



惠僑英文中學

WAI KIU COLLEGE

九龍深水埗石硤尾偉智街十七號

電話: 852-2777 6289 傳真: 852-27767727

17 Wai Chi Street, Shek Kip Mei, Sham Shui Po, Kowloon, Hong Kong. Tel: 852-2777 6289 Fax: 852-27767727

電郵地址(E-mail): wkc@wkc.edu.hk

網址(Website): <http://www.wkc.edu.hk>

APPLICATION FORM

入學申請表

參考編號(校方填寫)
Ref. No. (Office use only)

Applying for Secondary 1 中一 Secondary 3 中三 Secondary 5 中五
 申請入讀級別 Secondary 2 中二 Secondary 4 中四 Secondary 6 中六

個人資料 Personal Particulars						
英文姓名 Name in English			中文姓名 Name in Chinese		性別 Gender	
出生日期 Date of Birth		來港日期 Date of Arrival		聯絡電話 Contact Number		
日 Day	月 Month	年 Year	日 Day	月 Month	年 Year	住宅 Home
						手提 Mobile
香港身份證號碼 ID Card No.			學生編號 STRN		籍貫 Origin	
電郵地址 Email Address			出生地點 Place of Birth		區議會分區 District Council	
住址 Home Address						

就讀學校 Schools Attended						
年份 Year	班別 Class/Form	學校 School Name				操行 Conduct
家長或監護人資料 Parents/Guardian Information						
中文姓名 Name in Chinese	英文姓名 Name in English	關係 Relationship	聯絡電話 Contact No.	職業 Occupation	電郵 E-mail address	
現在就讀本校之兄弟姊妹 Brother(s) and Sister(s), if any, currently studying at Wai Kiu College						
姓名 Name	班別 Class	姓名 Name	班別 Class	姓名 Name	班別 Class	
參與的課外活動及獎項 E.C.A. and Awards						
年份 Year	活動 Activities				獎項(如有) Awards obtained if any	

獲悉本校途徑 Means to know our school :

- 學校講座 School talks 老師/家長推薦 Recommended by teacher/parents 宣傳刊物/單張 Publications/Leaflets
 報章廣告 Advertisement 本校網頁 School webpage 搜尋引擎 Search Engine

申請人簽署
Applicant's Signature

日期
Date

家長/監護人簽署
Parent's/Guardian's Signature

Assessment Form 【 Secondary _____ 】
評核表 【 中 _____ 級 】

Name of Applicant : _____ Gender : _____ Date : _____
 申請人姓名 : _____ 性別 : _____ 日期 : _____

Items for Assessment 評核項目	*Performance Rating 表現評估						
	1	2	3	4	5	6	7
	Dissatisfactory 不滿意	Average 中規中矩			Good 優異		
Appropriate Dress Code 儀表 (tidiness, dyeing, accessories, overdressing) (整齊、有否染髮/過量飾物/奇裝異服等) 備註 Remark : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of Confidence 對答時顯出自信 備註 Remark : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Results 學業成績 備註 Remark : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning Attitude 學習態度 備註 Remark : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct 操行 (pls. give a grade) (請寫出等級) 備註 Remark : _____ 操行等級 Grade : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extra-curricular Activities 課外活動 備註 Remark : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent(s) Performance (If applicable) 家長表現 (如有) 備註 Remark : _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments 評語 _____ _____							

*Rating : 1. Very Unsatisfactory 2. Unsatisfactory 3. Barely Average 4. Average
 5. Above Average 6. Good 7. Outstanding

Interview Result 面試結果	Tick One 請 <input checked="" type="checkbox"/>
1. Recommend to be short-listed as the applicant met the school requirements with a satisfactory performance. 符合學校要求，並表現理想，予以 推薦 。	<input type="checkbox"/>
2. To be short-listed in the waiting list as the applicant met the school requirements with a barely average performance. 符合學校要求，但表現一般，可作考慮，撥往 候補 名單。	<input type="checkbox"/>
3. Not to be recommended as the applicant could not meet the school requirements. 未符學校要求， 不予推薦 。	<input type="checkbox"/>

Name of Interviewer 面試員姓名	Signature 面試員簽署
1.	
2.	

