

HEEP YUNN SCHOOL

GUIDELINES TO THE FEE REMISSION SCHEME (2024-2025)

- The Fee Remission Scheme of Heep Yunn School aims at assisting students with financial difficulties to study at the school; families without financial difficulties should not apply for the scheme.
- 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 willfully makes a statement which he/she knows to be false shall be guilty of an offence and shall be liable on conviction of imprisonment for 7 years and to a fine under the Crimes Ordinance (Chapter 200 of the Laws of the Hong Kong Special Administrative Region).

1. The application must be made by the student's parent or legal guardian. If the applicant is not the student's legal parent, please give reasons in Part VI and provide relevant supporting documents.
2. **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. (Details can be found at: <http://www.wfsfaa.gov.hk/sfo/en/primarysecondary/index.htm>)**
3. Please provide copies of HK Smart ID Card of all family members and paste them on Part VII.
4. The applicant should complete the Application Form and provide all necessary supporting documents as set out in the **"PART VIII Checklist of Supporting Documents"**.
5. If applicants have more than one daughter studying at Heep Yunn School concurrently in the academic year, please submit a separate Application Form with supporting documents for each daughter.
6. "Dependent parent" refers to applicant's parent, including in-law, **who is not a recipient of Comprehensive Social Security Assistance (CSSA)** at the time of submission of application. He/ She must, throughout the assessment year (1 April 2023 to 31 March 2024), 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; or
 - d. has been financially fully/ largely supported by the applicant/ his/her spouse.

Applicant or his/her spouse should continue to support their parent(s) in the 2024/25 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, bank transaction record 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).

7. Applicant should submit documentary proof on total family income for the period from 1 April 2023 to 31 March 2024 (Please provide photocopies only, unless specified otherwise).

For details and samples of the documents listed below, applicants may refer to the Annexures to the SFO's *Notes on How to Complete and Return Household Application Form [SFO 107B(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 107B(2)]

Link: https://www.wfsfaa.gov.hk/sfo/pdf/common/Form/tt/form2324/SFO107B2_23.pdf

Salaried employed person	<p>a. Tax Demand Note issued by Inland Revenue Department; if that document is not available, then</p> <p>b. Employer’s Return of Remuneration and Pension Form AND the Declaration Under Oath (original); if that document is not available, then</p> <p>c. Salary Statement (original) AND the Declaration Under Oath (original); if that document is not available, then</p> <p>d. 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 that document is not available, then</p> <p>e. 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 [SFO 107B(2)]</i>) AND the Declaration Under Oath (original).</p>
Self-employed vehicle driver, person running business	<p>f. Profit and Loss Account verified by a Certified Public Accountant; if that document is not available, then</p> <p>g. 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 [SFO 107B(2)]</i>) AND</p> <p>h. Personal Assessment Notice (if applicable) AND</p> <p>i. Declaration Under Oath (original)</p>
Salaried employed or self employed person who cannot produce any income proofs	<p>j. 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 [SFO 107B(2)]</i>) AND</p> <p>k. Declaration Under Oath (original)</p>
Landlord with rental income	<p>l. Tenancy Agreement AND the Declaration Under Oath (original); if that document is not available, then</p> <p>m. 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).</p>

8. For recipients of Comprehensive Social Security Assistance (CSSA), please provide copy of the “Notification of Successful Application” issued by the Social Welfare Department. (Effective date until at least 1 September 2024)
9. For holders of 23/24 Eligibility Certificate issued by the Student Financial Office, please provide copy of the eligibility certificate and return to the school copy of the 24/25 eligibility certificate (Full/ Half Grant) on or before 31 December 2024.
10. 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 (Page 6) of the Application Form 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.
11. The completed Application Form together with:
 - i. all supporting documents requested, and

ii. one self-addressed and stamped envelopes

should be returned to the School **from 15 April to 5 June 2024 (2024-2025 Form 1) or from 20 May to 21 June 2024 (2024-2025 Forms 2 to 6)** in a **sealed envelope marked “Fee Remission Application (CONFIDENTIAL)” and addressed to “The Headmistress”**. Current fee remission recipients should print their assigned reference number at the bottom right hand corner, viz HYS-Year of admission-XX (e.g. HYS-20-62). **Newly admitted students in 2024-2025 and new applicants are NOT required to put down the reference number, please put down “New Application” instead.* Applications can be submitted in person to the school’s General Office (2/F) or by post. **Please affix sufficient postage and put down the return address at the back of the envelope to avoid delivery failure.**

The Headmistress
Heep Yunn School
1 Farm Road
Kowloon

**Fee Remission Application
(CONFIDENTIAL)**

HYS-Year of Admission-XX OR “New Application”
(e.g. HYS-20-62)

12. The School will make reference to the applicant Gross Annual Family Income and the Number of Family Members when considering the fee remission application. Please refer to this year’s table of “Level of Fee Remission”

13. Fee Remission Result Notification:

Date of application submission	Date of issuing application result	Remarks
<p><u>2024-2025 Form 1</u> From 15 Apr 2024 to 5 Jun 2024</p> <p><u>Forms 2-5</u> From 20 May 2024 to 21 June 2024</p>	<p><u>2024-2025 Form 1</u> On or before 8 Jul 2024</p> <p><u>Forms 2-5</u> On or before 26 Jul 2024</p> <p>The school will attach a <i>Living Expenses Subsidies Guidelines and Application Form</i> to successful applicants of the following types of fee remission: Full fee, Three-quarters and Half fee.</p>	<ul style="list-style-type: none"> ➤ Fee remission applications are conducted yearly; current fee remission recipients should submit fresh applications for their daughters every school year. ➤ For siblings studying at Heep Yunn School concurrently in the academic year, please submit a separate Application Form with supporting documents for each daughter (including copies of HKID card). ➤ For incomplete applications with insufficient supporting documents, the School will handle the application after 26 August 2024. This may affect the fee remission for September 2024. ➤ For applicants who do not receive their application results by 26 August 2024 due to insufficient supporting documents, please setup Autopay to pay full amount of school fee starting from September for the time being. The school fees paid may be refunded if the application is formally approved later.

14. Enquiry (Fee Remission Scheme)

Education and Student Welfare Officer: Miss Mandy Leung

Tel: 2711 0862

Email: hysswc@hys.edu.hk

Office Hours:

School Days: 8:00 a.m. to 4:00 p.m. (Mon- Fri)