

HEEP YUNN SCHOOL
GUIDELINES TO COMPLETING THE APPLICATION (2018-2019)

1. The application must be made by the student’s parent or legal guardian.
2. The applicant should complete the application form and provide all necessary supporting documents as set out in the **“PART VI Checklist of Supporting Documents”**
3. **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/tc/primarysecondary/index.htm>)**
4. 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 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.
5. 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 **from 25 May to 25 June 2018** in a **sealed envelope marked “CONFIDENTIAL” and addressed to “The Principal”**. Current fee remission recipients should print their assigned application number at the bottom right hand corner, viz HYS-Year of admission-XX (e.g. HYS-13-62). **Newly admitted students in 2018-2019 and new applicants are NOT required to put down the application number.* Applications can be submitted in person to the school’s General Office (G/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 Principal
Heep Yunn School
1 Farm Road
Kowloon

CONFIDENTIAL

HYS-Year of Admission-XX
(e.g. HYS-13-62)

6. 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 this year’s table on “Level of Fee Remission”

7. Fee Remission Result Notification:

Date of application submission	Date of issuing application result	Remarks
From 25 May 2018 to 25 June 2018	On or before 25 July 2018 The school will attach a <i>Living Expenses Subsidies Guidelines</i> and <i>Application Form</i> to successful applicants of the following types of fee remission: Full fee, 75%, and Half fee.	<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). ➤ Applications with insufficient supporting documents will be handled after 15 August 2018, and this may postpone fee remission vetting and affect school fee payment for September. ➤ For applicants who do not receive their application results by 25 July 2018 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.

8. General Enquiries (Fee Remission Scheme)

Miss Doreen Wong

Tel: 2711 0862

Email: 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 ON APPLICATION FOR FEE REMISSION

Note 1 Please provide photocopies of the HKID Cards of all members in the household.

Note 2 For siblings studying at Heep Yunn School concurrently in the academic year, please submit a separate application form with supporting documents for each daughter.

Note 3 “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 2017 to 31 March 2018), 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 2018/19 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).

Note 4 Status of dependent parents and documentary proof required:

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.)

Note 5 Documentary proof on total income for the period from 1 April 2017 to 31 March 2018 (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 Annexures 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)] (pages 8-11).

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

Salaried employed person	<ol style="list-style-type: none"> 1. Tax Demand Note issued by Inland Revenue Department; if not available 2. Employer’s Return of Remuneration and Pension Form AND the Declaration Under Oath (original); if not available 3. Salary Statement (original) AND the Declaration Under Oath (original copy); if not available 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 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 [SFO 75B(2)]</i> AND the Declaration Under Oath (original).
Self-employed vehicle driver, person running business	<ol style="list-style-type: none"> 1. Profit and Loss Account verified by a Certified Public Accountant; if not available, 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 [SFO 75B(2)]</i> AND 3. Personal Assessment Notice (if applicable) AND 4. Declaration Under Oath (original)
Salaried employed or self employed person who cannot produce any income proofs	<ol style="list-style-type: none"> 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 [SFO 75B(2)]</i> AND 2. Declaration Under Oath (original)
Landlord with rental income	<ol style="list-style-type: none"> 1. Tenancy Agreement AND the Declaration Under Oath (original); if not available 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).