報名須知

1. 本校同學必須參加義工服務計劃，包括校內／校外，每年最少四次。
2. 本校所有中一學生必須參加下列其中一隊制服紀律團隊，直至升讀中二始可選擇參加與否。
中二學生則必須參加下列其中一項藝術活動。

制服紀律團隊	藝術活動
a. 交通安全隊	a. 音樂
b. 香港少年領袖團體	b. 美術
c. 童軍	c. 校園電視台
d. 香港聖約翰救傷隊少青團	d. 舞蹈
	e. 戲劇

3. 中一至中三級英文班科目均以英語授課(中文、中史及通識除外)。
4. 本年度中一學費為每月\$300(全年十期)，已包括堂費、雜費、冷氣費、部份增潤課程費用及外出活動車資。

申請入學程序

一、辦理報名手續

1. 請帶備以下各項：
 - 相片一張；
 - 最近兩年的成績表副本(須出示正本核實)；
 - 香港身分證等身份證明文件之副本(須出示正本核實)；
 - 其它證書或獎項文件之副本；
 - 已貼上郵票之回郵信封乙個。
2. 繳交報名費 20 元，並取回正式收據。入學申請成功與否，**該費用概不發還**。
3. 校方會另行通知被取錄者須繳費用、繳費辦法及日期。

二、參加面試

甄選標準包括禮貌儀容、學習態度、語文能力、邏輯推理能力及其他表現。

三、取錄準則

取錄準則包括校內學業成績(30%)、品行表現(20%)、家長支援(10%)

課外活動參與及獎項(10%)及面試表現(30%)

四、查詢

查詢請致電 2777 6289。

Notes for Applicants

1. All students are required to join the Voluntary Service Programme with a minimum of FOUR times, including in school and/or out school service.
2. All Secondary One students are required to enroll in one of the following disciplinary uniform groups. Secondary Two students are required to enroll in one of the following Art Forms.

Disciplinary Uniform Groups	Art Forms
a. Road Safety Patrol	a. Music
b. Hong Kong Adventure Corps	b. Visual Arts
c. Scout	c. WTV (Wai Kiu TV)
d. HK St. John Ambulance Brigade Cadet Command	d. Dancing
	e. Drama

3. From Secondary One to Secondary Three English classes, English will be used as the medium of instruction for all subjects (except for Chinese Language, Chinese History and Liberal Studies).
4. For this school year, there is a monthly school fee of HK\$300 for Secondary One, payable in ten installments throughout the whole school year. The school fee is used for the following purposes: Tuition, Air-conditioning, Enrichment courses, Travel arrangements for school activities, and other Sundries.

Application Procedure

1. Submitting the Application
 - (i) Please submit the completed Application Form together with the following items:
 - A recent photo
 - Photocopies of the academic reports of the last two years (original copies also need to be produced for verification)
 - Photocopy of H.K. Identity Card or other equivalent document (original copy also needs to be produced for verification)
 - Photocopies of other supporting documents or awards
 - A stamped self-addressed envelope
 - (ii) An Application Fee of HK\$20 will be collected when this form is completed and returned to the College for processing. **This fee is non re-fundable.** Upon payment of the Application Fee, the applicant will be issued an official receipt.
 - (iii) Successful applicants will be notified of fees payable, date and methods of payment.
2. Interview

Applicants will be assessed according to their etiquette, attitude, language ability, and reasoning skills.
3. Admission Criteria and Weighting

Academic performance (30%), Conduct (20%), Parental support (10%)
Participation in extra-curricular activities (10%) and Performance at interview (30%)
4. Enquiry

