



Glorifying God, Edifying People 崇聖敬道 榮神益人

2019-2020 年度家長通告(2)
有關申請學費減免及各項資助事宜

各位親愛的家長：

1. 申請學費減免 (由學校發放)

- a. 曾獲批本校學費減免的同學，必須每年重新遞交申請。
- b. 若學生家庭有經濟困難，可在9月2日起到校務處索取學費減免申請表格，申請表亦可於學校網址www.stcc.edu.hk/ Admission/ School Fees and Remission下載。家長遞交申請表時，如已收到學生資助處的申請結果通知書/資格證明書(黃色)，須同時交回副本，本校會按書簿津貼的申請結果作為審批學費減免的準則。
- c. 申請學費減免表格，需於2019年9月13日或以前交回班主任，逾期遞交者，一概不作處理。暫未有資格證明書的家長，亦需要於限期前先遞交本校學費減免申請表格，待收到資格證明書後，立刻交回校務處跟進。
- d. 準時於9月13日或以前遞交的學費減免申請表，校方會約於9月27日或以前發出確認回條，以確定收妥申請，並在處理中，家長需向子女查收及保管回條，以作參考。
- e. 現正接受綜援的學生需影印由社會福利署發出的「綜援申請獲准通知書」副本連同附頁載有符合資格人士的姓名副本，連同申請表一同遞交。
- f. 在收齊所有文件後，本校會於10月中發出個別同學的書面申請結果，家長需向子女查收。
- g. 在學費減免結果公佈前，仍需繳交全額學費，包括9月份扣除留位費後的學費；待學費減免結果公佈後，才獲校方退回多繳之費用。
- h. 本校鼓勵學生的兄弟姊妹入讀，一同在這裡成長，如有兄弟姊妹在本校就讀或曾在本校畢業，可獲學費減免半免。同學如欲申請，請填寫學費減免申請表。
 - i. 不符合資格申請
為免出現收受雙重福利，若學生家長或監護人已就學生的學費支出獲得由僱主所提供的子女教育津貼，則不符合申請本計劃的資格。
 - j. 中期學費減免申請
如於學期中，學生家庭經濟有突變而需提出學費減免申請，可向校務處索取「中期學費減免申請表格」，表格亦可於網上下載。然而，減免學費的生效日期則由校方按個別情況決定。
 - k. 有關申請學費減免的查詢，可致電2372 0033 與會計部劉小姐聯絡。

…續後頁

2. 書簿津貼或車船津貼（由學生資助處發放）

- 舊有申請家庭，學生資助處會提早於8月發放書簿津貼，校方會與學生資助處核實學生的身份。
- 舊有申請家庭，如學生地址不變，無需再由學校推薦，開學後會直接由學生資助處發放車船津貼。如學生地址有變，開學後經學校推薦，才獲發放車船津貼。
- 若學生的家庭以前從來沒有向學生資助處申請任何津貼，而在今年首次申請書簿津貼或車船津貼，請到校務處索取申請表，並自行交回學生資助處。
- 新的申請人於收到學生資助處發出的資格證明書後(黃色表)，需填妥後立即交回校務處核實身份，以轉交學生資助處審理，請家長自行保存一份副本。
- 在遞交資格證明書時，校方會發出確認回條，以確定已收妥申請，請家長向子女查收及保管確認回條。學校不能跟進沒有確認回條的申請。如有查詢，請與校務處朱小姐聯絡。

3. 19/20 學年港鐵學生乘車優惠計劃

有關19/20港鐵學生乘車優惠計劃，包括首次申請、啟動、延續個人八達通，現可透過港鐵網站 www.mtr.com.hk 內「車票及車費 > 特別計劃 > 港鐵學生乘車優惠計劃 > 網上申請」進行網上申請，詳情可到港鐵網頁內查詢。學校亦另備申請表格予不欲於網上申請之學生，學生可向班主任索取，請填妥表格並簽署，於9月6或以前交回給班主任。由校務處核實學生身份及蓋上校印後，發回給學生自行交回就近港鐵站辦理。中四同學需遞交新的申請以延續個人八達通。

4. 特殊教育需要評估費用資助申請

為幫助有經濟需要的學生，以減輕家長為支付子女特殊教育需要評估費用之負擔，本校設立此計劃。有需要的學生，可與會計部劉小姐聯絡。

5. 學生活動支援津貼

基金是用於支援有經濟需要的學生參與學校舉辦或認可的全方位學習活動(例如：參與學校在不同學習領域 / 課程範疇組織的全方位學習活動；參與多元化學習活動，以豐富五種基要學習經歷，包括智能發展、德育及公民教育、社會服務、體藝發展、與工作有關的經驗)。有需要的學生，可在9月2日起到校務處索取申請表格。有關申請查詢，可與會計部劉小姐聯絡。

有關以上各項資料，請家長於閱後填妥回條，並於9月5日交回班主任。

祝

主恩滿溢

二零一九年九月三日

基督教中國佈道會
聖道迦南書院校長
徐潮妹謹啟

回條

“有關申請學費減免及各項資助事宜”

敬覆者：

本人已細閱家長通告(2)之內容。

此覆

基督教中國佈道會
聖道迦南書院校長

家長簽署： _____
家長姓名： _____
學生姓名： _____

學生班別： _____ ()
簽署日期： _____



Glorifying God, Edifying People 崇聖敬道 榮神益人

2019 – 2020 Circular to Parents (2)
School Fee Remission and Other Subsidies Matters

