



ECF Saint Too Canaan College

✉ 6 Lee On Lane, Kwun Tong, Kowloon ☎ 2372 0033

Mid-Term School Fee Remission Application Form

School Reference No.: _____

A. To be Completed by the Applicant:

Name of Student: _____ / _____
(English in block letters) (Chinese)

Class: _____ Class No.: _____ Name of Form Teacher: _____

1. I have don't have elder brother / sister studying in our school / graduated from our school, details as follows:

Name	Relationship	Class Attended in 2017-2018/ year of graduation

2. Please put a "✓" in the appropriate box and attach a copy of the supporting document to this application. (If the application for the financial assistance is under processing, please submit the copy of the result to the General Office when it is received.)

2.1. The Student is now receiving Student Financial Assistance

(School Textbook Assistance / Student Travel Subsidy): Full Half Nil

2.2. Are you currently receiving Comprehensive Social Security Assistance? Yes No

2.3. I Come Don't come from single parent family. (please circle the correct one)

3. Please state the reason for late application: _____

4. I do not apply any School Textbook Assistance / Student Travel Subsidy from the SFO. Enclosed is my letter of explanation. I also enclose the following copies of my family members' income documents for assessment. (please write down the student name and class on each copy of document)

Family income (from 1 April 2016 to 31 March 2017)

Applicant and family member	Employment	Office Telephone	Annual Income (\$) (not estimation)	This part to be used by School
1. Applicant				
2. Spouse				
3. Child residing with the family and unmarried (if applicable) Name: _____				

4. Child residing with the family and unmarried (if applicable) Name				
5. Other income (if applicable)				
Total family income				

4. I declare that the above information is true and complete.

Name of Parent / Guardian : _____
Contact Phone No. of Parent /Guardian : _____
Signature of Parent /Guardian : _____
Date : _____

☒ Please return the completed form to the General Office. ☒

B. To be Completed by School

Approved (Full Half Others: _____)

Effective Date: _____

Rejected (Reason: _____)

Name of Vice-Principal

Signature of Vice-Principal

Date

Appendix I

Assessment of Eligibility

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.

Level 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 to 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.

Items need to be reported	Items need not to be reported
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 excluded. 2. Double pay / Leave pay 3. Allowance (including housing / travel / meals/ education / shift allowance, etc.) 4. Bonus / Commission / Tips 5. Wages in lieu of notice of dismissal 6. Profit from business / investment 7. Alimony 8. Contribution from children not residing with the family / relatives / friends (including money or contribution of housing / water / electricity / gas or other living expenses 9. Interests from fixed deposits, stocks & shares, etc 10. Rental income 11. Monthly pension / Window’s & Children’s Compensation	1. Old age allowance 2. Disability allowance 3. Long service pay / Contract gratuity 4. Severance pay 5. Loans 6. Lump sum retirement gratuity / Provident fund 7. Inheritance 8. Charity donations 9. Comprehensive Social Security Assistance 10. Retraining allowance 11. Insurance / accident / injury indemnity 12. Provident Fund / Mandatory Provident Fund contribution

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"> 1. Tax Demand Note issued by Inland Revenue Department; if not available 2. Employer’s Return of Remuneration and Pensions Form; if not available 3. Salary Statement; 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 General Office may include the amount in calculating family income); if not available 5. Income Certificate certified by the employer
Self-employed driver or person running business (including sole proprietorship business / partnership business / limited company)	<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 3. Personal Assessment Notice (if applicable)
Salaried employed or self-employed person who cannot produce any income proofs	<ol style="list-style-type: none"> 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.)
Landlord with rental income	<ol style="list-style-type: none"> 1. Tenancy Agreement; 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).