

# ST. PAUL'S COLLEGE



## APPLICATION FORM FOR FEE REMISSION

### UNDER THE DIRECT SUBSIDY SCHEME

2018 – 2019

**Submission checklist (Please tick each item to confirm inclusion.)**

- I have completed Parts 1, 2, 3 and 5.
- I have attached the necessary supporting documents listed in Part 4.
- I have completed the Declaration in Part 6 at the District Office of the Government of the HKSAR, or before a Commissioner for Oaths.



**ST. PAUL'S COLLEGE**  
**APPLICATION FORM FOR FEE REMISSION**  
**UNDER THE DIRECT SUBSIDY SCHEME (DSS)**

**2018 – 2019**

Application no. \_\_\_\_\_

(for College use only)

**NOTES ON COMPLETING THE FORM**

- (a) Applicants should write clearly in black or blue ink when completing the application forms.
- (b) Each applicant representing a student should submit one application form.
- (c) The applicant must be the student's parent. If both parents are deceased or unable to exercise their guardianship, the applicant must be the guardian registered in the school record.
- (d) If the application form is not duly completed or if the applicant fails to submit the necessary supporting documents without good reason, the application will not be considered.
- (e) Application forms and supporting documents, once submitted, are not returnable.
- (f) The information provided will be used for the sole purpose of assessing the application for fee remission under this scheme.
- (g) After processing the application, the data will be retained for future administrative use. The data will be kept confidential and are only accessible to the college. The applicant has the right to obtain access to and request correction of any personal information of himself/herself held by the college. Requests for such access should be made in writing to the Principal.
- (h) All applicants must complete the application form fully and truthfully. The information supplied by the applicant in this application form will be used by the college to determine the appropriate level of financial assistance to be granted. Any misrepresentation or omission may lead to disqualification from current as well as future applications and/or immediate payment of the school fee in full without any remission and possibly court proceedings. Applicants are reminded that it is an offence to obtain property/pecuniary advantage by deception. Any person who does so commits an offence and is liable, on conviction, to imprisonment for a maximum of 10 years under the Theft Ordinance (Laws of Hong Kong, Chapter 210). Besides, any person who wilfully makes a statement which he knows to be false shall be guilty of an offence and shall be liable on conviction to imprisonment for 7 years and to a fine under the Crimes Ordinance (Laws of Hong Kong, Chapter 200).
- (i) The information provided in this application form and the supporting documents submitted are subject to strict verification.
- (j) For enquiries, please contact 2546-2241 during office hours.
- (k) The completed application form and supporting documents should be returned to the College Office on or before \_\_\_\_\_.

**Any student whose family is experiencing financial hardship due to sudden and unforeseen circumstances arising during a school year may, at any time, apply to the College for the remission. The College may offer a special remission to these families on compassionate grounds.**

**No. of additional sheets:**   
(To be filled in by the applicant)

## PART 1 – APPLICANT’S PERSONAL DATA

Name of student	(IN ENGLISH)	
	(IN CHINESE)	
Class		Class no.

Name of applicant (Parent or guardian)	(IN ENGLISH)	
	(IN CHINESE)	
HKID Card / Passport no.		
Marital status	Married / Separated / Divorced / Spouse deceased / Others (Please specify: _____)*	
Relationship with student		
Residential address		
Home telephone no.		Mobile phone / Pager no.
Occupation & position		
Name of employer/firm		
Office address		
Office telephone no.		

\* Please delete as appropriate. This information is to verify that the information of all family members reported by the applicant is completed accurately. Please note that the marital status will not affect the application process and result.

Comprehensive Social Security Assistance (CSSA):	(Please fill in or/and tick <input type="checkbox"/> <input type="checkbox"/> as appropriate)
1. The applicant is <u>in receipt</u> of Comprehensive Social Security Assistance <sup>#</sup> . File Ref. No: _____	<input type="checkbox"/>
2. The applicant is <u>applying</u> for Comprehensive Social Security Assistance, eligibility not yet confirmed.	<input type="checkbox"/>

<sup>#</sup> An applicant in receipt of CSSA will be granted full school fee remission and does **not** need to fill in Part III (pages 4 to 11) of the application form. An applicant is required to provide a copy of the confirmation document issued by the Social Welfare Department.