3 September 2019

Dearest parents,

1. Application for School Fee Remission (to be arranged by the School)

- a. Students need to submit a new application every year.
- b. If students' family has financial difficulties, he / she can collect an application form for school fee remission at the General Office starting from 2 September onwards. The application form can also be downloaded from the School's website ([www.stcc.edu.hk/ Admission/ School Fees and Remission](http://www.stcc.edu.hk/Admission/SchoolFeesandRemission)). When submitting the application form, a copy of the notification of result or Eligibility Certificates (the yellow form) issued by SFO should be enclosed. The result of Textbook Subsidy will be used as an assessment criterion for the approval of the school fee remission.
- c. The application form should be submitted to the Form Teacher(s) before 13 September 2019. Late submission will NOT be processed. If parents have not yet received the application result from SFO, they still need to submit the school application form before 13/9/19. They should submit the SFO notification result or Eligibility Certificate to the General Office immediately when it is received. Parent should keep a copy of the notification result or Eligibility Certificate themselves.
- d. The School will issue a confirmation slip on or before 27 September 2019 to students who have submitted the application on time. Parents should check and keep the confirmation slip for reference.
- e. For students who are receiving Comprehensive Social Security Assistance (CSSA), they should submit the application form together with a copy of the "Notification of successful application for CSSA payment" issued by Social Welfare Department (including annex showing CSSA Recipients' names).
- f. The application result will be issued in mid-October. Parents should check with your children.
- g. The monthly school fee should be settled before the announcement of result, including the remaining balance in September. The refund will be processed once the result is confirmed.
- h. Our School encourages student siblings to study here. Students having siblings studying / or graduated from our school can have half-school fee remission. Students should submit the School Fee Remission Application Form for further process.
- i. Prevention of double-benefits
If parents or guardian(s) have applied education allowance from their employer, their children are not eligible to apply for the school fee remission.

P.T.O.

j. Application of Mid-term School Fee Remission

If students need to apply for school fee remission due to financial reasons during the middle of the school term, students can obtain the “Mid-term School Fee Remission Application Form” from the School General Office or download the form from the school website. However, the effective date of the school fee remission will be determined by the School on an individual basis.

k. Should you have any enquiries, please contact Miss Lau of the Accounts Department at 2372 0033.

2. Textbook Subsidy or Student Travel Subsidy (to be arranged by the Student Finance Office (SFO))

a. For families that would like to reapply textbook subsidy, SFO will release the textbook subsidy in August. The School will assist SFO in verifying the students’ identity.

b. For families that would like to reapply travel subsidy, no recommendation would be made by the School if student address remain unchanged. SFO will release the travel subsidy directly after the commencement of the academic year. If the student address has changed, students are required to be recommended by the School after the commencement of the academic year before receiving the travel subsidy.

c. If families have never applied any subsidies from SFO before, please collect the application form at the General Office and return the completed form to SFO directly.

d. New applicants should submit the Eligibility Certificates (the yellow form) to the General Office immediately for identity confirmation after receiving the certificate from SFO. The School will send it to SFO for further process. Parents are advised to keep a copy for reference.

e. The School will issue parents a confirmation slip once the Eligibility Certificates is received. Parents should check and keep the slip for reference as the School will not proceed the application without the slip. For enquiries, please contact Miss Chu of the General Office.

3. MTR Student Travel Scheme for the Academic Year 19 / 20

Online application for first time applicants, activating and renewing the Personalised Octopus is now available in the MTR website (under the “Tickets and Fares” session in www.mtr.com.hk). Students will also be provided with the application form of MTR Student Travel Scheme for the academic year 19/20 on an individual basis. Students who wish to apply for the scheme should complete the form with his / her signature, and return it to the Form Teacher(s) by 6 September. After the General Office has verified the students’ identity and affixed with the School chop, the form will be returned to students for submission to the nearby MTR station.

S4 students need to submit new application to **extend** the personal octopus card.

4. Application for Subsidy of Special Education Need Assessment Fee

To help students with financial difficulties and ease the expense on assessment, a subsidy scheme for Special Education Need Assessment Fee has been set up by the School. Students in need can contact Miss Lau of the Accounts Department in the General Office.

5. Student Activities Support Grant

The fund is used to assist students with financial need in participating life-wide learning activities recognized by the school (e.g. life-wide learning activities covering different KLAs and curriculum areas; diversified learning activities with a view to enriching the five essential learning experiences (including intellectual development, moral and civic education, community service, physical and aesthetic development, and career-related experiences) for students.) Students in need can collect the application form at the General Office starting from 2 September onwards. For enquiries, please contact Miss Lau of the Accounts Department.

Please complete the reply slip and return to Form Teacher(s) on 5 September.

In the Lord's service.

Tsui Chiu Mui
Principal
ECF Saint Too Canaan College

Reply Slip
“School Fee Remission and Other Subsidies Matters”

Dear Principal

I acknowledge the receipt of circular to parents (2) regarding “School Fee Remission and Other Subsidies Matters”.

Parent's Signature: _____
Parent's Name: _____
Student's Name: _____
Class: _____ ()
Date: _____