

Po Leung Kuk Ngan Po Ling College
A. School Fee Remission Scheme 2023/24

A. Aim

The School 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 Criteria

1. Applicant **MUST** be a parent or legal guardian of a student who has been enrolled to study F.1 to F.6 at Po Leung Kuk Ngan Po Ling College in the academic year 2023/24.
2. (a) **For existing students**, applicants **MUST** have applied for:
 - (i) **School Textbook Assistance (TA) Scheme / Student Travel Subsidy (STS) Scheme / Subsidy Scheme for Internet Access Charges (SIA)** provided by the **Student Finance Office (SFO)** and have received the **2023/24 Eligibility Certificates (ECs)** from the **SFO**; or
 - (ii) **Comprehensive Social Security Assistance (CSSA) Scheme** by the **Social Welfare Department** and have received a valid **Notification of Successful Application (NSA)** of CSSA.
- (b) **For newly admitted students**, applicants are advised to (but not a must to) apply for the ECs / NSAs before they apply for this remission scheme.

C. Method of Assessment

1. **For students with EC / NSA**, the school fee remission level will follow the Eligibility Level (either HALF or FULL) stated on the EC / NSA (treated as FULL).
2. **For newly admitted students without EC / NSA**, the school will follow the formula adopted by the SFO to calculate the Adjusted Family Income (AFI) as a means to assess the eligibility for assistance and the level of assistance.

- (a) The AFI mechanism is based on the following formula:

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

* 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.

- (b) 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)

- (c) 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.
- (d) The AFI eligibility benchmarks for various levels of assistance in the 2023/24 school year are listed in the table below. **Please note that the AFI is not the average monthly income of a family.**

AFI Groups (HK\$)	Level of Assistance
0 – 43,495	Full*
43,495 – 84,105	Half
> 84,105	Ineligible

* AFI thresholds for full level of assistance for 3-member and 4-member families are HK\$52,657 and HK\$48,445 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.

D. Application Procedure

- Application for fee remission has to be made for every academic year.
- Application forms can be obtained from the school office from 1 September 2023.
- For students with EC / NSA, (1)** the application form, and **(2)** the photocopy of the EC / NSA, should be duly completed and submitted to the school office in person by parents / guardians / students during office hours.
 - For newly admitted students without EC / NSA, (1)** the application form, and **(2)** all the required documents for calculating AFI (Refer to Appendix 2) should be duly completed and submitted to the school office in person by parents / guardians / students during office hours.
- If proper documentary proofs cannot be provided or the documents provided cannot substantiate the reported income 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.
- The deadline of the application will be 30 September 2023.**
- The school will verify all applications after the deadline. Interview may be arranged if necessary.
- 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.
- 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 Procedure

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

F. Release of Result

Notification of result will be sent to each applicant by the end of November 2023.

G. Procedure for Appeal

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 and 2 more responsible teaching staff appointed by the Principal will 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.

H. Payment Arrangement

1. For over-paid school fee during September to November:
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.

Appendix 1

Explanation Notes on Items of Family Income

For newly admitted students without EC / NSA:

1. Applicants should provide information on the total annual income from 1 April 2022 to 31 March 2023 with photocopy of documentary proofs.
2. Items of income to be reported are listed as below.

Items need to be reported	Items need not to 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. Old age allowance / Old age living allowance
2. Double pay / Leave pay	2. Disability 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 / Tips	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. Lump sum 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
9. Interests from fixed deposits, stocks, shares and bond, etc.	9. Retraining allowance / Work Incentive Transport Subsidy / Working Family Allowance
10. Rental income of property, land, carpark, vehicle or vessel (including Hong Kong, the Mainland and overseas)	10. Insurance / accident / injury indemnity
11. Monthly pension / Widow's & Children's Compensation	11. MPF / Provident Fund contribution by employee
	12. Studentship

Appendix 2

Supporting Documents Required for AFI Calculation

For newly admitted students without EC / NSA:

1. Copy of identity card or other identity documents of the applicant and all family members.
2. Applicants should provide information on the total annual income from 1 April 2023 to 31 March 2023 with photocopies of documentary proofs. Please submit the document in accordance with the requirements listed below:

Salary employed person	<ol style="list-style-type: none">1. Salary Statement; if not available2. Tax Demand Note; if not available3. Bank Transaction records showing payment of salary; if not available4. Income Certificate issued by the employer.
Sole proprietor or partner of partnership business	<ol style="list-style-type: none">1. Personal Assessment Notice; if not available2. 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. For single-parent families, copy of supporting documents for divorce / separation, Death Certificate of the spouse.