Applicants receiving financial assistance provided by the **Student Financial Assistance Agency (SFAA)** can also apply for the Fee Remission. School fee remission will be provided for applicants in the level of assistance not less than that calculated according to the assessment mechanism used by the **SFAA**. A **bursary scheme** is also available to students receiving school fee remission. Its aim is to assist students with the cost of learning or attending activities organised/approved by the College.

## PART 2 – PARTICULARS OF FAMILY MEMBERS

Please attach copies of the identity documents of the applicant and those of his family members on P.13.

**FOR  
COLLEGE  
USE  
ONLY**

(2.1) Children attending day schools, including the student for whom the application is made, for the school year **2018/19** (The academic year commences 1<sup>st</sup> September, 2018)\* (children attending evening school or undergoing non-full time education should be excluded)

Name	Date of birth			HKID card / birth cert. no.	Name of school	Class	Points awarded
	D	M	Y				
					St. Paul's College		

(A)

\* Please specify if the applicant is unable to confirm the schools and classes of the child/children for the school year **2018/19**. Should there be any final changes regarding the classes of the child/children, the applicant must notify St. Paul's College immediately for the adjustment of the total points scored.

(2.2) Spouse and unmarried children residing with the applicant

Name	Date of birth			HKID No. / Birth Cert. No.	Relationship with applicant	Occupation & position	Points awarded
	D	M	Y				
					Spouse		

(B)

(2.3) Dependent parents

Dependent parent means any of the applicant's parents, including in-laws, who is not a recipient of the Comprehensive Social Security Assistance and has

- (i) resided / been residing with the applicant for a period of at least 6 months preceding the time of application; or
- (ii) taken up permanent residence at another premise owned or rented by the applicant for a period of at least 6 months preceding the time of application; or
- (iii) been living in his/her own premise or residing in elderly homes and are totally supported by the applicant for at least 6 months preceding the time of application.

Name	Date of birth			HKID No.	Residential address	Signatures of dependent parents	Points awarded
	D	M	Y				

I certify that the dependent parent(s) claimed by me is/are within the criteria laid down above.

(C)

(2.4) Single-parent family

Single-parent family	Points awarded

(D)

**PART 3 – AVERAGE MONTHLY ADJUSTED FAMILY INCOME**

**(3.1) APPLICANT’S TOTAL SALARY, ALLOWANCE AND OTHER INCOME RECEIVED OR RECEIVABLE FROM HIS/HER EMPLOYER\* DURING THE PERIOD FROM 1<sup>ST</sup> APRIL, 2017 TO 31<sup>ST</sup> MARCH, 2018.**

Name of applicant	In Hong Kong Dollars (\$)												
1. Basic salary (including contributions to provident fund, MPF, etc.)											0	0	
2. Year-end double pay											0	0	
3. Allowance (including housing/meals/education/shift allowance, etc)											0	0	
4. Leave pay / pay in lieu of leave											0	0	
5. Bonus											0	0	
6. Commission											0	0	
7. Wages in lieu of notice of dismissal											0	0	
8. Others (Please specify)											0	0	
Sub-total income (3.1)											\$	0	0

(round up to nearest dollar)

**EMPLOYER’S CERTIFICATION**

I/We hereby confirm that the person named above is employed by me/us and that the gross income and allowances accrued to him/her in relation to such employment during the period from **1<sup>st</sup> April, 2017 to 31<sup>st</sup> March, 2018** have been fully and correctly disclosed.

Signature: \_\_\_\_\_

Name in BLOCK LETTER: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Company Chop

\* If the applicant has been employed by more than one employer during the abovesaid period, the applicant should submit a separate form for his/her incomes relating to each of his/her employers. A photocopied blank form is acceptable.

**PART 3 – AVERAGE MONTHLY ADJUSTED FAMILY INCOME (CONTINUED)**

**(3.2) APPLICANT’S SPOUSE’S TOTAL SALARY, ALLOWANCE AND OTHER INCOME RECEIVED OR RECEIVABLE FROM HIS/HER EMPLOYER\* DURING THE PERIOD FROM 1<sup>ST</sup> APRIL, 2017 TO 31<sup>ST</sup> MARCH, 2018.**

Name of applicant’s spouse	In Hong Kong Dollars (\$)										
1. Basic salary (including contributions to provident fund, MPF, etc.)											0 0
2. Year-end double pay											0 0
3. Allowance (including housing/meals/education/shift allowance, etc)											0 0
4. Leave pay / pay in lieu of leave											0 0
5. Bonus											0 0
6. Commission											0 0
7. Wages in lieu of notice of dismissal											0 0
8. Others (Please specify)											0 0
Sub-total income (3.2)	\$										0 0

(round up to nearest dollar)

**EMPLOYER’S CERTIFICATION**

I/We hereby confirm that the person named above is employed by me/us and that the gross income and allowances accrued to him/her in relation to such employment during the period from **1<sup>st</sup> April, 2017 to 31<sup>st</sup> March, 2018** have been fully and correctly disclosed.

