

Po Leung Kuk Ngan Po Ling College
Fee Remission Scheme 2019/20

A. Background

The Fee Remission Scheme aims at providing financial assistance to eligible parents and enabling students to receive secondary education in Po Leung Kuk Ngan Po Ling College.

B. Eligibility for Fee Remission

Applicant **MUST** be a parent or legal guardian of a student who has been enrolled to study F.1 to F.6 in Po Leung Kuk Ngan Po Ling College in the academic year 2019/20.

1. **For existing students**, applicants **must** have applied **School Textbook Assistance (TA) Scheme / Student Travel Subsidy (STS) Scheme / Subsidy Scheme for Internet Access Charges (SIA)** provided by the **Student Finance Office**, and have received the **2019/20 Eligibility Certificates (ECs)** from the **Student Finance Office**.
2. **For newly admitted students**, applicants do not need to apply for the ECs before they apply for this remission scheme.

C. Method of Assessment

1. **For students who were admitted to the school in the academic year 2017/18 or before**, the school fee remission level would follow the Eligibility Level (either HALF or FULL) stated on the 2019/20 EC assessed by the Student Finance Office.
2. **For students who were admitted to the school in the academic year 2018/19 or after**, the level of assistance will be determined by a two-tier means test involving the family income and accommodation status.
 - (a) if applicants have the 2019/20 Eligibility Certificates (ECs) from the Student Finance Office, the level of assistance for school fee remission will be taken as reference to the Eligibility Level (either HALF or FULL) assessed by the Student Finance Office.
 - (b) if applicants do not have the 2019/20 Eligibility Certificates (ECs) from the Student Finance Office and their child is a new student, the school will follow the formula adopted by the Student Finance Office to calculate the Adjusted Family Income (AFI) as a means to assess the eligibility for assistance and the level of assistance.

- (i) 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.

- (ii) 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. (Refer to Appendix 1)
- (iii) 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.
- (iv) 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.)**

AFI Groups between (HK\$)	Level of Assistance
0 – 40,240	Full *
40,241 – 77,810	Half
> 77,810	Ineligible

* 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.

- (c) The resulting amount will then be further adjusted based on the accommodation status as shown in the following table:

Accommodation Status	Original assistance level	Adjusted assistance level
Living in privately owned property	100%	50%
	50%	25%
Living in privately rented property	100%	80%
	50%	40%
Living in public housing	100%	100%
	50%	50%

D. Application Procedures

1. Application for fee remission has to be made for every academic year.
2. Application forms can be obtained from the school office from 2 September 2019.
3. (a) **For students with Eligibility Certificate (EC)**, the application form, attached with the photocopy of the 2019/20 Eligibility Certificate (EC) from the Student Finance Office, should be duly completed and submitted to the school office in person during office hours.
(b) **For newly admitted students without Eligibility Certificate (EC)**, the application form should be duly completed and submitted to the school office in person during office hours with all required documents (Refer to Appendix 2, Supporting Documentary Required).
4. If proper documentary proofs cannot be provided or the documents provided cannot substantiate the reported income / accommodation status of the family concerned (e.g. claim for prolonged unemployment is not substantiated or only self-written statement of income is provided), adjustments will be made on the level of assistance.
5. **The deadline of the application will be 30 September 2019.**
6. The school will verify all applications after the closing date. Interview may be arranged if necessary
7. Under normal circumstances, **the school will not accept any application for school fee remission submitted after the above deadline.** The school may give special consideration to cases with exceptional circumstances.
8. Families 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 sufficient supporting documents.

E. Vetting Procedures

A Fee Remission Committee comprising the Principal and 2 or more responsible teaching staff appointed by the Principal would consider the applications for fee remission and for contingency fund.

F. Release of Results

Notification of result will be sent to each applicant by the end of November 2019.

G. Method of Payment

1. For paid school fee: The amount of fee remission will be reimbursed through 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.

H. Appeals

1. 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 and submit additional supporting documents within 10 days from the date of release of result.
2. An Appeal Committee comprising the Principal, Principal Assistant and 2 more responsible teaching staff appointed by the Principal would review the applications for appeal.
3. Decision of the Appeal Committee will be final.
4. The Appeal Committee will directly inform the applicant the result in writing.

Appendix 1

Explanation Notes on Items of Family Income

1. Applicants should provide information on the total annual income during 1 April 2018 to 31 March 2019 with photocopy of 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 the salary of applicant, applicant's spouse and student-applicant's unmarried sibling(s) residing with the applicant for full-time, part-time or temporary jobs, excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee)	1. Scholarships
2. Double pay / Leave pay	2. Disability and Old age allowance
3. Allowance (including overtime work /living / housing or rent / transport / 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. Business profits and other income earned by means of self-employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered, etc.	6. Retirement gratuity / provident fund
7. Alimony	7. Inheritance
8. Contribution from any person(s) not residing with applicant's family to any of the applicant's family member(s) (including money or contribution of housing / remittance(s) / contribution for mortgage repayment / rent / water / electricity / gas or other living expenses)	8. Charity donations received
9. Interests from fixed deposits, stocks, shares and bond, etc.	9. Retraining allowance
10. Rental income (including Hong Kong, the Mainland and overseas)	10. Traffic accident / Insurance / Injury indemnity
11. Monthly pension/widow's & children's compensation	11. MPF / Provident Fund contribution by employee

Appendix 2

Supporting Documents Required

1. Photocopies of identity card or other identity document of the applicant and family members.
2. Applicants should provide information on the total annual income during 1 April 2018 to 31 March 2019 with photocopies of documentary proofs.

Salary employed person	<ol style="list-style-type: none">1. Salary Statement; or2. Tax Demand Note; or3. Copy of bank transaction records showing payment of salary; or4. Income Certificate issued by the employer.
Sole proprietor or partner of partnership business	<ol style="list-style-type: none">1. Personal Assessment Notice; or2. Profit and Loss Account.
Causal workers who cannot produce any income proofs	<ol style="list-style-type: none">1. A letter to explain why income proofs cannot be submitted and declare the amount of income.

3. Photocopies of relevant documents concerning single-parent families, e.g. supporting documents for divorce/separation, death certificate of the spouse, etc.
4. Supporting documents for accommodation status, e.g. Purchase and Sales agreement, Tenancy agreement, Demand for Rates and/or Government Rent, annual Mortgage Repayment Schedule, Payment Notifications from Hong Kong Housing Authority.