



YMCA of Hong Kong Christian College
Fee Remission Scheme 2023/24
 港青基信書院
 學費減免計劃

Application Form

OFFICE USE ONLY
Application No.:
Received on:

Part I Check the Appropriate Boxes

Name of Student(s): 1. _____ Class: _____ Class No.: _____
 2. _____ Class: _____ Class No.: _____
 3. _____ Class: _____ Class No.: _____

Please follow the instruction in Guidelines on Fee Remission Scheme (Section I) to complete the application form. Please put a "tick" on each appropriate box.

Category:	Supporting document(s) needed:								
<input type="checkbox"/> Category 1: SFO	<input type="checkbox"/> A copy of each family member's HK identity document living in the same house <input type="checkbox"/> A copy of the Eligibility Certificate issued by Student Financial Office								
<input type="checkbox"/> Category 2: CSSA	<input type="checkbox"/> A copy of each family member's HK identity document living in the same house <input type="checkbox"/> A copy of Notification Letter of Comprehensive Social Security Assistance (CSSA) (1 April 2022 – 31 March 2023)								
<input type="checkbox"/> Category 3: Means test i) For special situation only ii) All applicants should applied for SFO first	<input type="checkbox"/> A copy of each family member's HK identity document living in the same house <input type="checkbox"/> All bank account records of applicants and family members (1 April 2022 – 31 March 2023)* <input type="checkbox"/> Tenancy Agreement (For families living in public housing) <input type="checkbox"/> (If applicable) Copy of supporting documents for separation / divorce or spouse's Death Certificate. <input type="checkbox"/> (If applicable) Copy of documentary proof on unavoidable medical expenses (for family members who are chronically ill or permanently incapacitated) for the period from 1 April 2022 to 31 March 2023 <input type="checkbox"/> Income proof (1 April 2022 – 31 March 2023) <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 30%;">Salaried employed person</td> <td> Salaried employed person 1. Tax Demand Note issued by Inland Revenue Department; if not available 2. Employer's Return of Remuneration and Pension Form; if not available 3. Salary Statement; if not available 4. Bank transaction records 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 YHKCC may include the amount in calculating family income); if not available 5. Income Certificate certified by the employer (Appendix A of application form). </td> </tr> <tr> <td>Self-employed driver or person running business (including sole proprietorship business / partnership business / limited company)</td> <td> 1. Profit and Loss Account verified by a Certified Public Accountant; if not available 2. Profit and Loss Account prepared on your own <u>and</u> 3. Personal Assessment Notice (if applicable). </td> </tr> <tr> <td>Salaried employed or self-employed person who cannot produce any income proofs</td> <td> Please follow Appendix B to provide Self-prepared Income Breakdown detailing the monthly income throughout the year and explaining why income proof cannot be produced. (YHKCC reserves the right to decide whether applications from those applicants who cannot provide justification for not producing income proof would be accepted.) </td> </tr> <tr> <td>Landlord with rental income</td> <td> 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 income, please also make necessary remarks next to them, or else YHKCC may include the amount in calculating family income). </td> </tr> </table>	Salaried employed person	Salaried employed person 1. Tax Demand Note issued by Inland Revenue Department; if not available 2. Employer's Return of Remuneration and Pension Form; if not available 3. Salary Statement; if not available 4. Bank transaction records 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 YHKCC may include the amount in calculating family income); if not available 5. Income Certificate certified by the employer (Appendix A of application form).	Self-employed driver or person running business (including sole proprietorship business / partnership business / limited company)	1. Profit and Loss Account verified by a Certified Public Accountant; if not available 2. Profit and Loss Account prepared on your own <u>and</u> 3. Personal Assessment Notice (if applicable).	Salaried employed or self-employed person who cannot produce any income proofs	Please follow Appendix B to provide Self-prepared Income Breakdown detailing the monthly income throughout the year and explaining why income proof cannot be produced. (YHKCC reserves the right to decide whether applications from those applicants who cannot provide justification for not producing income proof would be accepted.)	Landlord with rental income	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 income, please also make necessary remarks next to them, or else YHKCC may include the amount in calculating family income).
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*Applicants may need to submit the bank statement to reflect the change of the financial situation. It is subject to the request by the school.