Signature: \_\_\_\_\_

Name in BLOCK LETTER: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ Company Chop

\* If the applicant’s spouse has been employed by more than one employer during the abovesaid period, the applicant’s spouse should submit a separate form for his/her incomes relating to each of his/her employers. A photocopied blank form is acceptable.

**PART 3 – AVERAGE MONTHLY ADJUSTED FAMILY INCOME (CONTINUED)**

**(3.3) OTHER FAMILY MEMBER’S\* TOTAL SALARY, ALLOWANCE AND OTHER INCOME RECEIVED OR RECEIVABLE FROM HIS/HER EMPLOYER DURING THE PERIOD FROM 1<sup>ST</sup> APRIL, 2017 TO 31<sup>ST</sup> MARCH, 2018.**

Name of other family member	Relationship with the applicant	In Hong Kong Dollars (\$)										
1. Basic salary (including contributions to provident fund, MPF, etc.)											0	0
2. Year-end double pay											0	0
3. Allowance (including housing/meals/education/shift allowance, etc)											0	0
4. Leave pay / pay in lieu of leave											0	0
5. Bonus											0	0
6. Commission											0	0
7. Wages in lieu of notice of dismissal											0	0
8. Others (Please specify)											0	0
Sub-total income		\$									0	0
30% of the sub-total income (3.3)		\$									0	0

(round up to nearest dollar)

**EMPLOYER’S CERTIFICATION**

I/We hereby confirm that the person named above is employed by me/us and that the gross income and allowances accrued to him/her in relation to such employment during the period from **1<sup>st</sup> April, 2017 to 31<sup>st</sup> March, 2018** have been fully and correctly disclosed.

Signature: \_\_\_\_\_

Name in BLOCK LETTER: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Company Chop

\* If more than one other member of the family earns any income, each should submit a separate form. A photocopied blank form is acceptable.



**PART 3 – AVERAGE MONTHLY ADJUSTED FAMILY INCOME (CONTINUED)**

**(3.4) OTHER INCOME (NOT FROM EMPLOYMENT)**

*(If space is insufficient, please use a separate sheet.)*

Source of other income	Other income in Hong Kong Dollars (\$)			
	Applicant	Applicant's spouse	Other family member(s)	Total HK\$
1. Profit from business/investment*				
2. Interest earned from bank deposits, stocks & shares, etc				
3. Rent income from property				
4. Monthly pension/widow's & children's compensation/gratuity*				
5. Contribution from family members or relatives				
6. Alimony/living expenses from ex-spouse				
7. Retraining allowance				
8. Others (Please specify)				
<b>GRAND TOTAL OF OTHER INCOME (3.4)</b>				<b>\$</b>

\* Please delete as appropriate.

(round up to nearest dollar)

**(3.5) ASSETS**

**(3.5.1) Land / properties / car park (in Hong Kong, the Mainland and other countries, but excluding the dwelling)**

Name of owner			
Address of land / properties / car park			
(a) Value of property <sup>#</sup> & date of acquisition			
(b) Outstanding amount under the mortgage as at 31.3.2018		0 0	0 0
(c) Percentage of ownership			
(d) Net value = \$[(a) – (b)] × (c)		0 0	0 0
<b>Sub-total (3.5.1)</b>			<b>\$</b>
			<b>0 0</b>

(round up to nearest dollar)

# The value of the property should be the actual purchase cost unless a professional valuation report is attached. Such report should be dated within 12 months before the date of submission of this application form. In case the property was acquired by way of gift, a professional valuation report dated within 12 months before the date of submission of this application form should be submitted.

