



HKFG Lee Shau Kee College 香港青年協會李兆基書院
Guidelines on S.2 to S.5 Admissions 中二至中五級插班申請須知
2025-2026 1st Term 第一學期

1. **Application period :** From Wednesday, 11 June 2025 to Saturday, 14 June 2025
申請期限： 由 2025 年 6 月 11 日(星期三) 至 2025 年 6 月 14 日(星期六)
2. Applications will be considered on a case-by-case basis and should be submitted together with the following items to our General Office **by hand** (application by mail/e-mail will not be accepted). Due to the administration work required, applications made after the stated period will not be processed.
請填妥申請表格，連同以下文件，於申請期限內**親身交回**本校校務處(恕不接受郵寄或電郵申請)，本校將按個別情況審理。在申請期限之後提交的申請將不獲受理。
3. Applicants should ensure that all documents are submitted as required. Your application may not be processed if the documents are incomplete.
申請人應細心檢查所遞交之文件是否齊全，如有遺漏，本校將不能處理有關申請。

Please submit with the following items 應遞交文件如下：

a.	<input type="checkbox"/>	<p>* Please complete your child's personal information by clicking the link below or scanning the QR code before submitting your application in person.</p> <p>* 到書院遞交申請前，請先登入下方連結或掃描二維碼填寫及提交學生資料</p> <div style="display: flex; align-items: center; justify-content: center;"><div style="text-align: center;">https://forms.gle/wfzF7GDuUAM1tn619</div></div>	
b.	<input type="checkbox"/>	Completed application form	填妥的申請表格
c.	<input type="checkbox"/>	Copy of Hong Kong identity card (For non-Hong Kong residents, please provide your passport copy)	申請人的香港身份證影印本 (非香港居民請提供護照影印本)
d.	<input type="checkbox"/>	Copies of all school reports in 2022-2023, 2023-2024 and 2024-2025	2022-2023、2023-2024 及 2024-2025 學年所有成績表影印本
e.	<input type="checkbox"/>	<p>Application fee: HK\$50 (Non-refundable)</p> <p>Payment method:</p> <p>Scan the barcode below at the following supermarkets, including Circle K, VanGo and China Resources Vanguard. Write down student's Chinese and English names, and parent's phone number at the back of the payment receipt. Attach the receipt to the application form for submission.</p> <p>In case the receipt is lost before submission, the applicant should re-settle the payment.</p>	
		<div style="display: flex; align-items: center; justify-content: center;"><div style="text-align: left;"><p>HK\$50 OK/ VanGO/ 華潤萬家</p><p>9999754002425005</p></div></div>	

f.	<input type="checkbox"/>	Copies of records of extra-curricular activities, voluntary service and awards obtained in the past two years (if any). Copies must be provided for items listed on the application form. - should be of no more than TEN A4 papers	最近兩年的課外活動、服務、獲獎記錄影印本（如有），臚列於申請表上之項目必須提供影印本 - 請以十張 A4 紙為限
g.	<input type="checkbox"/>	Letter of Recommendation by School Principal (not compulsory)	校長推薦信(非必要)

4. All documents should be submitted in A4 sized paper and clipped with a binder clip. Applicants should prepare all required documents in advance, as the school does not provide services of photocopying or printing.

上述各類文件，請以 A4 紙張影印，並用長尾夾夾好（不需釘裝）。本校不設影印或列印服務，申請人須自備所需文件。

5. Original copies of the submitted documents may be requested if necessary.
如有需要，校方會要求申請人出示所交文件之正本。

6. **Application form should be returned to 遞交入學申請表地點及時間:**

1/F, General Office, 12 Tin Kwai Road, Tin Shui Wai, Yuen Long, N.T.	新界元朗天水圍天葵路 12 號 一樓校務處
Office Hours Wednesday to Friday: 9:00 a.m. to 5:00 p.m. Saturday: 10:00 a.m. to 12:00 noon	辦公時間 星期三至星期五: 上午九時至下午五時 星期六: 上午十時至中午十二時
For Enquiries 查詢請電: 2146 1128	

7. **Date of admission test: Wednesday, 25 June 2025**
入學試日期: 2025 年 6 月 25 日(星期三)

Applicants will be invited to attend an **admission test** and the College will inform the applicants the exact time when all required documents are received. Applicants will be notified the result of **admission test** by e-mail on 3 July 2025 and may be invited to attend an individual interview on 4 July 2025, if the result of the **admission test** is satisfactory.

