



HKCA Po Leung Kuk School

保良局建造商會學校

Fee Remission Scheme

School Year 2021-22

A. Purpose

The fee remission scheme is for the following categories:

- a) families who need financial assistance to cover tuition fees; or
- b) children of contracted, full-time employees of HKCA Po Leung Kuk School; or
- c) non-local children referred by Principals of Po Leung Kuk Affiliated Kindergartens; or
- d) families who have 2 or more children who have been accepted by and/or are currently studying at HKCA Po Leung Kuk School.

B. Eligibility

- a) The applicant must be a parent or legal guardian of a student who has been accepted by HKCA Po Leung Kuk School.
- b) Fee remission is only applicable to tuition fees for studying at HKCA Po Leung Kuk School.
- c) For Category (a), no financial assistance will be granted for students during their first year at the School.
- d) Students applying for this scheme must not only maintain a satisfactory level of academic performance, but should also demonstrate a good attitude and contribute positively to the School community.

C. Fee Remission Levels

The fee remission level for each category is as follows:

- a) For families who need financial assistance to cover tuition fees, the level of fee remission will be determined by the family income and assets. There are five levels of fee remission for the school year as follows:

Maximum Fee Remission %	Annual Family Disposable Income (HK\$) ¹		
	Family up to 3 Persons ²	Family of 4 Persons ²	Family of 5 Persons or above ²
100%	0 - 223,650	0 - 340,800	0 - 447,300
80%	223,651 - 330,150	340,801 - 436,650	447,301 - 545,280
60%	330,151 - 436,650	436,651 - 543,150	545,281 - 639,000
40%	436,651 - 532,500	543,151 - 639,000	639,001 - 745,500
20%	532,501 - 639,000	639,001 - 745,500	745,501 - 852,000
0%	Above 639,000	Above 745,500	Above 852,000

Remarks:

1. "Annual Family Disposable Income" includes the annual income of the applicant and his/her spouse, 30% of the annual income of unmarried children residing with the family, contributions from other children and relatives/friends, and other incomes, if applicable.
2. "Family members" normally refers to the applicant, his/her spouse, unmarried children and dependent parents residing with the family.

- b) Full-time employees of HKCA Po Leung Kuk School may be granted up to 80% reduction in tuition fees for the first dependent child, and 50% for the second and subsequent dependent children who have been accepted as full-time students at the School.
- c) The non-local children referred by Principals of Po Leung Kuk Affiliated Kindergartens, who have been accepted as full-time students at the School, may be granted up to 50% reduction in tuition fees for the first school year.
- d) Family discount is a tuition discount offered to families with 2 or more children have been accepted by and/or are currently studying at HKCA Po Leung Kuk School. This discount does not apply to the 1st child but for the 2nd and subsequent children.
 - 1st child - No discount on tuition fee
 - 2nd child - 10% discount on tuition fee
 - 3rd child - 15% discount on tuition fee
 - Additional children - increases in 5% increments

D. Method of Assessment

1. For Category (a), if the total assets (the value of the living property is not included; but the value of other properties or savings and fixed deposits, shares and stocks, fixed assets, etc., are included) of the applicant and the spouse exceed \$500,000 they will be ineligible for the fee remission schemes. The value of assets is defined as the sum of net positive value of each individual asset (gross asset value less related outstanding liabilities).
2. Those families who are already receiving education allowances or financial assistance do not qualify for the fee remission scheme.
3. The School will form a Fee Remission Scheme Committee each year, made up of the Principal/Senior Teacher, one Teacher, and the Admission Officer/Executive Officer. The role of this committee is to review all applications, interview applicants if necessary, and make recommendations to the School Management Committee (SMC). The Principal must ensure there are no conflicts of interest when appointing committee members.
4. The SMC has the final decision on the eligibility and the level of financial assistance for each application.

E. Application Procedures

1. Fee Remission Scheme Application Forms are available at the School Office.
2. The completed Fee Remission Scheme Application Form, together with all necessary documents (Refer to Appendix I), must be submitted to the School Office by hand on or before Friday, 18 June 2021. Those who have not submitted all required documents by the deadline will be assumed to have withdrawn their applications.

3. Applications for fee remission must be made annually so that the changing financial position of a family, and the child's progress at school, can be taken into account.
4. Late submissions will not be accepted.
5. The applicant is obligated to complete the application form fully and accurately. Any misrepresentation or omission on the application form may result in the disqualification of the applicant, delay of the application procedure, or full repayment of any fee remission awarded.
6. The School will verify all applications received. If necessary, applicants will be required to attend an interview.

F. Announcement of Results

The School will notify each applicant of the result of their application in writing not more than one month after the application deadline.

Checklist of Required Supporting Documents

The completed Fee Remission Scheme Application Form, together with photocopies of all necessary documents of the applicant, his/her spouse and family members, must be submitted to the School Office by hand at least one month before the start of the new term. The supporting documents include:

For Category A:

1. HKID Cards and/or Passports

- Applicant
- Spouse
- Children Attending HKCA Po Leung Kuk School
- Family Members

2. Income Proof for the Last 12 Months:

- a) Salaried Person
 - Employment Contract
 - Salary Statement
 - Latest Salaries Tax Demand Note Issued by the Inland Revenue Department
 - Employer's Return of Employee's Remuneration and Pensions
 - Bank Transaction Records Showing Payment of Salary
- b) Sole Proprietor or Partner of Partnership Business Examples of Documentary Evidence
 - Audited Profit and Loss Account and Balance Sheet
 - Latest Profits Tax Demand Note Issued by the Inland Revenue Department
- c) Casual Workers Who Cannot Produce Any Income Proof Example of Documentary Evidence
 - Income Statement

3. Income from Rental Properties:

- Tenancy Agreements
- Rental Receipts

4. Income from Investments:

- Dividend, Interest Advice or Other Relevant Documents

5. Value of Assets:

- Bank Deposits Advice/ Statements/ Passbook
- Sale and Purchase Agreements of Properties, Vehicles and/or Carpark, Relevant Documents to Substantiate the Market Value of Non-Resident Properties
- Stocks and Shares Certificates/ Unit Trust Funds Statements
- Mortgage Repayment Schedule or Relevant Documents

6. Others:

- Photocopies of Relevant Documents Concerning Single-Parent Families, e.g. Supporting Documents for Divorce/ Separation, Death Certificate of Spouse, etc.
- Documentary evidence from social welfare agencies if the applicant is receiving any form of social welfare assistance

For Category B:

1. HKID Cards and/or Passports

- Applicant
- Spouse
- Children Accepted by/ Attending HKCA Po Leung Kuk School

2. Employment Proof of the Applicant

- Employment Contract

For Category C:

1. HKID Cards and/or Passports

- Applicant
- Spouse
- Children Accepted by/ Attending HKCA Po Leung Kuk School

2. Referral Proof

- Referral Letter Issued the Principal Po Leung Kuk Affiliated Kindergartens

For Category D:

1. HKID Cards and/or Passports

- Applicant
- Spouse
- Children Accepted by/ Attending HKCA Po Leung Kuk School

* All information provided will be kept strictly confidential and used for fee remission application purposes only.