

Our school provides various kinds of fee remission and scholarship schemes:

- (a) Fee Remission Scheme
- (b) Scholarship Schemes
 - (i) Scholarship for High Achievers in Internal Examination
 - (ii) Scholarship for High Achievers in External Examination
 - (iii) Honor Scholarship for HKDSE
 - (iv) Scholarship for Outstanding Achievement in Extra Curricular Activities.
 - (v) Subsidy for Exchange Program
 - (vi) Subsidy for Student Hostel Boarding Fee

For further enquiries about the schemes, please contact the respective teacher-in-charge by 2462 3932:

- (a) Fee Remission Mr. Ho Ying Kit
- (b) ECA Scholarship: Mr. Wong Yi Lok
- (c) Subsidy for Exchange Program: Ms. Chiu Lai Nga
- (d) Subsidy for Student Hostel Boarding Fee Ms. Cheung Lai Shueng
- (e) Overall in-charge and other enquiries: Mr. Koo Chun Ho

The Fee Remission Scheme

- A. The Fee Remission Scheme aims at providing financial assistance to eligible parents and to enable students to receive secondary education in Po Leung Kuk Ngan Po Ling College.
- B. Eligibility for Fee Remission
 - 1. The applicant must be a parent or his/her legal guardian of a student who has been enrolled to study F.1 to F.7 in Po Leung Kuk Ngan Po Ling College in current academic year.
 - 2. If the applicant is not the student's parent or his/her legal guardian, a written explanation is required.
 - 3. Please note that needy students, including those from families receiving the Comprehensive Social Security Assistance (CSSA) and students receiving financial assistance provided by the Student Financial Assistance Agency (SFAA), can also apply for the fee remission. However, families in receipt of Comprehensive Social Security Assistance (CSSA) should first apply directly to the Social Welfare Department (SWD) for assistance on their children's school fees.
- C. Method of Assessment
 - 1. The Adjusted Family Income (AFI) mechanism will be used to assess the eligibility for assistance and the level of assistance.
 - 2. The AFI mechanism is based on the following formula:

$$\text{AFI} = \frac{\text{Gross Income of the family in the preceding year}}{\text{Number of family members} + (1) *}$$

*For single parent families of 2 to 3 members, the "plus 1 factor" in the divisor of the AFI formula will be increased to 2.

3. The members of a family normally refer to the applicant, the spouse, the unmarried children and the depending parents residing with the family.
4. Gross Family 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; the contributions from other children and relatives/friends, and other income if applicable. Please refer to Appendix 1 (Items of Family Income).

D. Remission assessment:

1. The AFI eligibility benchmarks for various levels of assistance in the 2011 / 12 school year are listed in the table below.

| 2011 / 12 school year - AFI Groups between (HK\$) | Level of Assistance |
|---|---------------------|
| 0 – 29,738 | Full* |
| 29,739 – 57,502 | Half |
| > 57,502 | Ineligible |

* AFI thresholds for full level of assistance for 3-member and 4-member families are \$36,000 and \$33,120 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.

2. Once an application is approved, under general circumstances, adjustment will not be made to the amount of fee remission within that school year.
3. The school has the sole discretion in granting any financial assistance and the amount thereof; the decision of the school is final.

D. Application Procedure

1. Application for fee remission has to be made for every academic year.
2. Application forms can be obtained from the school office in September.
3. The application form should be duly completed and submitted to the school office with all required documents (Refer to Appendix 2, Supporting Documentary Required) in person on or before 30 September.
4. The applicant is obligated to complete the application form fully and truthfully and attach all required documents. Any misrepresentation or omission may result in delay in processing the application or lead to rejection of the application.

5. The school will verify all applications. If necessary, interview may be arranged.
 6. Students who have sudden financial difficulties during the year can apply for the contingency fund. They have to write a letter to the principal to explain the financial situation with abundant supporting documents (Appendix 2).
- E. Release of Results
1. Notification of result will be sent to each applicant in November.
- F. Method of Payment
1. For paid school fee: The amount of fee remission will be reimbursed by autopay to successful applicant's bank account which school fee is debited from.
 2. For unpaid school fee: The school fee will be waived based on the amount of fee remission.
- G. Appeals
1. The applicant, who is unsatisfied with the decision of the Fee Remission Committee concerning his/her application, may apply for a review with sufficient grounds in writing within 10 days from the date of release of result.