All the categories must complete this form

Private & Confidential



YMCA of Hong Kong Christian College

2 Chung Yat Street, Tung Chung, Hong Kong.

Tel: 29888123 Fax: 29882000

Deadline for Application: 8th September, 2023

Part II Particulars of Family Members Living in the Same House

- Please write in **BLOCK LETTERS**. Please provide information on your occupation and relevant income and those of your family member(s) during the period **from 1 April 2022 to 31 March 2023**.
- If you / your family member(s) has retired, was unemployed or was a student or a housewife during the period, please specify the status and relevant duration. Additional sheet may be added if there is insufficient space to provide the information.

	Applicant (Guardian)	Spouse	Family members (Student)	Family members
Name in English (According to HKID Card / Passport)				
Name in Chinese				
HKID Card No.	()	()	()	()
Date of Birth (dd/mm/yy)				
Relationship	--	* If your spouse is deceased, divorced or separated from you, please tick ✓ this box. <input type="checkbox"/>		
Address				
Home Telephone No.				
Mobile Phone No.				
Name of Bank and Bank Account No.	1. 2. 3.	1. 2. 3.		
Occupation				
Company Name				

Annual Income (1/4/2022-31/3/2023)	\$	\$	\$	\$
Other income: Stock dividend, Fixed deposit, Foreign currencies, Rental income, other(s)	\$	\$	\$	\$
Sub-total amount :	(a) =	(b) =	(c) =	(d) =

Total amount = (a) + (b) + (c) + (d) =

**Part III Other Financial Assistance from Government /
Other Organisation in academic year 2023-24**

Please indicate if your family will receive any financial assistance from the government / any organization in the **current academic year**.

Type of Assistance	Eligibility	Supporting Document
Financial Assistance Scheme from SFO (such as textbook allowance, travel subsidy etc.)	*Full / Half grant	Yes / No
Comprehensive Social Security Allowance (CSSA)	-	Yes / No
Others: (please specify)		Yes / No

Part IV Medical Expenses Incurred by Family Member(s) with Chronic Illness
(Please provide a copy of supporting document)

Name	Name of incapacity of Chronic Illness	Medical expenses incurred within the assessment period (\$)

Part V Other Special Family Information

Please fill in other information that may assist in assessment, such as **special financial hardship / incurred medical expenses for family members who are permanently incapacitated, any member who is not a self-bearing child of yours, etc.** Additional sheet may be added if there is insufficient space to provide the information.

Part VI Declaration

I hereby declare that:

- (a) The information in this application and the supporting documents provided by me and my family members are true and complete. The dependent parent claimed by me in this application means any of the applicant's parents, including in-laws, who is not a recipient of the Comprehensive Social Security Assistance. They must, throughout the assessment year (1 April 2022 to 31 March 2023), meet any one of the following conditions for a continuous period of not less than 6 months.
- (i) *has resided / been residing with the applicant's family and supported by the applicant or his/her spouse; or*
 - (ii) *has taken up permanent residence at another premises owned or rented by the applicant (i.e. Name of the applicant and / or his/her spouse should be shown on the relevant lease documents); or*
 - (iii) *has been living in his/her own premises, rented premises or residing in elderly homes and is totally supported by the applicant.*

Remarks: Applicant or his/her spouse should continue to support their parents in 2023 /24 school year, and the level of support should be similar to that in the year of assessment.

- (b) I understand and consent that (i) the YMCA of Hong Kong Christian College (YHKCC) will assess the eligibility and assistance level of my family based on the information provided by me and the total number of applicants in the year; and (ii) every year the YHKCC will select a number of successful applications for counter-checking including home visits. If selected, I and my family members will fully cooperate with staff of the YHKCC; and (iii) the YHKCC may make adjustment to the assistance level awarded based on the findings of authentication. Any misrepresentation and concealment of facts or intentional obstruction of the YHKCC staff in their course of investigation will lead to disqualification, restitution in full of the assistance granted and possible prosecution; and (iv) all documents related to this applications submitted will be kept by the YHKCC at least seven (7) years.
- (c) I give consent to the YHKCC and its delegated bodies to process my application to liaise with related parties to verify and disclose the information provided by me.
- (d) I also commit to inform all the family members as listed in the form that their personal data are provided to the YHKCC for the purposes of this application.
- (e) I understand that insufficient information / misrepresentation of facts will render an application being disqualified for further processing, restitution in full of the assistance granted and possible prosecution.
- (f) I commit to inform the YHKCC immediately of any the financial assistance obtained from any individual, the government and other organizations for the student in school year 2023/24. Any concealment of facts will lead to disqualification and restitution in full of the subsidy granted.
- (g) I understand that the actual subsidy amount is subject to the availability of the School Fee Remission and Scholarship Fund and the number of application. The calculation will be based on #1 and #2 on P.6 of the 《Guidelines on Fee Remission Scheme 2023/24》 .
- (h) I understand, agree and accept all information, rules and regulations listed in the “Guidelines on Fee Remission Scheme”.

