## HEEP YUNN SCHOOL Application for Fee Remission 2024 – 2025

申請人可向校務處索取或從學校網頁下載中文版本申請表 (<u>www.hys.edu.hk</u>) Please put a tick in the appropriate boxes.

Application Results (	For School Use Only )	

Ref. No.: HYS-\_\_\_-

A P ( ) D R 100%

100% 75% 50% 25%

New Late Application

)

Date	:	

Part I Particulars	of Applicant (Applicant must be parent / guardian of remission recipient)					
1. Name in Chinese	2.HKID Card Number					
3. Name in English						
4. Relationship with recipient	Father   Mother   Others   (Please specify:)					
5. Age	35 or below 36-40 41-45 46-50 51-55 56-60 61 or above					
6. Telephone No. (Home)	7. Telephone No. (Mobile)					
8. Email Address						
9. Correspondence	Flat: Floor: Block:					
Address	Name of Building, Estate/ Village:					
	No. & Name of Street:					
	District:    Area: HK KLN NT Mainland Overseas (Please specify:)					
	Self-owned property (Monthly mortgage payment Fully paid)					
	Rental property   (Public Housing   Private Housing					
	Others (Please specify:)					
10. Applicant's marital	Married (Please provide spouse's information in part III.)					
status as from 1-4-2023 to 31-3-2024	Divorced Separated Widowed Single (Please provide copies of supporting document)					

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

Others (Please specify: \_

	Recipient Daughter	Daughter (2) studying at HYS	Daughter (3) studying at HYS				
1. Assigned Ref. No. (if applicable)	HYS	HYS	HYS				
2. Name in Chinese							
3. Name in English							
4.Class & Class No. (2023/24)	( )	( )	( )				
5.Class & Class No. (2024/25) (if applicable)	( )	( )	( )				
6. HKID Card Number							
7. Mobile No. of Recipient Daughter	if applicable):						
8. School Registration No. of Recipien	t Daughter (e.g. S120001):						
9. Email Address of Recipient Daughter							
10. Have you applied for the financial	assistance schemes of the Stu	lent Finance Office (SFO) in 2	023/24?				
Yes [] (Please proceed to 11.)	No [] (Please proceed to 12.)						
11. What is the result of your application	on to the financial assistance	chemes of the SFO in 2023/24	.?				
Level of remission: Full	Level of remission	: Half 🗌 🛛 I	Rejected				
12. What are the reasons for not apply	ing for the financial assistance	schemes of the SFO in 2023/2	24?				
Not aware of the schemes $\Box$	Not eligible 🗌 No ne	ed 🗌					
CSSA recipient 🗌 Other rease	ons (Please specify:		)				
(Remarks: 1. The financial assistance schemes of the SFO includes School Textbook Assistance Scheme, Student Travel Subsidy Scheme and Subsidy Scheme for Internet Access Charges. 2. The school recommends all eligible families apply for both the financial assistance schemes of the SFO and the school's fee remission scheme.)							

## Part III Particulars of Other Family Members

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Residing in his /

If applicant have special financial difficulties supporting unmarried children/ dependent parents residing in mainland/ overseas, please specify the situation and period and provide supporting documents:

#### Part IV Gross Annual Family Income

Please state the position, occupation and income (including part time work) of you and your family member(s) from **1 April 2023** to **31 March 2024**. If you / your family member(s) have/has retired, were/was unemployed or a homemaker 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.

			Occup	ation	Position		Total Annual	Income (HK\$)
Applicant and Membe	-	Employment Status		specify th for whole	e period if not year)	Name of company/ organisation	part-time income, Provident Fund	us, allowance, and excluding Mandator / Provident Fund by the employee)
(a) Applicant		Full time						
Name:		Part time						
(b) Spouse		Full time						
Name:		Part time						
(c) Unmarried c residing with the f		Full time						
Name :		Part time						
(d) Unmarried c residing with the f		Full time						
Name :		Part time						
(e) Other income	(if applicabl	e):						
Contribution from children, relatives or	Rent receipt o other forms of income of property/ lan carpark/ vehic etc. (\$)	or Interests of fixed de with ban d/ bonds, ind	posits ks and ividends ocks,		mony \$)	Pension (Excluding lump sum retirement gratuity) (\$)	Widow or children's compensation (\$)	Others (\$)

**Total** (a) + (b) + (c) + (d) + (e) =

#### Part V: Medical Expenses Incurred by Family Member(s) with Chronic Diseases (Please provide copies of supporting documents)

Name	Nature of Incapacity/ Chronic Diseases	Medical Expenses incurred from 1/4/2023 to 31/3/2024 (\$)

#### Part VI: Applicant's Supplementary Information (Please append a separate sheet if necessary.)

1. If you have filled in Part II a remission recipient daughter who is not your legal child, please explain why the application is not submitted by her legal parents and provide relevant proof.

2. If you have special financial hardship, please explain the situation, specify the period and provide relevant proof.

## Part VII Copies of HK Smart ID Card of applicant and all family members

Please paste the copy of the HK Smart ID Card as appropriate. (If the HK Smart ID Card is not available, please attach copies of other valid identity documents, e.g. Hong Kong Birth Certificate, Hong Kong Re-entry Permit, Document of Identity for Visa Purposes, One-way Permit, etc.)

e.g. Hong Kong Birth Certificate, Hong Kong Re-entry Permit, Document of Identity for Visa Purposes, One-way Permit, etc.)						
Copy of the HK Smart ID Card of the applicant	Copy of HK Smart ID Card of the spouse (if applicable)					
Applicant	Spouse					
Copy of the HK Smart ID Card of the recipient daughter	Copy of the HK Smart ID Card of family member (other children and dependent parents (if applicable)					
<b>Recipient daughter</b>	Family member					
Copy of the HK Smart ID Card of family member (other children and dependent parents (if applicable)	Copy of the HK Smart ID Card of family member (other children and dependent parents (if applicable)					

 Family member
 Family member

 Copy of the HK Smart ID Card of family member (other children and dependent parents (if applicable)
 Copy of the HK Smart ID Card of family member (other children and dependent parents (if applicable)

## Part VIII Checklist for supporting documents

Please put a tick in the appropriate boxes to indicate that the supporting documents will be submitted to the school with the application form. Please provide photocopies only, unless specified otherwise.

