



# ECF Saint Too Canaan College

## 基督教中國佈道會 聖道迦南書院

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### Secondary 1 Admission Application (2018 – 2019)

二零一八至二零一九年度中一入學申請書

#### Student's Particulars 學生資料

Name in English 英文姓名	_____	Name in Chinese 中文姓名	_____
Sex 性別	_____	Age 年齡	_____
Date of Birth 出生日期	_____	Place of Birth 出生地點	_____
HKID No. 香港身份證號碼	_____	Nationality 國籍	_____
Religion (optional) 宗教信仰(非必須)	_____	Church 所屬教會	_____

Photo  
相片

Home Address (English) \_\_\_\_\_

住址 (中文) \_\_\_\_\_

Telephone No. 電話 \_\_\_\_\_ E-mail Address 電郵地址 \_\_\_\_\_

Present School  
現讀小學 \_\_\_\_\_ Present Form Attending  
就讀班級 \_\_\_\_\_

EDB Student Reference No.  
(STRN) \_\_\_\_\_ Source of knowing this school  
得知本校途徑 \_\_\_\_\_

教育局學生編號 \_\_\_\_\_

Participation in extra-curricular activities and awards 參與之課外活動及曾獲獎項

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#### Parent's/Guardian's Information 家長或監護人資料

Name 姓名	_____	Relationship 關係	_____
Religion (optional) 宗教信仰(非必須)	_____	Contact Phone no. 聯絡電話	_____
Name of Employer 辦事機構名稱	_____	Occupation/Position 職業/職位	_____

Signature of Applicant: 學生簽署 \_\_\_\_\_ Signature of Parent/Guardian: 家長/監護人簽署 \_\_\_\_\_

Remark of Admission 報考請注意: \_\_\_\_\_ Date 日期 \_\_\_\_\_

**Academic results of 3 subjects, including Chinese Language, English Language and Mathematics, and conduct should attain Grade B or above. 考生中、英、數三科及操行須達 B 等或以上**

Personal Data Collection Statement for Student Admission 學生入學申請的個人資料收集聲明:

The personal data provided in this form will be used for the purpose of processing the admission application only.  
此報名表格所提供的個人資料, 只用作處理 貴子弟入學申請的有關事宜。

**ECF Saint Too Canaan College**  
**2018 – 2019 S.1 Admission Application Guidelines**

**I. Application Procedures**

1. Starting from 9 October 2017, the 2018 – 2019 S.1 application form can be obtained through the following methods:
  - i. On our website
  - ii. From the school in person
2. Please submit the completed application form (affixed with a photo) to our school, together with the following documents (Please use a clip to gather all the documents. Please do not staple the documents or put them inside a plastic folder.):
  - i. Copy of the HKID card
  - ii. Copy of the Primary 6 Student Record Form issued by EDB
  - iii. Copies of Primary Five (whole year) and Six (1<sup>st</sup> term, if any) school assessment reports
  - iv. A stamped self-addressed envelope

**Forms should be returned in person or by mail. Faxed application form will not be accepted.**

3. Application Deadline: **Application will be closed until the quota is full.**
4. Our school will not participate in EDB discretionary and central school place allocation system. There is no need to submit the “Application Form for S.1 Discretionary Place” issued by EDB to our school. **We will admit all the S.1 students by ourselves.**
5. Submission date and time  
Date: Starting from Wednesday, 1 November 2017  
Time: Monday to Friday (8:00 a.m. to 6:00 p.m.)  
Saturday (8:00 a.m. to 1:00 p.m.)  
(Our school is closed on Sunday and public holidays.)

**II. Admission criteria**

There are 135 S.1 places in 2018 – 2019. Students will be divided into 4 classes. All S.1 classes use English as the medium of instruction. Admission criteria are as follows:

- |      |                       |  |
|------|-----------------------|--|
| i.   | Academic achievement  | 50%  |
| ii.  | Conduct               | 20%  |
| iii. | Interview performance | 20% (The interview is mainly conducted in English, supplemented by Cantonese.) |
| iv.  | Support from parents  | 10%  |

**III. Interview arrangements**

We will select suitable applicants for interview by phases. The 1st interview will be conducted on Saturday morning, 18 November 2017. Suitable applicants will be informed by phone and are required to pay \$50 interview fee.

**IV. School Fee**

The S.1 school fee is \$23,200 per year (It is subject to the approval by EDB). The school fee is to be paid by 10 installments, i.e. \$2,320 per month. Based on the S.1 school fee, there will be slight increase in school fee when students progress to the higher form.