For enquiries, please call at 2777 6289



惠僑英文中學
學費減免計劃 (2019-2020)

證明文件封面頁

學生姓名：_____

級 別：_____

香港身份證副本

(如沒有香港身份證，請另附其他有效的身份證明文件)

申請人 的香港智能身份證副本	配偶 的香港智能身份證副本
家庭成員 的香港智能身份證副本	家庭成員 的香港智能身份證副本
家庭成員 的香港智能身份證副本	家庭成員 的香港智能身份證副本
家庭成員 的香港智能身份證副本	家庭成員 的香港智能身份證副本

第(四)部份 家庭收入

1. 現時職業 (如屬家庭主婦或兼職工人，請說明、如失業、退休、須註明日期。)

(a) 申請人職業：_____ 工作機構：_____ 電話：_____

(b) 配偶職業：_____ 工作機構：_____ 電話：_____

2. 全年家庭總收入 (在 2018 年 4 月 1 日至 2019 年 3 月 31 日 十二個月期間的收入)

(a) 申請人總收入 \$ _____

(b) 申請人配偶總收入 \$ _____

(c) 同住未婚子女總收入 \$ _____

(d) 親友津助 \$ _____

本欄由校方填寫

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第(五)部份 居住情況

租住 每月租金 \$ _____

按揭 每月供款 \$ _____

自置 其他：_____

第(六)部份 社會福利署綜合社會保障援助 (綜援)

申請學生目前並無接受綜援。

本人家庭現正申請綜援，但未知結果。

申請學生正接受綜援，檔案編號：_____

第(七)部份 聲明

1. 本年已閱讀學費減免申請指引，並完全明白其內容。現謹此聲明：

(a) 這份申請表內的資料及本人提交的證明文件均屬完整真確。本人知道校方會先根據本人所填報的資料，評定本人的申請資格及發放資助；其後校方或會進行調查及家訪以核實所申報的資料，並可能根據調查結果調整本人的資助額。

(b) 本人同意校方於必要時可向有關人士及機構查核及透露本人在此申請表內填報的個人資料。有關人士及機構包括本人及配偶目前或前任僱主、政府部門如社會福利署、稅務局等和其他機構如學校、香港考評局、香港賽馬會助學金委員會等。本人同時承諾知會本申請表內申報的家庭成員，他們的個人資料已提供予校方作本申請用途。

2. 本人有下列特殊經濟困難 / 本人並非以學生父母身份作為申請人的原因：

日期：_____

申請人簽署：_____

本欄由校方填寫

$$AFI = \frac{\text{家庭全年總收入}}{\text{家庭成員人數} + (1)} = \underline{\hspace{2cm}}$$

申請學生將獲以下的學費減免幅度： 全免 半免

日期：_____

校長簽署：_____



收入證明書

(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記錄或其他收入證明的申請人)

學生姓名：_____ 班別：_____

申請人姓名：_____ 與學生關係：_____

茲證明 _____ (香港身份證號碼：_____)
乃本公司職員。 其薪金、津貼及其他收入的總和為
港幣 _____ (即 _____ 至 _____ 期間)

茲證明 _____ (香港身份證號碼：_____)
乃本公司職員。 其薪金、津貼及其他收入的總和為
港幣 _____ (即 _____ 至 _____ 期間)

茲證明 _____ (香港身份證號碼：_____)
乃本公司職員。 其薪金、津貼及其他收入的總和為
港幣 _____ (即 _____ 至 _____ 期間)



收入聲明書

(只適用於從事自僱行業或無固定收入而沒法提供任何收入證明的申請人，獨資或合資經營業務人士，應遞交營業損益表或稅單。)

警告：本聲明內提供的個人資料應該是完整真確。任何人士透過欺詐手段獲得財物/金錢利益時會根據盜竊條例，香港法例第 210 章而被檢控，一經定罪，最高可被判入獄十年。

