



# ECF Saint Too Canaan College

基督教中國佈道會

## 聖道迦南書院

Campus 校址: 6 Lee On Lane, Kwun Tong, Kowloon 九龍觀塘利安里 6 號

Tel 電話: 2372 0033 Fax 傳真: 2372 0055

e-mail 電郵: info@stcc.edu.hk Website 網址: <http://www.stcc.edu.hk>

### Secondary 3 Admission Application (2019 – 2020)

二零一九至二零二零年度中三人學申請書

#### 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	_____
ID / Passport No. 身份證 / 護照號碼	_____	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) \_\_\_\_\_

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

Present Secondary School  
現讀中學 \_\_\_\_\_ Present Form Attending  
就讀班級 \_\_\_\_\_

Source of knowing this school  
得知本校途徑 \_\_\_\_\_ Non-Chinese Speaking Student  
非華語學生 \_\_\_\_\_ YES / NO

Participation in extra-curricular activities and awards (optional) 參與之課外活動及曾獲獎項 (非必須)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Date 日期 \_\_\_\_\_

**For School Use**  
**供學校填寫**

All documents have been submitted.  
所有資料已經齊備

The following documents to be submitted:

尚欠以下資料

- Copy of HKID / Passport / Study Visa      身份證 / 護照 / 簽證副本
- Copy of Primary 6 annual school assessment report      小六級全年成績表副本
- Copy of Secondary 1 annual school assessment report      中一級全年成績表副本
- Copy of Secondary 2 annual school assessment report      中二級全年成績表副本
- Copy of Secondary 3 first term school assessment report      中三級上學期成績表副本 (如適用)
- Copy of Secondary 3 second term school assessment report      中三級下學期成績表副本 (如適用)
- A stamped self-addressed envelope      回郵信封

Date of 1<sup>st</sup> Interview: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. / p.m.

第一次面試日期

時間

Name of Interviewer: \_\_\_\_\_ Venue: \_\_\_\_\_

面試老師姓名

地點

Interview Result: \_\_\_\_\_ Accept / 2<sup>nd</sup> Interview / Wait / Reject \_\_\_\_\_

面試結果

Date of 2<sup>nd</sup> Interview: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. / p.m.

第二次面試日期

時間

Name of Interviewer: \_\_\_\_\_ Venue: \_\_\_\_\_

面試老師姓名

地點

Interview Result: \_\_\_\_\_ Accept / Wait / Reject \_\_\_\_\_

面試結果

Admission Offer: \_\_\_\_\_ Accept / Withdrawal \_\_\_\_\_

申請結果

**ECF Saint Too Canaan College**  
**2019 – 2020 S.3 Admission Application Guidelines**

1. The application form can be obtained by downloading from the School website or collecting from the School in person.
2. Applicants can submit the application after completing either S.2 or S.3.
3. 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.):
  - 3.1 Copy of HKID / Passport / Study Visa
  - 3.2 Copies of Primary 6, S.1, S.2 and S.3 school assessment reports
  - 3.3 A stamped self-addressed envelope (Starting from 1 January 2018, the stamp fee changes to \$2)**Forms should be returned in person or by mail. Faxed application form will not be accepted.**
4. Suitable applicants will be invited for interview and written test (if necessary) by phone and are required to pay \$50 interview fee.
5. The S.3 school fee is \$23,200\* per year. The school fee is to be paid by 10 installments, i.e. \$2,320 per month. There will be slight increment of the school fee in the next few years.  
(\* It is subject to the approval by the Education Bureau.)
6. School Fee Remission
  - 6.1 Each year the school will use not less than 10% of the total income of the school fee as the school fee remission and scholarship. The objective is to help students who have financial needs and to ensure that financial difficulty will not be an obstacle to prevent students from studying in the school.
  - 6.2 With reference to the eligibility criteria of the Student Finance Office (SFO), please note:
    - 6.2.1 Full rate of school fee remission will be granted to students who have received full rate of subsidies from SFO;
    - 6.2.2 Half rate of school fee remission will be granted to students who have received half rate of subsidies from SFO;
    - 6.2.3 For students in receipt of the Comprehensive Social Security Assistance, they will receive full school fee remission from the school. Please visit the school website for details.
  - 6.3 Parents can choose to **submit the application on either one of the following periods.** **They must not submit twice.**
    - 6.3.1 **The 1<sup>st</sup> phase application 12 – 17 August 2019** (applicable to whole school students including current and new students) Starting from 24 June 2019, application form can be obtained from the School General Office or downloaded from the school website;
    - 6.3.2 **The 2<sup>nd</sup> phase application 2 – 13 September 2019** (applicable to whole school students) Starting from 2 September 2019, application form can be obtained from the School General Office or downloaded from the school website.
  - 6.4 If parents want to apply for the Local Education Allowance, they should approach the related government department directly.
  - 6.5 The school encourages students' younger brothers and sisters to study here. Students having siblings studying or graduated from our school can have half school fee remission. A school fee remission application should be submitted to school if necessary. Details please refer to the school website: <https://stcc.edu.hk/en/school-fees-and-remission>.
7. Application Deadline: **Application will be closed until the quota is full.**
8. Result of the Application
  - 8.1 If the applicants are admitted, they will be notified by our School individually. Applicants need to pay the non-refundable & non-transferable \$810 school place reservation fee.
  - 8.2 They also need to register on or before the deadline. Applicants who have submitted the school place reservation fee will be notified with details.
9. Should you have any enquiry, please contact the General Office at 2372 0033.  
Address: 6 Lee On Lane, Kwun Tong, Kowloon  
Website: <http://www.stcc.edu.hk>
10. Office Hour: Monday to Friday (8:00 a.m. – 6:00 p.m.)  
Saturday (8:00 a.m. – 1:00 p.m.)  
(Our School is closed on Sunday and public holidays.)