**V. School Fee Remission**

1. Each year the school will use not less than 10% of the gross amount of the school fee received as the school fee remission and scholarship.
  - i. The purpose is to help students with financial needs and to ensure that they have an equal opportunity to study at this school.
  - ii. We refer to the eligibility criteria of the Student Finance Office to assess students’ fee remission application. Full rate of school fee remission will be granted to students who have received full rate of the subsidy. Half rate of the school fee remission will be granted to students who have received half rate of subsidy. Detailed calculation method please refer to the appendix. Simultaneously, students with excellent academic achievement will also be granted scholarships.
2. Our school encourages students’ younger brothers and sisters to study here. Starting from 2017 – 2018 academic year, students having elder brother and sister studying / or graduated from our school can have half-school fee remission. Details please refer to the School Fee Remission application form.

**VI. Result of the application**

- i. If the applicants are admitted, they will be notified by our school individually. Applicants will be required to sign a consent form for giving up EDB school place allocation. He/she needs to submit the “Primary 6 Student Record Form” issued by EDB and pay the non-refundable & non-transferable \$810 school place reservation fee.
- ii. They also need to register on Thursday, 12 July 2018 and submit the “Admission Slip” issued by EDB.

**Assessment of Eligibility for School Fee Remission**

1. As per the criteria of the SFO, the school will use the “Adjusted Family Income” (AFI) mechanism to assess the eligibility and the assistance level of the applicant. The AFI mechanism is based on the following formula:

$$\text{AFI} = \frac{\text{Gross annual income of the family}}{\text{Number of family members} + (1)}$$

2. Gross annual income of the family includes the annual income of the applicant and his/her spouse; 30% of the annual income of unmarried child / children residing with the family if applicable; and the contribution from relatives / friends if applicable.
3. The members of a family normally refer to the applicant, his/her spouse, unmarried child / children residing with the family and the dependent parent(s) who are supported by the applicant and/or his/her spouse. For single-parent of 2 to 3 members, the ‘plus 1 factor’ in the divisor of the AFI formula will be increased to 2.

**Lever of Assistance**

The AFI eligibility benchmarks for various levels of assistance in the 2017 / 18 school year are listed in the table below. **Please note that the AFI is not the average monthly income of a family.**

2017 / 18 school year – AFI Groups between (HK\$)	Level of Assistance
0 – 38,603	Full *
38,604 – 74,644	Half
> 74,644	Ineligible (application unsuccessful)

\*AFI thresholds for full level of assistance for 3-member and 4-member families are \$46,733 and \$42,995 respectively. For 2-member single-parent families and 3-member single-parent families, they are regarded as 3-member families and 4-member families respectively for determining the AFI thresholds for full level of assistance and calculation of AFI.

**Family Income**

Types of incomes earned by the family both within and outside Hong Kong that should be reported are listed below for reference.

<b><u>Items need to be reported</u></b>	<b><u>Items need not to be reported</u></b>
<ol style="list-style-type: none"> <li>1. Salary (including the salary of applicant, spouse and unmarried child residing with the family for full-time, part-time or temporary job, Provident Fund / Mandatory Provident Fund contribution <u>not included</u>.)</li> <li>2. Double pay / Leave pay</li> <li>3. Allowance (including housing / travel / meals / education / shift allowance, etc.)</li> <li>4. Bonus / Commission / Tips</li> <li>5. Wages in lieu of notice of dismissal</li> <li>6. Profit from business / investment</li> <li>7. Alimony</li> <li>8. Contribution from children not residing with the family / relatives / friends (including money or contribution of housing / water / electricity / gas or other living expenses)</li> <li>9. Interests from fixed deposits, stocks &amp; shares, etc</li> <li>10. Rental income</li> <li>11. Monthly pension / Window’s &amp; Children’s Compensation</li> </ol>	<ol style="list-style-type: none"> <li>1. Old age allowance / Old age living allowance</li> <li>2. Disability allowance</li> <li>3. Long service pay / Contract gratuity</li> <li>4. Severance pay</li> <li>5. Loans</li> <li>6. Lump sum retirement gratuity / Provident fund</li> <li>7. Inheritance</li> <li>8. Charity donations</li> <li>9. Comprehensive Social Security Assistance</li> <li>10. Retraining allowance/ Work Incentive Transport Subsidy / Low-income Working Family Allowance</li> <li>11. Insurance / accident / injury indemnity</li> <li>12. Provident Fund / Mandatory Provident Fund contribution</li> </ol>

Applicants should provide the income proof and those of the family member(s) under employment. If applicants cannot provide any income proof for special reasons, please notify the school in writing, providing justifiable reasons and the detailed calculation of income. Applicants should also sign on the explanatory letter.