The application will not be approved if we do not receive all the supporting documents

Date: _____ **Signature of Applicant:** _____

(Appendix A)



YMCA of Hong Kong Christian College
Fee Remission Scheme 2023/24
港青基信書院
學費減免計劃
Income Certificate
收入證明書

(For people who are employed with a salary, but cannot produce salary statements, taxation documents, bank statements showing payment of salary or other income proofs and yet not applicable to sole proprietor or partner of partnership business.)

適用於受薪行業而沒法提供糧單、稅單、領取薪金的銀行自動轉帳紀錄或其他收入證明的人士，但不適用於獨資或合資經濟業務人士。

Name of student: _____
學生姓名： _____

Class: _____
班別： _____

Note: **The following tables are to be completed by Employer.** Please provide the total income of the staff during the period from April 2022 to March 2023. Employer's initial is required against any amendment.

注意：以下各表應由僱主填寫。請填報該職員由2022年4月至2023年3月期間的總收入。如有塗改，請僱主在旁加簽。

Income of Applicant 申請者的收入

This is to certify that _____, holder of Hong Kong I.D. Card No. _____, is
茲證明 _____ 香港身份證號碼持有人

employed in this company. His/Her total salary and allowance and other income is HK\$
乃本公司職員其薪金、津貼及其他收入的總和為港幣

_____ (i.e. period from _____ to _____).
即至期間

Company Chop
公司蓋章

Signature of Employer
僱主簽名

Name of Employer
僱主姓名

Contact Telephone No.
聯絡電話

Date
日期

Income of Spouse 配偶的收入

This is to certify that _____, holder of Hong Kong I.D. Card No. _____, 茲證明 香港身份證號碼持有人		
is employed in this company. His/Her total salary and allowance and other income is HK\$ 乃本公司職員其薪金、津貼及其他收入的總和為港幣		
_____ (i.e. period from _____ to _____). 即至期間		
_____ Company Chop 公司蓋章	_____ Signature of Employer 僱主簽名	_____ Name of Employer 僱主姓名
_____ Contact Telephone No. 聯絡電話	_____ Date 日期	

Income of unmarried child residing with the family 同住未婚子女的收入

This is to certify that _____, holder of Hong Kong I. D. Card No. _____, 茲證明 香港身份證號碼持有人		
is employed in this company. His/Her total salary and allowance and other income is 乃本公司職員其薪金、津貼及		
HK\$ _____ (i.e. period from _____ to _____). 其他收入的總和為港幣 即至期間		
_____ Company Chop 公司蓋章	_____ Signature of Employer 僱主簽名	_____ Name of Employer 僱主姓名
_____ Contact Telephone No. 聯絡電話	_____ Date 日期	



YMCA of Hong Kong Christian College Fee Remission Scheme 2023/24 Income Statement

(For people who are self-employed / have no fixed income and cannot produce any income proofs.)

Note: Sole proprietor or partner of partnership business should forward a Profit and Loss Account or taxation documents of 2022-2023 financial year.

Warning: The personal data given in this statement must be true and complete. Any persons who obtain property/pecuniary advantage by deception are liable to legal action.

1. Particulars of Student

Name of student: _____ Class: _____

Name of student: _____ Class: _____

Name of student: _____ Class: _____

2. Actual Income

Name	Occupation/Others	Period (1 April 2022 to 31 March 2023)		Total Annual Income (HKD)	Payment method (cash / cheque / direct debit)
		From(M/Y)	To (M/Y)		
Name of Applicant:					
Total:					
Name of Spouse:	1.				
	2.				
	3.				
Total:					
Name of Unmarried Child residing with the family:	1.				
	2.				
	3.				
Total:					

3. Reason(s) for applicant, the spouse and/or unmarried children residing with the family for not being able to produce any income proofs are as follows:

Declaration: I declare that the above information is true and complete.

Date: _____

Signature of Applicant: _____