</li> </ol>
未能提供任何收入證明的受薪或自僱人士	<ol style="list-style-type: none"> <li>1) 填寫收入自述書,詳細列明全年的每月入息的計算方法〔見填寫及遞交綜合申請表格須知 附錄 - 參考樣本(四)]及沒法提供收入證明文件的原因 及</li> <li>2) 申請人宣誓(正本)</li> </ol>
擁有收租物業人士	<ol style="list-style-type: none"> <li>1) 租約以及申請人宣誓(正本);如沒有</li> <li>2) 顯示租金收入的銀行結算單(連戶口持有人姓名頁)(請用顏色筆註明薪金的項目及加以注釋,並在其他存入金額旁說明入數來源,否則本校或會將該筆款項納入家庭收入計算)以及申請人宣誓(正本)</li> </ol>

(由校方填寫)

申請編號.: \_\_\_\_\_

## 協 恩 中 學

### 學 費 減 免 申 請 表 2017 – 2018

如申請人曾經申請學費減免，請填上以往所編派的申請編號.: \_\_\_\_\_

#### 第一部: 申請人資料 (申請人必須是申領資助學生的父, 母或監護人)

1.英文姓名		2.中文姓名	
3.香港身份證號碼 <sup>註1</sup>		4.與申領資助學生關係	
5.住宅電話		6.手提電話	
7.通訊地址			

#### 第二部: 申領資助學生資料 (請提供在協恩中學就讀女兒資料)

	第一位女兒	第二位女兒	第三位女兒
1.班別			
2.學號			
3.英文姓名			
4.中文姓名			
5.香港身份證號碼 <sup>註1</sup>			
6. 你有否為你的女兒向學生資助處申請「學生資助」? <input type="checkbox"/> 有 <input type="checkbox"/> 沒有			

#### 第三部: 家庭其他成員資料

<b>配偶</b> (如已身故/已與你離婚/分居, 無須填寫配偶資料, 但請提供分居/離婚證明文件或配偶死亡證明文件副本。)			
1.英文姓名		2.中文姓名	
3.香港身份證號碼 <sup>註1</sup>			

<b>同住未婚子女 (不包括第二部份在協恩中學就讀女兒)</b>			
	第一位子女	第二位子女	第三位子女
1.英文姓名			
2.中文姓名			
3.香港身份證號碼 <sup>註1</sup>			
4.2017年9月1日 供養情況*			
	*(A – 在學, B – 就業, C – 失業 / 其他)		

<b>受供養父母<sup>註2</sup></b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
1.英文姓名			
2.中文姓名			
3.香港身份證號碼 <sup>註1</sup>			
4.供養情況 <sup>註3</sup>			
申請人或申請人配偶須在 2017/18 學年繼續供養所填報的受供養父母, 而供養情況須與在資格評估年度內相若。			



#### 第四部: 家庭收入<sup>註4</sup>

請填報你及你的家庭成員於 **2016 年 4 月 1 日** 至 **2017 年 3 月 31 日** 日期間的職位、行業及有關收入。如已退休、失業或是家庭主婦，請於職位一欄內註明情況及有關時段。如有需要，可另以附頁補充。

申請人及家庭成員	職位	行業	辦事處電話	全年總收入(\$)
(a) 申請人				
(b) 配偶				
(c) 同住未婚子女(如適用) 姓名: _____				
(d) 同住未婚子女(如適用) 姓名: _____				
(e) 同住未婚子女(如適用) 姓名: _____				
(f) 其他收入 (如適用) (# 請圈適當選項) (租金收入/贍養費/子女及親友津助/其他 (請說明: _____))				
<b>總計, 即(a) + (b) + (c) + (d) + (e) + (f)</b>				

#### 第五部: 聲明

本人謹此聲明

這份申請表內填報的資料及本人的陳述和提交的證明文件均屬完整真確。本人明白及同意協恩中學會根據本人所提供的一切資料評估本人家庭的資助資格及幅度。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。

申請人簽署 : \_\_\_\_\_ 香港身份證號碼 : \_\_\_\_\_

日期 : \_\_\_\_\_

申請人在這項申請提供的個人資料以及本校就申請要求的補充資料，將會被本校用作評估申請人家庭的資助資格及幅度。申請人提交的一切文件及資料概不發還，但申請人有權查閱及更正申請表內填寫的個人資料。此外，申請人亦可索取其個人資料的副本，但須支付有關的行政費用。此項要求須以書面形式向協恩中學校長提出。

## 申請人宣誓

(根據宣誓及聲明條例)

註 1: 申請人應於宣誓時填寫及簽署此聲明。

註 2: 申請人宣誓時，必須攜同已填妥的申請表格，並讓監督員/律師在全部頁面上蓋印作實。

本人 \_\_\_\_\_，

現居於 \_\_\_\_\_

，謹以至誠鄭重聲明：

本人是 \_\_\_\_\_ (學生姓名) 的 \_\_\_\_\_ (關係：父/母/合法監護人)。

就本人所知，此申請表格內所填報的所有資料，均正確無訛。本人亦知道協恩中學將根據申請表格內的資料，評估及審批學費減免申請。

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。

\_\_\_\_\_  
(聲明人簽署)

此項聲明於 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日在香港特別行政區作出，  
是經由 \_\_\_\_\_，現於 \_\_\_\_\_  
及任職 \_\_\_\_\_

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。

在本人面前作出：

\_\_\_\_\_  
監督員/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、中文及英文，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。

\_\_\_\_\_  
(傳譯員簽署)

此項聲明於 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日在香港特別行政區作出。

在本人面前作出：

\_\_\_\_\_  
監督員/律師