學生姓名：_____ 班別：_____

申請人姓名：_____ 與學生關係：_____

(1) 申請人收入

職業/其他	期間		全年 總收入
	由 (月/年)	至 (月/年)	
1.			
2.			
3.			
4.			
合計			

(2) 申請人配偶收入

職業/其他	期間		全年 總收入
	由 (月/年)	至 (月/年)	
1.			
2.			
3.			
4.			
合計			

(2) 同住未婚子女收入

(a) 子女姓名：_____

職業/其他	期間		全年 總收入
	由 (月/年)	至 (月/年)	
1.			
2.			
3.			
4.			
合計			

(b) 子女姓名：_____

職業/其他	期間		全年 總收入
	由 (月/年)	至 (月/年)	
1.			
2.			
3.			
4.			
合計			

本人謹此聲明，本人/配偶從事自僱行業/受僱為臨時工人，但沒法提供任何收入證明。以上資料均屬完整真確。

日期：_____

申請人簽署：_____

惠僑英文中學

2019-2020 年度學費減免計劃 (更新日期：19.08.2019)

1. 學費資料

2019-20 年度各級學費表列如下：

級別	中一	中二	中三	中四	中五	中六
全年學費	\$3000 (分 10 期 繳交)	\$3000 (分 10 期 繳交)	\$3000 (分 10 期 繳交)	\$3200 (分 10 期 繳交)	\$3200 (分 10 期 繳交)	\$3200 (分 6 期 繳交)

2. 申請程序及細則

請參閱申請指引，並於限期前，將所需文件連同申請表格一併繳交。
(申請表格及指引會於開學第一個星期派發給全校學生)

3. 評審準則

本學費減免計劃，經教育局批核，以學生資助辦事處每年之「調整後家庭收入」(AFI) 機制作為參考，學費減免幅度計有全免及半免。中一至中六級正接受綜援之同學，將會給予學費全免；超過學資處 AFI 上限之學生，將不符合申請資格。本校全免及半免之 AFI 參考數值，會按年作出調整。2019-20 年度，本校全免及半免之準則會按照學生資助辦事處之「調整後家庭收入」(AFI)機制而編訂：

$$AFI = \frac{\text{家庭全年總收入}}{\text{家庭成員人數} + (1)}$$

學費減免幅度	「調整後家庭收入」(AFI)
全免	0 至 40,240
半免	40,241 至 77,810
不符合申請資格	超過 77810

2019/20 學年 3 人家庭和 4 人家庭可獲全額資助的「調整後家庭收入」上限分別為港幣 48,715 元和 44,818 元。就 2 人和 3 人單親家庭而言，有關家庭會分別視為 3 人和 4 人家庭，以決定可獲全額資助的「調整後家庭收入」上限及計算「調整後家庭收入」。

4. 負責老師及聯絡電話

如有任何查詢，可致電 27776289 與何濤助理校長聯絡。



惠僑英文中學

學費減免申請指引 (2019-2020)

警告

申請表內所填報的個人資料，將作為評定申請學生獲得學費減免多寡的根據，故透過欺詐手段獲得財物 / 金錢利益是違法行為。根據盜竊條例 (香港法例第 210 章)，任何人士犯上這項罪行，一經定罪，最高可被判入獄十年。

1. 申請資格

- (a) 全校學生均可提出申請，申請人必須通過家庭入息審查 (將參考學生資助辦事處的人息審查為基制)；
- (b) 申請學生必須就讀本校中一至中六級；申請人如正接受綜援或學資處全額資助，其學費將會全免；
- (c) 申請學生必須是香港居民。

