



HKYG Lee Shau Kee College 香港青年協會李兆基書院
Guidelines on Application for Fee Remission 減免學費申請須知

1 Introduction 簡介

- 1.1 The College will set aside at least 10% of the total income from school fees for the scholarships and/or fee remission each academic year.
 本校每學年均會把最少十分之一的學費收入撥作獎學金及減免學費之用。
- 1.2 The fee remission scheme provides financial assistance in the form of fee reduction to needy students of the College. The aim is to provide them with an opportunity to receive quality education.
 減免費計劃的目的是提供學費資助予家庭經濟有困難的本校學生，讓他們能有接受優質教育的機會。

2. Eligibility 申請資格

Applicants must be parents or legal guardians of students.
 申請者必須為學生的家長或監護人。

3. Amount of Fee Remission 減免學費金額

Successful applicants will be offered a full or a half fee remission for the whole academic year.
 成功申請者可豁免全年學費或全年學費的一半。

4. Assessment Criteria and Procedures 評審準則及程序

- 4.1 Applicants' eligibility for fee remission will be assessed on annual family gross income and the number of family members.
 以全年家庭收入及家庭成員人數，以評定申請人的資助資格：

		Family of 3 三人家庭	Family of 4 四人家庭	Family of 5 五人家庭
Upper Limit of Annual Family Gross Income 全年家庭總收入上限	Full Fee Remission 全額減免	≤ \$144,000	≤ \$165,600	≤ \$178,428
	Half Fee Remission 半額減免	\$144,001-\$230,008	\$165,601-\$287,510	\$178,429-\$345,012

- 4.2 Single parent families will be assessed as if the family contained an extra member.
 如屬單親家庭，家庭成員人數將計算為實際人數加一人。
- 4.3 The upper limit of annual family gross income for a family of more than 5 will be adjusted on an individual basis.
 五人以上家庭的全年總收入上限將作適量調整。

- 4.4 Annual family gross income includes the annual income of the applicant and spouse; 30% of the annual income of any unmarried child/children residing with the family if applicable; and all contributions from relatives/friends if applicable.
家庭全年總收入包括申請人及配偶的全年收入，與申請人家庭同住的未婚子女的全年收入的30%（如適用），以及親友給予的津貼（如適用）。
- 4.5 Family members, for the purposes of this application, include the applicant, spouse, unmarried child/ children residing with the family and the dependent parent(s) of the family.
家庭成員通常是指申請人、申請人配偶、與申請人家庭同住的未婚子女，以及受申請人及其配偶供養的父母。
- 4.6 Dependent parent(s) in this context should not be in receipt of Comprehensive Social Security Assistance.
受供養的父母必須沒有接受綜合社會保障援助。
- 4.7 The academic and extra-curricular performance of students will also be taken into consideration.
學生的學業成績及課外活動表現均為評審的考慮因素。
- 4.8 An interview or home visit may be arranged to assess the application if necessary.
如有需要，將安排面試或家訪，以評估申請人的家庭狀況。
- 4.9 Assessment will be conducted by Scholarship and Fee Remission Board that comprise the Principal, and the Vice-principal and teachers. If the number of eligible applicants exceeds the available quota, the Board reserves the right to make the final decision.
評審工作由獎助學金委員會負責，若合乎資格申請人之數目超過設定名額，委員會有最終決定權。

5. Application Procedures 申請辦法

- 5.1 Parents or legal guardians of students should return the application form with all supporting documents and 1 self addressed envelope to the General Office.
家長或監護人須填妥申請表格，並連同所需文件及一個已貼上港幣\$1.4 郵票的回郵信封，呈交校務處。
- 5.2 It is necessary to re-apply for fee remission each year.
減免學費計劃按每學年批核及撥款，申請人須每學年重新申請。

6. Date of Application 申請日期

Application is open throughout the academic year. All documents should be submitted on or before the 22nd of the month. Successful applicant can be granted fee remission starting the next month.
可於學年內任何時間申請，並於該月二十二日或之前提交所有文件。如申請獲得批核，該生由下一個月份開始獲學費減免。

7. Notification of Results 公佈結果

- 7.1 To be announced by the College 請留意學校公佈
- 7.2 Applicants will be informed by mail. 本校會將審批結果個別發信通知申請人。

8. Contact Us 聯絡我們

If you have any questions or if you need any help, please call 2146 1128 or email us at hlc@hlc.edu.hk.
如有任何查詢或需協助，請致電 2146 1128，或電郵 hlc@hlc.edu.hk。

Items for Assessing Family Income
家庭入息申報項目

1. Applicants should provide documentation on annual family gross income in the previous 12 months before the date of application.
申請人須提供過去一年的總收入證明文件。
2. 入息項目

Income to be assessed 必須申報之入息項目		Income not to be assessed 可豁免申報之入息項目	
1.	Basic salary (including MPF) 薪金－包括強積金供款	1.	Scholarships 獎學金
2.	Double pay/leave pay 雙糧/假期工資	2.	Disability allowance and Old age allowance 傷殘/高齡津貼
3.	Allowance (including housing, travel, meals, education, shift allowance, etc) 津貼（包括房屋、交通、膳食、教育、輪班津貼等）	3.	Long service payment and contract gratuity 長期服務金/合約酬金
4.	Bonus, commission 花紅、佣金	4.	Severance pay 遣散費
5.	Wages in lieu of notice of dismissal 因離職而領取的代通知金	5.	Loans 貸款
6.	Profits from business or investment 營商/投資利潤	6.	One-off retirement gratuity and provident fund 一次過領取之退休金/公積金
7.	Alimony/living expenses from ex-spouse 贍養費	7.	Inheritance 遺產
8.	Contributions from family members or relatives 親屬及朋友的資助	8.	Charitable donations 領取的慈善捐款
9.	Interest earned from bank deposits, stocks and shares, etc. 銀行存款利息、股票及股份等	9.	Retraining allowance 再培訓津貼
10.	Rental from property 租金收入	10.	Traffic/insurance/injury indemnity 交通意外/保險/傷亡賠償
11.	Monthly pension, widow's & children's compensation or gratuity 每月領取的退休金/孤兒寡婦恩恤金		
12.	Comprehensive Social Security Assistance 綜合社會保障援助金		