**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.

**Level of Assistance**

The AFI eligibility benchmarks for various levels of assistance in the 2019 / 20 school year are listed in the table below. **Please note that the AFI is not the average monthly income of a family.**

<b>2019 / 20 school year – AFI Groups between (HK\$)</b>	<b>Level of Assistance</b>
0 – 40,240	Full *
40,241 – 77,810	Half
> 77,810	Ineligible (application unsuccessful)

\*AFI thresholds for full level of assistance for 3-member and 4-member families are \$48,715 and \$44,818 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 2018 to 31 March 2019. 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

## 2019 – 2020 中三插班生報名須知

1. 申請表格可於網上下載，或親臨聖道迦南書院索取。
2. 完成中二或中三(申請重讀)之學生，均可作出申請。
3. 申請者請將填妥並貼上近照的申請表，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）：
  - 3.1 身份證 / 護照 / 簽證影印本
  - 3.2 小六、中一、中二及中三成績表副本
  - 3.3 貼上郵票的回郵信封一個 (2018年1月1日起郵費為 \$2)**表格需親自交回或寄回本校，恕不接納傳真表格。**
4. 合適的申請者會被邀請參加面試及筆試 (如有需要)，並以電話通知，面試時需繳交 \$50 作為行政費用。
5. 學費：全年\$23,200\*，分十期繳交，每月\$2,320。未來數年間本校學費每年將會略為調升。  
(\* 學費有待教育局批准。)
6. 學費減免申請
  - 6.1 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。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。
  - 6.2 審批准則參考學生資助處的審批原則：
    - 6.2.1 在學生資助處獲取全額資助的家庭，可獲減免全部學費；
    - 6.2.2 在學生資助處獲取半額資助的家庭，可獲減免一半學費；
    - 6.2.3 領取綜合社會保障援助金的家庭可獲減免全部學費，詳情請參考本校網頁。
  - 6.3 家長可選擇於以下其中一個階段遞交申請，請勿重複申請：
    - 6.3.1 **第一階段申請 2019年8月12-17日** (適用於全校學生，包括舊生及新生)，同學可於2019年6月24日開始向校務處索取申請表/或於學校網頁下載；
    - 6.3.2 **第二階段申請 2019年9月2-13日** (適用於全校學生)，同學可於2019年9月2日開始向校務處索取申請表/或於學校網頁下載。
  - 6.4 若家長是政府公務員而擬領取本地教育津貼，請自行向有關部門申請。
  - 6.5 本校鼓勵學生的弟妹報讀，並為合資格的學生提供全額或半額學費減免，名額不設上限。如有兄弟姊妹在本校就讀或曾在本校畢業，家長可於學期初遞交申請表，並獲半免學費，詳情請參考本校網頁：<https://stcc.edu.hk/en/school-fees-and-remission>。
7. 截止申請日期：**額滿即止**。
8. 申請結果
  - 8.1 申請者如被取錄，會收到本校的個別通知，並需繳交\$810留位費，已繳交的留位費不可退回及轉讓。
  - 8.2 學生本人亦需於稍後親身到校辦理正式註冊手續，已繳交留位費的同學會獲個別通知有關詳情。
9. 如有查詢，請致電 2372 0033 與校務處職員聯絡。  
地址：九龍觀塘利安里6號  
網址：<http://www.stcc.edu.hk>
10. 辦公時間： 星期一至星期五 (上午八時至下午六時)  
星期六 (上午八時至下午一時)  
(星期日及公眾假期休息)

**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婚子女的全年收入的 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 2019/20 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。**

2019/20 學年的「調整後家庭收入」機制下數值介乎 (元)	資助幅度
0 至 40,240	全額*
40,241 至 77,810	半額
超過 77,810	不合資格 (申請不成功)

\* 2019/20 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 48,715 元和 44,818 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。

須填報的收入		不須填報的收入	
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 <u>不包括</u> 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 2018 年 4 月 1 日至 2019 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>