2. 注意事項

- (a) 申請人必須向校方提供個人資料，所填報的資料如欠詳盡或失實，其申請將不獲進一步處理。
- (b) 申請人如果有意虛報及隱瞞事實，其申請資格將被取銷，並須退回全部已獲得的學費減免金額和補交已獲減免的學費，以及可能被檢控。
- (c) 申請人提交的一切資料，概不發還。
- (d) 本計劃將按照每年學生資助辦事處釐定的『調整後家庭收入』(AFI)機制進行入息審查，以評定申請人可獲資助的幅度。
- (e) 學校不會為家庭收入超越上限的申請進行入息審查。該等申請人未符合資格申領學費減免。
(本年度學生資助辦事處釐定的『調整後家庭收入』(AFI)機制上限為 77,810)

3. 填表須知

- (a) 請用黑色或藍色原子筆，清楚填寫申請表內各項目。每名學生應遞交申請表一份。
- (b) 申請人必須為學生的父或母，如父母俱已故或不能行使監護權，則申請人須為該生的監護人，並與學校記錄相符。
- (c) 申請人所提交的一切資料，應以填表時的情況為準。

4. 遞交申請表須知

- (a) 申請人應把填妥的申請表及證明文件 (連同證明文件封面頁)，在學校指定限期交回校方。證明文件包括：
 - (i) 申請學生、申請人及所有在職家庭成員的香港身份證副本
 - (ii) 申請人及所有在職家庭成員的全年收入證明文件：

受薪行業：	- 糧單或 - 稅單或 - 支取薪金的銀行記錄或 - 收入證明書等
獨資或合資經營業務人士：	- 營業損益表或 - 個人入息課稅通知書等
自僱或無固定收入而 沒法提供任何收入證明的人士：	- 收入聲明 - 附帶文件(如有需要)：書面解釋、 醫療證明、社會福利署文件等

- (b) 校方可約見及要求申人交家庭收入及身份證明文件。
- (c) 申請人在簽署及遞交申請表後，即已授權校方收取、處理和審查有關其申請的資料，並向有關人士或機構查核及透露其申請資料。

5. 減免學費的發放

- (a) 學費減免的結果將於十一月上旬左右公布。成功的申請，將獲的學費減免為：全免 或 半免。
- (b) 校方會透過信函個別通知申請人的減免結果。
- (c) 減免學費款項將會以自動轉帳方式存入申請學生用以繳付學費的戶口內。



Wai Kiu College

School Fee Remission Scheme (2019-2020)

Cover Page of Supporting Documents

Student Name : _____

Class : _____

Copies of Hong Kong Identity Cards

(Please attach other valid identity documents if you are unable to provide copies of Hong Kong Identity Cards)

Copy of Applicant's HKID	Copy of Spouse's HKID
Copy of Family Member's HKID	Copy of Family Member's HKID
Copy of Family Member's HKID	Copy of Family Member's HKID
Copy of Family Member's HKID	Copy of Family Member's HKID

Part (4) Family Income

1. **Current Employment** (Please specify if you/your family member is (1) employed part-time (2) a housewife, (3) unemployed or has retired. Please specify the duration for (3).

Applicant's Position: _____ Organization: _____ Tel: _____
 Spouse's Position: _____ Organization: _____ Tel: _____

2. **Annual Family Income (Between 1st Apr 2018 and 31st Mar 2019)**

(a) Applicant \$ _____
 (b) Spouse \$ _____
 (c) Unmarried children residing with the family \$ _____
 (d) Contribution from relatives or friends \$ _____

For School Office Use:

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Part (5) Residential Expenses

Rented Monthly Rent \$ _____
 Mortgage Monthly Installment \$ _____
 Self-Owned Other: _____

Part (6) Comprehensive Social Security Assistance (CSSA)

The student is not receiving CSSA.
 Our family is waiting for CSSA application results.
 The student is receiving CSSA, File No. : _____

Part (7) Declaration

1. I have read the "Application Guidelines for School Fee Remission". I fully understand and agree to the arrangements stated therein in relation to my application. I hereby declare that:

(a) The information in this application form and the supporting documents provided by me is true, complete and accurate. I understand and consent that the school will assess the eligibility and remission based on the information provided by me. Also the school is authorized to conduct authentication of my application by home visits and/or checking and make adjustment to remission level granted based on the findings.