**PART 3 – AVERAGE MONTHLY ADJUSTED FAMILY INCOME (CONTINUED)**

**(3.5) ASSETS**

(3.5.2) Vehicles

Name of owner				
Type and registration number				
Purchase date and price				
(a) Estimated market value of the vehicle <sup>^</sup> as at 31.3.2018		0	0	0 0
(b) Outstanding amount under the mortgage as at 31.3.2018		0	0	0 0
(c) Percentage of ownership				
(d) Net value = \$[(a) – (b)] × (c)		0	0	0 0
Sub-total (3.5.2) \$				0 0

(round up to nearest dollar)

<sup>^</sup>The estimated market value of the vehicle should be equal to the original cost of the purchase minus the depreciation of the vehicle up to the end of 31<sup>st</sup> March, 2018. Depreciation is standardised at 20% per annum.

(3.5.3) Investment (e.g. quantity of stocks / shares / warrants / funds as at 31.3.2018)

Name of owner	Name of stocks / shares	Quantity	Date of purchase	Market value as at 31.3.2018 (\$) <sup>@</sup>
				0 0
				0 0
				0 0
				0 0
				0 0
				0 0
				0 0
				0 0
Sub-total (3.5.3) \$				0 0

(round up to nearest dollar)

<sup>@</sup> The value of the listed shares should be the market value of the shares at the end of the day on 31<sup>st</sup> March, 2018.

### PART 3 – AVERAGE MONTHLY ADJUSTED FAMILY INCOME (CONTINUED)

#### (3.5) ASSETS

##### (3.5.4) Other investment

Name of owner			
Name and address of business			
Nature of business (e.g. trading)			
Business registration number			
(a) Estimated net asset value <sup>&amp;</sup> as at 31.3.2018		0 0	0 0
(b) Percentage of ownership			
(c) Net value = \$(a) × (b)		0 0	0 0
Sub-total (3.5.4) \$			0 0

(round up to nearest dollar)

<sup>&</sup> Other investment includes the applicant's, applicant's spouse's and other family member's investment in sole proprietorship business and their attributable shares of investment in partnership business. It also includes their investment in any private limited company, either in Hong Kong or overseas. The value of the sole proprietorship business should be the net assets value in the latest balance sheet submitted to the Inland Revenue Department for taxation purpose. The value of their investments in partnership and private limited company should be their attributable shares in the net assets value of that business as per the latest balance sheet submitted to the Inland Revenue Department for Profits Tax purpose. Audited accounts are required for limited company in this aspect.

##### (3.5.5) Bank deposit (including savings / time / current / deposits in local and foreign currencies)

Name of owner	Name of bank	Account number	Currency	Balance in HKD as at 31.3.2018
				0 0
				0 0
				0 0
				0 0
				0 0
				0 0
Sub-total (3.5.5) \$				0 0

(round up to nearest dollar)

**PART 3 – AVERAGE MONTHLY ADJUSTED FAMILY INCOME (CONTINUED)**

**(3.5) ASSETS**

(3.5.6) Liabilities (Bank overdrafts, loans etc)

Name of family member	Name of bank / finance company	Account number	Outstanding balance in HKD as at 31.3.2018	
			0	0
			0	0
			0	0
			0	0
Sub-total (3.5.6)			\$	0 0

(round up to nearest dollar)

(3.5.7) Value of the applicant's family net assets exceeding HK\$400,000

Total net asset value (3.5.1) + (3.5.2) + (3.5.3) + (3.5.4) + (3.5.5) – (3.5.6) =	\$	0	0
Less:	\$	(400,000)	0 0
Excess value	\$		0 0
2% of the excess value (3.5)	\$		0 0

(round up to nearest dollar)

**(3.6) RENTAL PAYMENT / MORTGAGE LOAN PAYMENT**

(3.6.1) Details of the dwelling house/flat

Location	Please select (“✓” the appropriate box)	
	<input type="checkbox"/> Owned (Please complete (3.6.2))	<input type="checkbox"/> Rented (Please complete 3.6.3)

(3.6.2) Details of mortgage loan

Name of the mortgagee	Loan account number	Total loan repayment (Note 1)	Average monthly loan repayment (Note 2)	
			0	0
			0	0
			0	0
Total (3.6)			\$	0 0

(round up to nearest dollar)

**PART 3 – AVERAGE MONTHLY ADJUSTED FAMILY INCOME (CONTINUED)**

(3.6.3) Details of rentals

Name of the landlord	Tenancy period	Total rental paid (Note 3)	Average monthly rental (Note 4)	
			0	0
			0	0
Total (3.6)			\$	0 0

(round up to nearest dollar)

Notes

1. It represents the total loan repayment for the period from 1<sup>st</sup> April, 2017 to 31<sup>st</sup> March, 2018.
2. It represents the total loan repayment divided by 12.
3. It represents the total rental paid for the period from 1<sup>st</sup> April, 2017 to 31<sup>st</sup> March, 2018.
4. It represents the total rental paid divided by 12.