**Supporting Document**

Copies of documentary proof on total income for the period from 1 April 2016 to 31 March 2017. Please submit the document in accordance with the requirements listed below:

Salaried employed person	<ol style="list-style-type: none"> <li>1. Tax Demand Note issued by Inland Revenue Department; if not available</li> <li>2. Employer’s Return of Remuneration and Pensions Form; if not available</li> <li>3. Salary Statement; 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 General Office may include the amount in calculating family income); if not available</li> <li>5. Income Certificate certified by the employer</li> </ol>
Self-employed driver or person running business (including sole proprietorship business / partnership business / limited company)	<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</li> <li>3. Personal Assessment Notice (if applicable)</li> </ol>
Salaried employed or self-employed person who cannot produce any income proofs	<ol style="list-style-type: none"> <li>1. Please fill in the Self-prepared Income Breakdown detailing the monthly income throughout the year and explaining why income proof cannot be produced. (The school reserves the right to decide whether applications from those applications who cannot provide justification for not producing income proof would be accepted.)</li> </ol>
Landlord with rental income	<ol style="list-style-type: none"> <li>1. Tenancy Agreement; 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).</li> </ol>

**基督教中國佈道會**  
**聖道迦南書院**  
2018 – 2019 中一入學申請簡介

**I. 申請辦法**

1. 於二零一七年十月九日起，可透過以下方法索取本校 2018 – 2019 度中一入學申請表格：
  - i. 於本校網頁下載
  - ii. 親臨本校索取
2. 申請者請將填妥並貼上照片的申請表，連同以下文件一併遞交（遞交時請以文件夾將文件夾起，請勿放進膠快勞或以釘書機釘起，以便本校處理）：
  - i. 身份證影印本
  - ii. 由教育局發出的小六學生資料表副本
  - iii. 小五全年及小六上學期（如有）成績表副本
  - iv. 貼有郵票的回郵信封一個**表格需親自交回或寄回本校，恕不接納傳真表格。**
3. 截止申請日期：**額滿即止**。
4. 本校不會參加教育局的自行分配及統一派位辦法，申請者無需遞交教育局派發的「中一自行分配學位申請表」。**本校會自行收取所有學生**。
5. 收表日期及時間  
日期：二零一七年十一月一日（星期三）起  
時間：星期一至星期五（上午八時正至下午六時正）  
星期六（上午八時正至下午一時正）  
（星期日及公眾假期休息）

**II. 收生準則及比重**

2018 – 2019 年度中一學額共 135 個，分 4 班上課，以英語為教學語言。收生準則如下：

- |      |      |                      |
|------|------|----------------------|
| i.   | 學業成績 | 50%                  |
| ii.  | 操行   | 20%                  |
| iii. | 面試   | 20%（面試方式：英語為主，中文為輔。） |
| iv.  | 家長支援 | 10%                  |

**III. 面試安排**

本校分階段進行面試，第一次面試日期定於 2017 年 11 月 18 日（星期六）上午，本校會邀請合適的申請人及家長進行面試，並以電話通知，面試時需繳交 **\$50** 作為行政費用。

**IV. 學費**

全年學費 **\$23,200**，分十期繳交，每月 **\$2,320**（學費有待教育局批准）；該生於升上中二及往後的級別時，將以入讀中一時的學費為基礎，每年略作調升。

**V. 學費減免申請**

1. 本校每年將把不少於學費總收入的十分之一撥作學費減免申請，及頒發獎學金之用。
  - i. 旨在幫助有經濟需要的學生，讓學生不會因家庭經濟困難而損失入讀本校的機會。
  - ii. 審批准則參考學生資助處的審批原則，凡在學生資助處獲取全額資助的家庭，可獲減免全部學費；獲半額資助家庭，可獲減免一半學費。領取綜合社會保障援助金的家庭可獲減免全部學費。計算方法詳情可參考附件。另外，成績優異的同學會獲發獎學金。
2. 本校鼓勵學生的弟弟妹妹入讀，與哥哥姐姐一同在這裡成長。由 2017 – 2018 學年開始，如有哥哥姐姐在本校就讀或曾在本校畢業，可獲學費減免半免。詳情請參考學費減免申請表。