(b) I give consent to the school to liaise with related parties to verify and disclose the information provided by me. Related parties include current or former employer of me and my spouse, government bodies such as Social Welfare Department, Inland Revenue Department and other organizations such as Hong Kong Examinations and Assessment Authority and Hong Kong Jockey Club Scholarship Scheme Committee. I have also informed all family members listed in this application that their personal data has been submitted for this application.

2. I have these special financial hardship / My reasons for not applying as the student's parent:

Date: _____ Signature of Applicant: _____

For School Office Use

AFI = $\frac{\text{Annual Family Income}}{\text{No. of Family Members} + (1)}$ = _____

The student will receive the following remission: Full remission Half remission

Date: _____ Principal's Signature: _____



Income Certificate

(For salaried employed person who cannot provide Employer's Return of Remuneration and Pensions Form, Tax Demand Note or Bank transaction record showing payment of salary)

Student Name : _____

Class : _____

Applicant Name : _____

Relationship to student : _____

This is to certify that _____ (HKID Number : _____) is employed by this company. His / Her total salary including allowance, bonus, double pay, leave pay and other income (including Hong Kong, the Mainland and Overseas), but excluding Mandatory Provident Fund / Provident Fund contribution by employee, in actual figure from _____ to _____ is HK\$ _____

Company Chop

Signature of Employer

Name of Employer

Telephone No.

Date

This is to certify that _____ (HKID Number : _____) is employed by this company. His / Her total salary including allowance, bonus, double pay, leave pay and other income (including Hong Kong, the Mainland and Overseas), but excluding Mandatory Provident Fund / Provident Fund contribution by employee, in actual figure from _____ to _____ is HK\$ _____

Company Chop

Signature of Employer

Name of Employer

Telephone No.

Date



Self-prepared Income Breakdown

(For self-employed person or temporarily-employed person who cannot produce any income proofs. Person running sole proprietorship or partnership business should submit Profit and Loss Account or Personal Assessment Notice.)

Warning: The personal data given in this statement should be true and complete for assessment of students' remission level. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

Student Name : _____ Class : _____

Applicant Name : _____ Relationship to Student : _____

(1) Income of **applicant**

Occupation / Other Income	Duration		Annual Income
	From (MM/YY)	To (MM/YY)	
1.			
2.			
3.			
4.			
Total			

(2) Income of **applicant's spouse**

Occupation / Other Income	Duration		Annual Income
	From (MM/YY)	To (MM/YY)	
1.			
2.			
3.			
4.			
Total			

(2) Income of **unmarried children residing with the family**

(a) Name of child : _____

(b) Name of child : _____

Occupation / Other Income	Duration		Annual Income
	From (MM/YY)	To (MM/YY)	
1.			
2.			
3.			
4.			
Total			

Occupation / Other Income	Duration		Annual Income
	From (MM/YY)	To (MM/YY)	
1.			
2.			
3.			
4.			
合計			

I hereby declare that I / my spouse / my unmarried children are self-employed / employed as temporary workers but are unable to provide any other income proofs. The above information is true, complete and accurate.

Date : _____

Signature of Applicant: _____



Wai Kiu College

Application Guidelines for School Fee Remission (2019-2020)

Warning

The personal data given in this statement should be true and complete for assessment of students' remission level. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

1. Eligibility Criteria

- (a) Applicant must pass a means test similar to that of Student Finance Office;
- (b) The student must be receiving S1-S6 education in Wai Kiu College;
- (c) The student must be a Hong Kong resident.

