

ECF Saint Too Canaan College
2019-20 School Fee Remission Application Guidelines

1. Aim
Each year the school will use not less than 10% of the total income of school fee as the school fee remission and scholarship.
2. School Fee Remission
 - 2.1. Purpose
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.
 - 2.2. Eligibility Criteria
With reference to the eligibility criteria of the Student Finance Office (SFO):
 - a. Full rate of school fee remission will be granted to students who have received full rate of the School Textbook Assistance (TA) / the Student Travel Subsidy (STS). Half rate of the school fee remission will be granted to students who have received half rate of the TA / STS.
 - b. For students in receipt of the Comprehensive Social Security Assistance but do not receive any school fee subsidies from the Social Welfare Department, they will receive full school fee remission from the school.
 - c. If applicants do not apply for any subsidies from the SFO, applicants should notify the school with reason(s) in writing. The school will handle each application individually with reference to the eligibility criteria of the SFO. Details for assessment for eligibility and level of assistance are attached in Appendix I.
 - d. Our School encourages students' siblings. Students having siblings studying / or graduated from our school can have half-school fee remission.
 - 2.3. Application Procedures
 - a. Applicant must be the parent or a legitimate guardian of the student.
 - b. If the student also has sibling studying at the school, each student should submit his/her own application form.
 - 2.4. Application Period and Result
Parents can choose to submit the application on **either one of the following** periods. **They must not submit twice.**
 - 2.4.1. **The 1st phase application 12-17/8/2019** (applicable to whole school students including current and new students)
 - 2.4.1.1. Starting from 24 June 2019, application form can be obtained from the School General Office or downloaded from the school website.
 - 2.4.1.2. The completed application form and **supporting documents** should be submitted to the School General Office in person from **12-17/8/2019**. (We will not accept application without supporting documents in this phase). The school will issue a letter to notify individual student the result in mid-September 2018. Parents should check with the students for the result.
 - 2.4.1.3. Those students who are approved for school fee remission in the 1st phase can start to get the remission in Sept 2018.
 - 2.4.2. **The 2nd phase application 2-13/9/2019** (applicable to whole school students)
 - 2.4.2.1. Starting from 2 Sept 2019, application form can be obtained from the School General Office or downloaded from the school website. Completed application form should be submitted to the Form Teachers on or before 13 September 2019.
 - 2.4.2.2. For the application forms received on or before 13 September, the school will issue a reply slip on around 27 September to confirm the receipt and processing of the application. Parents should check with

the students to ensure the reply slip is received and retain it for future reference.

2.4.2.3. The application form should be submitted to the Form Teacher(s) before 13 September 2019. Late submission will NOT be processed. Even when the parents have not yet received the result of application for government subsidy, they are still required to submit the application to the school before the deadline. They should submit the government Eligibility Certificates to the General Office immediately for follow-up once it is received.

2.4.2.4. After receiving all the documents, a letter will be issued to notify individual student the result in mid October. Parents should check with the students for the result.

2.4.2.5. Those students who are approved for school fee remission in the 2nd phase should pay the full amount of school fee before the application result is issued. They will get the refund of school fee after the application results are issued.

2.5. Mid-term school fee remission application

If a student needs to apply for school fee remission due to financial reasons during the middle of the school term, the student 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.

2.6. Condition not eligible to apply

To avoid receiving duplication of benefits, if the student parents or guardians have already received education subsidies from their employers, the student will not be eligible to apply for this scheme.

2.7. Appeal

The appeal should be submitted in written form to the school within one month after the school fee remission result is issued. The school appeal group will issue the written reply within one month after the appeal letter is received.

3. For enquiries, please contact Miss Chu or Miss Lau of the General Office at 2372 0033.

Remarks: The SFO enquiry telephone number is 2802 2345.

ECF Saint Too Canaan College
2019 /20 School Fee Remission Application Form (2nd Phase)
 (Application form should be completed and returned
 to the Form Teacher on or before **13/9/2019**)

I would like to apply for school fee remission in 2019/20 (*please tick the appropriate)

*1. I have siblings studying in this school / graduated from this school, details as follows:

Name	Relationship	Class Attended in 2019-2020/ year of graduation

2. enclosed is the copy of the 2019/20 notification of application result issued by the SFO (please do not submit the original document)

3. enclosed is the copy of 2019/20 eligibility result issued by the SFO

4. I have applied School Textbook Assistance / Student Travel Subsidy from the SFO. The notification of application result / eligibility result have not been received.

5. enclosed is the copy of the “Notification of successful application for CSSA payment” issued by Social Welfare Department(including annex showing CSSA Recipients’ names)

6. I Come/ Don’t come from single parent family. (please circle the correct one)

7. 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 2018 to 31 March 2019)

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				

Please turn over.....

Applicant Information

Student Name (Chinese): _____ Student Name (English): _____

Student ID Number: _____

Parent Name: _____ Parent Signature: _____

Parent mobile no.: _____

1920 Student class: _____() 1819 Student class: _____()

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.

Lever 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.**

2019 / 20 school year – AFI Groups between (HK\$)	Level of Assistance
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.

Items need to be reported	Items need not to be reported
<ol style="list-style-type: none"> 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>.) 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 	<ol style="list-style-type: none"> 1. Old age allowance / Old age living 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

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	10. Retraining allowance/ Work Incentive Transport Subsidy / Low-income Working Family Allowance 11. Insurance / accident / injury indemnity 12. Provident Fund / Mandatory Provident Fund contribution
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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"> 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).