 $\square$ 

 $\square$ 

#### A. Documents regarding family members:

- 1. HK Smart ID Card or other valid identity documents of the applicant and all family members
- 2. Supporting documents for single-parent family: Supporting documents for separation / divorce or spouse's Death Certificate
- 3. Supporting documents for dependent parents: proof of residential address of the dependent parent(s) if residing with the applicants / 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 if residing at another residential premises owned or rented by the applicant or his/ her spouse / the Tax Demand Note issued by Inland Revenue Department indicating the dependent status / Receipt of the home for elderly / Bank transaction record
- 4. Supporting documents for medical expenses incurred by family member(s) with chronic diseases
- 5. Applicant's supplementary information (e.g. supporting document for special financial hardship)
- B. Documents issued by the Social Welfare Department or Student Finance Office:
- 6. Comprehensive Social Security Assistance Recipient: "Notification of Successful Application" issued by the Social Welfare Department (Effective date until 1 September 2024 or later)/ Eligibility Certificate 23/24 issued by the Student Financial Office (SFO) (Applicant should return the Eligibility Certificate 24/25 on or before 31 December 2024 (Full or Half Grant)).
- C. Documentary proof on total income of applicant and all family members from 1 April 2023 to 31 March 2024:
- 7. Salaried employed person: Tax Demand Note issued by Inland Revenue Department/ Employer's Return of Remuneration and Pension Form/ Salary Statement (original) / 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/ Income Certificate certified by the employer (See Sample I\*) / Self-prepared Income Breakdown (see Sample IV\*, please specify the actual monthly income and payment method, and provide reasons for not being able to provide income proof)
- 8. Person running business or Self-employed person: Profit and Loss Account verified by a Certified Public Accountant / Self-prepared Profit and Loss Account (See Sample II or III\*)/ Personal Assessment Notice/ Self-prepared Income Breakdown (see Sample IV\*, please specify the actual monthly income and payment method, and provide reasons for not being able to provide income proof)
- 9. Landlord with rental income: Tenancy Agreement/ 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)

#### D. Others:

- 10. Declaration Under Oath (original) (Applicant may make the declaration at the District Office under the Home Affairs Department or before a solicitor and submit the Declaration Form to the School. Holder of "Notification of Successful Application" issued by the Social Welfare Department for Comprehensive Social Security Assistance recipient/ Eligibility Certificate 23/24 or 24/25 issued by the Student Financial Office (SFO) are <u>NOT</u> required to make the declaration. Salaried employed person with Tax Demand Note issued by Inland Revenue Department)/ person running business or self-employed person with Profit and Loss Account verified by a Certified Public Accountant are <u>NOT</u> required to make the declaration.)
- One self-addressed and stamped envelopes
   \* Samples can be found in the Annex of SFO's Notes on How to Complete and Return Household Application Form [SFO 107B(2)] (https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tt/form2324/SFO107B2\_23.pdf)

#### **Part IX: Declaration**

I	(Name of applicant) hereby declare that:
1. I have read and understood the Guidelines to	the Fee Remission Scheme of Heep Yunn School.
2. I understand that the Fee Remission Scheme	of Heep Yunn School aims at assisting students with financial difficulties to study at
the school; families without financial difficu	lties should not apply for the scheme.
3. I confirm that the information filled in this a	pplication and the supporting documents provided by me are true and complete.
4. I understand and agree that Heep Yunn Scho information.	ool shall assess the eligibility and assistance level of my family based on the
<ol> <li>I understand and agree that Heep Yunn Scho to understand my family's financial difficult</li> </ol>	ol may require more information to verify and assess the details provided by me and ies.
6. I understand and agree that Heep Yunn Scho	ol may pay home visit(s) to verify the details of the application or to invite me and all
family members to present all original copie	s of supporting documents to the school for a meeting with the Headmistress/
Vice-Principal(s).	
an offence, this will lead to disqualification	entation of information with a view to obtaining pecuniary advantage by deception is of the fee remission scheme and a refund of the whole year (2024-2025)'s school fee sidies granted to Heep Yunn School. Besides, I understand that the above is liable to

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

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 Headmistress, Heep Yunn School.

### DECLARATION UNDER OATH

#### (OATHS AND DECLARATIONS ORDINANCE)

Note 1:	This part should be completed and signed when making the Declaration.	
Note 2:	You must bring the completed application form (6 pages in total) with you when making the	Declaration
	and have the Commissioner of Oaths/ the Solicitor stamp all pages of the form as proof.	
I,		(Full Name) of

solemnly, sincerely and truly declare that:	 	

I am the \_\_\_\_\_\_ (relationship: father/mother/legal guardian)

of the student (Student Name).

The information provided in this application is true and complete to the best of my knowledge. I am aware that Heep Yunn School will assess and 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.

(Signature of declarant)

(Home Address)

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,

Commissioner for Oaths / Solicitor

of

I, 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 (Signature of interpreter)

Before me,

Commissioner for Oaths / Solicitor