2. Important Notes

- (a) Applicants must provide personal information fully or truthfully. Otherwise, the application will be disqualified for further processing.
- (b) Any misrepresentation and concealment of facts will lead to disqualification, restitution in full of the remission, payment of outstanding school fee and possible prosecution.
- (c) All documents submitted will not be returned.
- (d) The school take the "Adjusted Family Income"(AFI) mechanism used by the Student Finance Office as a reference to determine the level of remission.
- (e) The school will not conduct means test for applications that exceeds family income threshold. These applications are ineligible for the school fee remission scheme. **(The "Adjusted Family Income" (AFI) threshold set by the Student Finance Office in 2019/2019 is 77,810)**

3. Filling in the Application Form

- (a) Please fill in Parts (1) to (7) clearly in blue or black ink. Each applying student should submit one application form.
- (b) Applicant must be the student-applicant's parent. Otherwise, applicant must be the guardian listed in school records
- (c) All information provided should reflect the status of applicants at the time of application.

4. Application Submission

- (a) Applicants should return the completed application form and supporting documents (with the cover page) to school before the application deadline. Supporting documents include:
 - (i) HKID copies of student-applicant, the applicant and all employed family members
 - (ii) Documentary Proof on annual income of applicant and employed family members:

Employed person with regular salary	<ul style="list-style-type: none">- Employer's Return of Remuneration and Pensions Form, or- Tax Demand Note, or- Bank transaction record showing payment of salary, allowance, or- Income Certificate certified by the employer (See Sample 1), etc.
Self-employed driver or person running business (sole proprietorship / partnership business / limited company)	<ul style="list-style-type: none">- Profit and Loss Account verified, or- Personal Assessment Notice, etc.
Salaried employed or self-employed person who cannot produce any income proofs	<ul style="list-style-type: none">- Self-prepared income breakdown (See Sample 2)- Supporting Documents (If necessary): notification in writing, medical proofs, Social Welfare Department documents, etc.

- (b) The school may interview and demand applicant to submit family income and identity documents.
- (c) By signing and submitting the application form, the applicant authorizes the school to receive, process and assess information in the application. The school can cross-check or disclose information in application to related persons and organizations.

5. Result of Application, Payment and Adjustment Arrangement

- (a) The results will be released in early November. Successful applicants may receive one of the following remissions for 2019-2020 school fee: 1. Full remission 2. Half remission
- (b) The school will inform applicants of the result by post.
- (c) The school will disburse the subsidies to eligible applicants' bank account used for paying school fee through autopay.

Wai Kiu College

School Fee Remission Scheme 2019-2020 (revised on 19.08.2019)

1. *School Fee*

School fees of different grade levels in 2018-19 are as follows:

Grade	S1	S2	S3	S4	S5	S6
Annual School Fee	\$3000 (Paid in 10 installments)	\$3000 (Paid in 10 installments)	\$3000 (Paid in 10 installments)	\$3200 (Paid in 10 installments)	\$3200 (Paid in 10 installments)	\$3200 (Paid in 6 installments)

2. *Application Procedure and Particulars*

Please refer to the application guidelines and return the completed application form together with supporting documents to the school before the application deadline.

(Application forms and guidelines are distributed to all students in the first week of school.)

3. *Eligibility Assessment*

With reference to the “Adjusted Family Income” (AFI) of the Student Finance Office, the two levels of remission are full remission and half remission. Secondary one to secondary six students receiving Comprehensive Social Security Assistance will receive full school fee remission; students will be ineligible for school fee remission if they exceed the AFI threshold. The AFI values of different remission levels are subject to adjustment every year.

The criteria for different school fee remission levels in 2019-20 are as follows.

$$AFI = \frac{\text{Gross annual income of the family}}{\text{Number of family members} + (1)}$$

Level of Remission	“ Adjusted Family Income” (AFI)
Full Remission	0 to 40,240
Half Remission	40,241 to 77,810
Not Eligible	Over 77,810

AFI thresholds for full level of assistance for 3-member and 4-member families are \$48,715 and \$44,818 respectively in the 2019/20 school year. 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.

4. *Enquiries*

Please contact Mr HO TO (Associate Principal) at 27776289 for enquiries on the school fee remission scheme.