**(3.7) TOTAL AVERAGE MONTHLY ADJUSTED FAMILY INCOME**

		<b>INCOME (HKD)</b>	
<b>(3.1)</b>		\$	0 0
<b>(3.2)</b>		\$	0 0
<b>(3.3)</b>		\$	0 0
<b>(3.4)</b>		\$	0 0
Total of <b>(3.1)</b> to <b>(3.4)</b>		\$	0 0
Average monthly family income : <b>[Total of (3.1) to (3.4)] ÷12</b>		\$	0 0
Add: <b>(3.5)</b>		\$	0 0
Total average monthly adjusted family income before allowable deductions		\$	0 0
Less:			
<b>(3.6)</b> Average monthly rental or mortgage repayment (maximum of \$14,000)		(\$ )	0 0
Total average monthly adjusted family income <b>(3.7)</b>		\$	0 0

Points awarded (E)  
**(FOR COLLEGE USE ONLY)**

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(round up to nearest dollar)

<b>FOR COLLEGE USE ONLY</b>				
A	B	C	D	E
<b>(A)+(B)+(C)+(D)+(E)=</b>				

**TOTAL POINTS AWARDED**

## **PART 4 – SUPPORTING DOCUMENTS FOR THE APPLICATION**

Copies of the following documents should be attached to this application form:-

- (a) Identity documents of the applicant and those of his family members listed in Part II. (P.13)
- (b) Income proof of every member of the family for the period from **1<sup>st</sup> April, 2017 to 31<sup>st</sup> March, 2018**, e.g. the latest Salaries Tax Demand Note from the Inland Revenue Department or the latest salary statement or employment contract.  
[Self-employed applicant or family member(s) must provide in writing details of income earned during the relevant period with supporting evidence, e.g. the latest Profit Tax Demand Note from the Inland Revenue Department or the latest Profit and Loss Account and Balance Sheet submitted to the Inland Revenue Department.]
- (c) All passbooks and monthly statements of all types of bank deposits of the applicant and his family members including the page showing the account's name, account number and all pages showing the transactions from **1<sup>st</sup> April, 2017 to 31<sup>st</sup> March, 2018**.
- (d) Certificates/receipts/notices on time deposits showing the balance as at **31<sup>st</sup> March, 2018**.
- (e) Rental agreements, receipts for rent received (including sub-letting) or rent paid, rates or mortgage repayment of the property/properties or dwelling place.
- (f) Evidence of liabilities of all family members at **31<sup>st</sup> March, 2018**, such as monthly statements of mortgage loan and credit card.
- (g) Supporting documents for the ownership of land/property/carpark, such as Sales and Purchase Agreement, assignment.
- (h) Certificates or monthly statements showing the type and quantity of investment items as at **31<sup>st</sup> March, 2018**, e.g. stocks, shares and warrants.
- (i) Vehicle Registration documents and the original purchase invoices.

**Applicants are reminded to keep the originals of the above documents properly for further investigation and interview during the application period.**

**Copies of Hong Kong Identity (HKID) Cards**

(If the HKID Card is not available, please attach copies of other identity documents)

Copy of the HKID Card of the applicant	Copy of HKID Card of the spouse
Copy of the HKID Card of family member	Copy of the HKID Card of family member
Copy of the HKID Card of family member	Copy of the HKID Card of family member
Copy of the HKID Card of family member	Copy of the HKID Card of family member

## PART 5 – DECLARATION

### (a) By applicant

I, \_\_\_\_\_ (name), have read and fully understood the Fee Remission Scheme. I hereby make the following declarations:

- (i) The information in this application form and the supporting documents, **both in original and copied forms** provided by me, are complete and true. I understand that St. Paul's College will initially assess my eligibility and grant assistance on the data provided by me. I also understand that St. Paul's College may conduct investigation, including further interview, or if necessary, may appoint a third party to conduct an audit over the information provided, for authentication of my application data, and based on the results, St. Paul's College may make adjustments to the extent of remission entitled. I also understand that any omission/misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.
- (ii) I give consent to St. Paul's College or any responsible staff or agent of the college acting on behalf of the college to process my application and to liaise with related parties to verify and to disclose the personal data provided by me in this application form. Related parties may include my/my spouse's present/previous employer(s), government departments such as the Social Welfare Department, Education Bureau, Inland Revenue Department, etc. and organisations such as schools, the Hong Kong Examinations and Assessment Authority, Hong Kong Jockey Club Scholarship Fund Committee, etc. I also confirm that I have obtained the consent of the family members listed in this application form to provide their personal data to St. Paul's College for the purpose of this application.
- (iii) In the event of any dispute arising from this application, and/or any matters therein, the college's decision should be construed as final and conclusive.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### (b) By applicant's spouse or other family member