Appendix 1 - Items of Family Income

1. Applicants should provide information on the total annual income during the period 1st April to 31st March in last financial year with documentary proofs.
2. Items of income to be reported are listed as below.

| Income to be reported | Income need not be reported |
|--|---|
| 1. Salary, including Provident Fund Contributions | 1. Scholarships |
| 2. Double pay/Leave pay | 2. Disability and Old age allowance |
| 3. Allowance (including housing / travel/ meals/education/shift allowance, etc.) | 3. Long service payment/contract gratuity |
| 4. Bonus / Commission | 4. Severance pay |
| 5. Wages in lieu of notice of dismissal | 5. Loans |
| 6. Profit from business / investment | 6. Retirement gratuity / provident fund |
| 7. Alimony | 7. Inheritance |
| 8. Contributions from relatives/friends | 8. Charity donations received |
| 9. Interests from bank deposits, stocks & shares, etc. | 9. Retraining allowance |
| 10. Rent from property | 10. Traffic accident / Insurance / Injury indemnity |
| 11. Monthly pension/widow's & children's compensation | |
| 12. Comprehensive Social Security Assistance | |

Appendix 2 - Supporting Documents Required

1. Completed application form, together with relevant supporting documents, should be returned to the school office in person as soon as possible.

2. Supporting documents include:
 - (a) Photocopies of identity card or other identity document of :
 - ◆ the applicant;
 - ◆ the applicant's spouse (if applicable);
 - ◆ other family members (if applicable);

 - (b) Photocopies of documentary evidence on annual income for the period from 1 April to 31 March in last financial year.
 - i) Salary employed person
Examples of documentary evidence
 - ◆ Salary Statement;
 - ◆ Tax Demand Note;
 - ◆ Copy of bank transaction records showing payment of salary;
 - ◆ Income Certificate.

 - ii) Sole proprietor or partner of partnership business
Examples of documentary evidence
 - ◆ Profit and Loss Account
 - ◆ Personal Assessment Notice

 - iii) Casual workers who cannot produce any income proofs
Example of documentary evidence
 - ◆ Income Statement

 - (c) Photocopies of relevant documents concerning single-parent families, e.g. supporting documents for divorce/separation, death certificate of the spouse, etc.

Scholarship for High Achievers in Internal Examination

Aims

This scholarship scheme is aimed at

- (1) Recognizing and encouraging achievements in internal examinations.
- (2) Attracting and retaining students with high caliber.

Eligibility Criteria

Applicants must:

- (A) For students who have studied at our school for at least one year:
 - (1) have studied at Po Leung Kuk Ngan Po Ling College in the year of examination
 - (2) will be studying at Po Leung Kuk Ngan Po Ling College next academic year;
 - (3) have been
 - (i) top 10 for Form 1, 2 and 3
 - (ii) top 6 for Form 4 and 5 science stream and top 4 for Form 4 and 5 art stream
 - (iii) top 3 for Form 6 science stream and top 3 for Form 6 art stream (for HKAL curriculum only)in the overall position in the respective form in the year of examination;
 - (4) have got conduct B or above in the year of examination.
 - (B) For new Form 1 students admission:
 - (1) have grades A in English, Chinese and Mathematics in P4 - P6;
 - (2) have been top 20 in the overall position in P6 in previous academic year;
 - (3) have got conduct A in previous academic year;
 - (4) be selected and approved by both the Principal and the F1 admission team.
 - (5) have been ranked 1st to 8th in the admission list calculated by the F1 admission team.
- For existing students in category A, all applicants will be automatically nominated to this scholarship. Students are not required to fill any application form for the scholarship.
 - For new Form 1 students (Category B), the Principal and the F1 admission team would select appropriate P6 candidates among all applicants for the F1 admission. The selected students will be informed after the interview by both phone call and mail.
 - If the number of the eligible applicants exceeds the quota set, the final decision will be made by both the Principal and the scholarship committee/F1 admission team.
 - The scholarship will be reimbursed through auto pay/by a cross cheque payable to the parent/guardian of the award recipients in around December. If students have their school places forfeited in or before November, the scholarship will not be reimbursed.

Value of Awards

For students continuing their studies in F2-6 after the examination:

| Overall Position in Form | Scholarship | Payment Method | No of successful applicants |
|--------------------------|------------------------|--------------------------------|---|
| 1-3 | Half of the School Fee | Through auto-pay/ By cheque | 3 for each form (For F5-6: 2 for science and 1 for art students) |
| 4-10 | \$2,000 | Through auto-pay/ By cheque | 7 for each form (For F5-6: 4 for science and 3 for art students) |

For students continuing their studies in F7 after the examination:

| Overall Position in Form | Scholarship | Payment Method | No of successful applicants |
|--------------------------|------------------------|--------------------------------|---|
| 1-2 | Half of the School Fee | Through auto-pay/ By cheque | 1 for science and 1 for art student |
| 3-6 | \$2,000 | Through auto-pay/ By cheque | 2 for science and 2 for art students |

For new F1 students:

| Rank | Scholarship | Payment Method | No of successful applicants |
|------|-------------|--------------------------------|-----------------------------|
| 1-3 | \$8,000 | Through auto-pay/ By cheque | 3 |
| 4-8 | \$5,000 | Through auto-pay/ By cheque | 5 |

Be noted that all the students who have got this scholarship will be awarded according to the amount set above, in regardless of the amount of fee remission, ECA scholarship or other scholarships the students granted in the same academic year.

