

Office Use only

Ref. No.: _____

HEEP YUNN SCHOOL**Application for Fee Remission 2018 – 2019**申請人可向校務處索取或從學校網頁(www.hys.edu.hk) 或 e-Class 下載中文版本申請表

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. ^{Note1}		4. Relationship with student	
5. Telephone No. (Home)		6. Telephone No. (Mobile)	
7. Email Address	①	②	
8. Correspondence Address			

Part II Particulars of Remission Recipient.^{Note2} (Please provide information of your daughter(s) currently studying at Heep Yunn School.)

	<u>Recipient Daughter</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. ^{Note1}			
6. Email Address of Recipient Daughter			
7. 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. ^{Note1}			

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. ^{Note1}			
4. Status as at 1/9/2018*	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>

*(Please put a tick in the appropriate boxes. A – attending school / university, B – being employed, C – being unemployed/ others)

Dependent Parent ^{Note 3}	(1)	(2)	(3)
1. Name in English			
2. Name in Chinese			
3. HKID Card No. ^{Note1}			
4. Status# ^{Note 4}	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>

(Please put a tick in the appropriate boxes. A – Residing with the applicants, B – Residing at another residential premises owned or rented by the applicant or his /spouse, C – Residing in his / her own premises, rented premises or elderly home 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 2018/19 school year and the form of support should be similar to that in the year of assessment.

Part IV Family Gross Annual Income ^{Note5}

Please state the position, occupation and income (including part time work) of you and your family member(s) from **1 April 2017 to 31 March 2018**. 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 Name: _____				
(b) Spouse Name: _____				
(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: Please put a tick in the appropriate boxes, and state the respective amount on the right. Allowance, bonus, commission, tips <input type="checkbox"/> Wages in lieu of notice of dismissal <input type="checkbox"/> Interests from fixed deposits, stocks, shares and bonds, etc. <input type="checkbox"/> Rental income of property/ land/ carpark/ vehicle etc. (Including Hong Kong, the mainland and overseas) <input type="checkbox"/> Contribution from children, relatives or friends <input type="checkbox"/> Widow or children’s compensation <input type="checkbox"/> Alimony <input type="checkbox"/> Others (please specify: _____) <input type="checkbox"/>				
Total (a) + (b) + (c) + (d) + (e) + (f)				

Part V 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.)

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)
Recipient daughter	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)
Family member	Family member

Part VI 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.

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

B. Documents issued by the Social Welfare Department or Student Finance Office:

4. Certificate of Comprehensive Social Security Assistant Recipient (for Medical Waivers) issued by the Social Welfare Department (Effective date until 1 September 2018 or later)/ Eligibility Certificate 18/19 issued by the Student Financial Office (SFO) (If the Eligibility Certificate 18/19 is not yet available, applicant should submit the copy of Eligibility Certificate 17/18, and return the Eligibility Certificate 18/19 on or before 31 December 2018 (Full or Half Grant).

C. Documentary proof on total income of applicant and all family members from 1 April 2017 to 31 March 2018:

5. 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)
6. 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)
7. 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:

8. 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 Certificate of Comprehensive Social Security Assistant Recipient (for Medical Waivers) issued by the Social Welfare Department/ Eligibility Certificate 17/18 or 18/19 issued by the Student Financial Office (SFO) are **NOT** 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 **NOT** required to make the declaration,)
9. 2 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 75B(2)]

(http://www.wfsfaa.gov.hk/sfo/pdf/common/Form/fts/SFO75B_2.pdf)

Part VII 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.

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 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

_____ (Home Address)

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)

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

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.

(Signature of interpreter)

Declared at

In the HKSAR this day of

Before me,

Commissioner for Oaths / Solicitor