I, \_\_\_\_\_ (name), spouse of the applicant,

I, \_\_\_\_\_ (name), \_\_\_\_\_ (relationship with the applicant)  
of the applicant,

have read and fully understood the Fee Remission Scheme. We/I\* hereby make the following declarations:

- (i) The personal information provided by us/me\* is complete and true. We/I\* also understand that any omission/misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.
- (ii) We/I\* further give our/my consent to any government departments or private bodies to release our/my personal data to St. Paul's College for the purpose of verifying the information about our/my income and/or asset as reported in connection with this application.
- (iii) In the event of any dispute arising from this application, and/or any matters therein, the college's decision should be construed as final and conclusive.

Signature of applicant's spouse: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of other family member: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please delete as appropriate.



**PART 6 – DECLARATION (OATHS AND DECLARATIONS ORDINANCE)**

I, \_\_\_\_\_, HKID No. \_\_\_\_\_,  
solemnly, sincerely and truly declare that:

1. I am the \_\_\_\_\_ (state relationship, father, mother or guardian) of the St. Paul's College student, \_\_\_\_\_ (state the name of the student).
2. My home address is \_\_\_\_\_  
\_\_\_\_\_.
3. The information provided in this application form is true and complete to the best of my knowledge.
4. I am aware that St. Paul's College will determine my application for school fee remission based on the information provided in this application.
5. And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance.

Declared at \_\_\_\_\_  
\_\_\_\_\_.

in the HKSAR this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature of declarant

Before me,

Commissioner for Oaths : \_\_\_\_\_

The Declaration above may be made at any District Office of the Government of the Hong Kong SAR, or before any Commissioner for Oaths.

**FOR COLLEGE USE ONLY**

I. (a) The applicant is in receipt of Comprehensive Social Security Assistance.

(b) According to the information provided, the total number of points scored and the fee remission level obtained by the applicant under the School's Fee Remission Reckoner are:

<b>Full</b>	<b>Three-Quarters</b>	<b>Half</b>	<b>One-Quarter</b>	<b>No Remission</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(c) The applicant cannot submit the application and/or provide the supporting documents before the stipulated application deadline.

(If yes, do not fill in the following items)

(d) The total number of points scored by the applicant who submits the application before the stipulated application deadline:

(If yes, please go to item (e))

(e) The adjusted percentage of fee remission for those eligible families having more than one child attending St. Paul's College is:

(Ref no.): \_\_\_\_\_

<b>Full</b>	<b>Three-Quarters</b>	<b>Half</b>	<b>One-Quarter</b>	<b>No Remission</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Processed by:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

II. Principal's decision:

Applicant's eligibility for fee remission:

<b>Full</b>	<b>Three-Quarters</b>	<b>Half</b>	<b>One-Quarter</b>	<b>No Remission</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

## APPENDIX I – RECKONER

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1. This Reckoner is adopted in assessing the eligibility of students for Fee Remission for the **2018/2019** school year. Points will be awarded on two aspects - family income and dependants.

2. The point system^^

### **(I) Average Monthly Adjusted Family Income**

#### **Average monthly adjusted family income means:-**

Applicant family's total salary, allowances and other income<sup>†</sup> (see **Appendix II**) received or receivable during the period from 1<sup>st</sup> April, 2017 to 31<sup>st</sup> March, 2018 divided by 12

#### **PLUS**

2% of the excess amount if the family's net asset exceeds \$400,000 (excluding the net asset value of their dwelling)

#### **LESS**

Monthly rental (for dwelling only), or monthly mortgage repayment (for dwelling only), subject to a maximum of \$14,000.

^^ This point system is subject to revision by the College.

<sup>†</sup> Annual income of the family includes the annual income of the applicant and the spouse; 30% of the annual income of unmarried children residing with the family if applicable; and the contributions from relatives/friends if applicable.