**VI. 申請結果**

- i. 申請者如被取錄，會收到本校的個別通知，申請者需簽署同意書及繳交小六學生資料表正本，表示申請者會放棄教育局的自行分配及統一派位學位，並需繳交 **\$810** 留位費，此費用不可退回及轉讓。
- ii. 另需於 2018 年 7 月 12 日（星期四）到校辦理註冊手續，及繳交統一派位結果公佈時收到的「入學註冊證」。

**學費減免資格評估方法**

1. 本校參照學生資助處的審批原則，採用「調整後家庭收入」(AFI) 機制進行入息審查，以評定申請人的資助資格及幅度。AFI 機制所採用的算式如下：

$$\text{AFI} = \frac{\text{家庭全年總收入}}{\text{家庭成員人數} + (1)}$$

2. 家庭全年總收入包括申請人及其配偶的全年收入，與申請人家庭同住的未鐳子女的全年收入的 30% (如適用)，以及親友給予的津助(如適用)。
3. 家庭成員通常是指申請人、申請人的配偶、與申請人家庭同住的未婚子女，以及由申請人及/或其配偶供養的父母。二至三人的單親家庭，公式中除數的(+1)將會增加至(+2)

**資助幅度**

下表詳列 2017/18 學年的「調整後家庭收入」組別的資助幅度。請注意「調整後家庭收入」並不是家庭每月的平均收入。

2017/18 學年的「調整後家庭收入」機制下數值介乎 (元)	資助幅度
0 至 38,603	全額*
38,604 至 74,644	半額
超過 74,644	不合資格 (申請不成功)

\* 2017/18 學年 3 人家庭和 4 人家庭可獲全額資助的「調整後家庭收入」上限分別為 46,733 元和 42,995 元。就 2 人和 3 人單親家庭而言，有關家庭會分別視為 3 人和 4 人家庭，以決定可獲全額資助的「調整後家庭收入」上限及計算「調整後家庭收入」。

**家庭收入**

須填報的收入包括在香港和香港以外地方的收入，有關種類詳列如下，以作參考。

<b>須填報的收入</b>		<b>不須填報的收入</b>	
1	薪酬 (包括申請人、配偶及在職同住未婚子女的全職、兼職、短期工作的薪金，當中不包括僱員強積金/公積金供款)	1	高齡津貼 (即生果金)/長者生活津貼
2	雙薪/假期工資	2	傷殘津貼
3	津貼 (包括房屋/旅遊/膳食/教育/輪班津貼等)	3	長期服務金/約滿酬金
4	花紅/獎金/佣金/小賬	4	遣散費
5	因被撤職而領取的代通知金	5	貸款
6	經商利潤	6	一次過領取的退休金/公積金
7	贍養費	7	遺產
8	非同住子女、親屬及朋友的津助 (包括金錢及住屋、水、電、燃料或其他生活費用等津助)	8	慈善捐款
9	定期存款、股票、債券等的利息收益	9	綜合社會保障援助金
10	租金收入	10	再培訓津貼/就業交通津貼/低收入在職家庭津貼
11	每月領取的退休金/孤兒寡婦金或恩恤金	11	保險/意外/傷亡賠償
		12	僱員強積金/公積金供款

申請人必須提供申請人及所有在職家庭成員的全年入息證明。如因特別理由而未能提供，申請人應以書面合理解釋未能提交入息證明文件的原因及須詳細列出入息的計算方法，申請人並須在書面解釋文件上簽署。

### 證明文件

在 2016 年 4 月 1 日至 2017 年 3 月 31 日期間全年收入的證明文件副本，請按以下規定遞交證明文件：

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；如沒有</li> <li>3. 薪俸結算書；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)；如沒有</li> <li>5. 由僱主填寫的收入證明書正本</li> </ol>
自僱司機或經營業務人士 (包括獨資經營/合夥業務.有限公司)	<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及</li> <li>3. 個人入息課稅通知書 (如適用)</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及沒法提供收入證明文件的原因 (如申請人未能提供合理解釋，本校或不會進一步處理其資格評估申請)</li> </ol>
擁有收租物業人士	<ol style="list-style-type: none"> <li>1. 租約；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) (請用顏色筆註明租金收入的項目及加以注釋，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)</li> </ol>