Scholarship for High Achievers in External Examination

A. Eligibility Criteria

Applicants must:

- (1) have studied at Po Leung Kuk Ngan Po Ling College in the year of examination; and
- (2) have got the good result in any of the approved external examinations;

B. Value of Awards and Projected Amount of Scholarship

The examinations are categorized into two bands, namely Band A and Band B. Band A examinations are of higher level of difficulties and students will be granted with more scholarship. Band B examinations comprise with the remaining approved examinations and the level of scholarship granted will be a bit lower.

C. Approved Examinations and the details of the scholarship Schemes:

Band A Examination

1. HKDSE (from 2012 onwards)

Students will be awarded for Grade 5* (or A in French) subjects according to the number of 5* (or A in French) they have got in the examination.

| No of 5*/A attained | Scholarship |
|--|---------------------------|
| 1-2 | \$1,000 per 5*/A (note 1) |
| 3-4 | \$2,000 per 5*/A (note 1) |
| 5-6 (maximum 6 subjects will be counted) | \$3,000 per 5*/A (note 1) |

Note 1: If a student got 5** in any subject, the amount of scholarship for that subject would be doubled based on the above scale.

2. IETLS (from 2011 onwards)

| Level attained | Scholarship |
|----------------|--|
| 9 | \$1,000 |
| 6 or above | Half remission for the examination fee (exam fee is around \$1,500) |

3. 港澳地區中小學普通話水平考試 (GAPSK) from 2011 onwards

| Level attained | Scholarship |
|----------------|---|
| A | \$1,000 |
| B or above | Half remission for the examination fee (exam fee is \$450) |

Band B Examinations

1. GCE AS Chinese (from 2011 onwards)

| Level attained | Scholarship |
|----------------|-------------|
| A | \$500 |

2. GCSE Chinese (from 2011 onwards)

| Level attained | Scholarship |
|----------------|-------------|
| A | \$500 |

3. Australian National Chemistry Quiz (from 2011 onwards)

| Level attained | Scholarship |
|----------------|-------------|
| Distinction | \$250 |

Be noted that all the students who have got this scholarship will be awarded according to the amount set above, in regardless of the amount of fee remission, ECA scholarship or other scholarships the students granted in the same academic year.

D. Nomination Procedure

All students who are eligible will be automatically nominated by the teachers-in-charge of the respective examinations. Students are not required to fill any application form for the scholarship.

E. Payment Arrangement

The scholarship will be reimbursed by auto-pay/a cross cheque payable to the award recipients' parents.

Honor Scholarship for HKDSE

A. Eligibility Criteria

Applicants must:

- (1) have got Grade 5* in six (or above) subjects, including English Language, Chinese Language (for French: A in HKDSE or A* in IGCSE), Mathematics and Liberal Studies, in HKDSE; and
- (2) have studied F.6 at Po Leung Kuk Ngan Po Ling College in the year of examination; and; and
- (3) have got at least Grade A- in conduct in the overall results in the year of examination
- (4) have successfully gained admission to an undergraduate degree program at any universities

B. Value of Awards

A full grant of 1st year tuition fee for the admitted undergraduate degree program will be awarded to successful applicants. The maximum value of scholarship is HK\$45,000.

Be noted that all the students who have got this scholarship will be awarded according to the amount set above, in regardless of the amount of fee remission, ECA scholarship or other scholarships the students granted in the same academic year.

Scholarship for Outstanding Achievement in External Competition 2011-2012

A. Aims

This scholarship scheme is aimed at

- Recognizing and encouraging achievements in extra-curricular activities.
- Attracting and retaining students with high caliber.

B. Eligibility Criteria

Applicants should be

- attending in Po Leung Kuk Ngan Po Ling College in the current academic year; and
- have outstanding achievements in extra-curricular activities; and

C. Value of Awards

- Nominated and approved students will have free remission from 25% to 100%.
- For students representing Po Leung Kuk Ngan Po Ling College to take part in international competition, maximum of 100% of ticket and accommodation fee can be subsidized.
- For students representing Hong Kong to take part in international competition, maximum of 50% of ticket and accommodation fee can be subsidized.

D. Nomination Procedure

All teachers can nominate students with outstanding achievements in extra-curricular activities by submitting the nomination form on or before 31 Aug in previous academic year.

E. Release of Result

Students will be informed in September.