<b>Average Monthly Adjusted Family Income (HK\$)</b>	<b>Points</b>
0 – 20,000	20
20,001 – 24,000	16
24,001 – 28,000	12
28,001 – 32,000	8
32,001 – 36,000	6
36,001 – 40,000	4
40,001 – 42,000	2
42,001 – 44,000	0
44,001 – 46,000	-1
46,001 – 52,000	-2
52,001 – 58,000	-3
> 58,000	*Not eligible

\* Applicants whose **average monthly adjusted family income** exceeds the ceiling (i.e. HK\$58,000) are not eligible for any assistance under this scheme. However, for applicants in this income range with extenuating situations, special consideration may be given on compassionate ground.

**APPENDIX I – RECKONER (CONTINUED)**

**(II) Single-parent family**

	Point score
Single-parent family	2

**(III) Dependants**

Dependant <sup>#</sup>	Point score for each dependant	
Applicant's spouse	1	
Dependent parent	1	
Dependent children (including student-applicant):		
Attending the primary section / secondary section of St. Paul's College	3	
Attending full-time senior secondary course (S4-S6) and full-time Diploma Yi Jin or equivalent	2	
Receiving full-time education up to first degree [including pre-primary education, primary to junior secondary education (P1 – S3), VTC, IVE, post-secondary course, etc.] (Notes 1 & 2)	1	
Attending evening/part-time/special training courses OR not attending schools (Note 3)	Under 18 (D.O.B. on/after 1.9.2000)	Over 18 (D.O.B before 1.9.2000)
	1	0

<sup>#</sup> Dependants in receipt of Comprehensive Social Security Assistance (excluding Old Age Allowance and Disability Allowance) are not eligible for any point score.

3. Level of assistance

Point score	Rate of remission
20 or above	100%
13 to 19	75%
8 to 12	50%
1 to 7	25%
Below 1	NIL

4. For those eligible families having more than one child attending the primary section / secondary section of St. Paul's College, the percentage of fee remission for the additional child (or children) set out above would be increased by 25% (up to a maximum of 100%).

## APPENDIX I – RECKONER (CONTINUED)

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Note 1. Full-time education

Full time education is defined as day courses lasting for 1 year or more, with 5 meetings per week, each lasting 3 hours or more.

Note 2. Vocational, technical and post-secondary Institutes operating full-time courses

- The Hong Kong Academy for Performing Arts
- Technological and Higher Education Institute of Hong Kong
- Hong Kong Institute of Vocational Education
- Vocational Training Council
- Construction Industry Council
- Clothing Industry Training Authority
- Skills Centres
- Sheltered Workshops
- Commercial Schools
- Other post-secondary/tertiary institutions

Note 3. Vocational, technical and post-secondary institutes or special training institute operating part-time courses

- Institutions listed in (2)
- School of Education attached to universities
- The Prince Philip Dental Hospital
- Schools of nursing
- Police College
- Private organisations/schools offering apprenticeship
- Seminary, etc.

**APPENDIX II - INCOME FROM ALL SOURCES**

A: Income from all sources	B: Income not assessed
<ol style="list-style-type: none"> <li>1. Basic salary (including contributions to provident fund)</li> <li>2. Year-end double pay</li> <li>3. Allowance (including housing/travel/meals/education/shift allowance, etc.)</li> <li>4. Leave/pay in lieu of leave</li> <li>5. Bonus</li> <li>6. Commission</li> <li>7. Wages in lieu of notice of dismissal</li> <li>8. Profit from business/investment</li> <li>9. Interest earned from bank deposits, stocks &amp; shares, etc.</li> <li>10. Rent from property</li> <li>11. Monthly pension/widow's &amp; children's compensation/gratuity</li> <li>12. Contribution from family members or relatives</li> <li>13. Alimony/living expenses from ex-spouse</li> <li>14. Retraining allowance</li> </ol>	<ol style="list-style-type: none"> <li>1. Old age allowance</li> <li>2. Disability allowance</li> <li>3. One-off retirement gratuity/provident fund</li> <li>4. Severance pay</li> <li>5. Traffic accident indemnity</li> <li>6. Insurance indemnity</li> <li>7. Injury indemnity</li> <li>8. Long service payment/contract gratuity</li> <li>9. Inheritance</li> <li>10. Charity donations</li> <li>11. Comprehensive Social Security Assistance</li> <li>12. Loans</li> </ol>