申請人需出席**入學試**。當收齊所有申請文件時，書院會即時通知申請人確實應試時間。書院將於 2025 年 7 月 3 日以電郵通知申請人**入學試**結果。若**入學試**的成績理想，申請人將獲邀於 2025 年 7 月 4 日出席一次個人面談。

8. After an individual interview, applicants will be notified the result of application by e-mail on 16 July 2025 the latest.

書院將最遲於 2025 年 7 月 16 日以電郵通知申請人有關面試後之入學申請結果。

9. Applications forms, application fees and other documents submitted can neither be cancelled nor retrieved regardless of whether the application is successful or not.
無論申請成功與否，申請表、報名費及其他文件一經遞交，一概不可取回或退還。

10. Applicants who are applying for S.4 and S.5 admissions are encouraged to visit the school website in advance to familiarize themselves with our senior curriculum framework. Due to limited quota of subjects offered, the school does not guarantee that the applicant can be offered the favourite electives.

申請人若打算插班中四及中五，應預先到本校網頁了解本校新高中課程的框架及相關資訊。由於各科的名額有限，本校不能保證申請人能獲編配所有心儀的選修科。

11. **Scholarships 獎學金：**

The College has set up scholarships for students who attain high academic results and have good conduct. Please refer to the College website for details.

書院設有獎學金計劃，成績及品行優異的學生均可申請。詳情可瀏覽書院網頁。

12. **Tuition Fee and Fee Remission Scheme 學費及學費減免計劃：**

The annual tuition fees of S.1-3, S.4-6 DSE and S.5-6 IAL classes in school year 2024-2025 are HK\$27,440, HK\$41,160 and HK\$48,350 respectively. The amounts are subject to change since the College reviews the tuition fees every year. In order to provide needy students with an opportunity to receive quality education, our Fee Remission Scheme provides financial assistance in the form of fee reduction to them. Applicants receiving the Comprehensive Social Security Assistance (CSSA) or subsidy administered by the Student Finance Office (SFO) can also apply. Successful applicants will be offered a full or a half fee remission.

2024-2025 年度中一至中三級、中四至中六級文憑試班及中五至中六級國際課程班全年學費分別為港幣 27,440 元正、港幣 41,160 元正和港幣 48,350 元正。書院每年檢視學費金額，按需要作出調整。為了讓家庭經濟有困難的同學能有接受優質教育的機會，書院設有學費減免計劃供同學申請。申請者如正接受綜合社會保障援助或學生資助處的資助亦可申請。成功申請者可獲豁免全部或一半學費。

* For non-local students, the annual tuition fees of S.1-3, S.4-6 DSE and S.5-6 IAL classes in school year 2024-2025 are HK\$103,112, HK\$130,048 and HK\$137,238 respectively.

* 2024-2025 年度中一至中三級、中四至中六級文憑試班及中五至中六級國際課程班非本地生全年學費分別為港幣 103,112 元正、港幣 130,048 元正和港幣 137,238 元正。

Applicants with parent(s) working at the College will be prioritized in the Pre-S1 admission and will be eligible for a 50% reduction in the annual tuition fee.

若申請人的父母為書院員工，申請人可獲入學優先考慮及半額學費減免。

13. All information from applicants will be held STRICTLY CONFIDENTIAL and will be used solely for processing applications to HKFYG Lee Shau Kee College.

申請人所提供的所有資料，只用於入學申請事宜，並會機密處理。

14. According to clauses stipulated in the Personal Data (Privacy) Ordinance, the applicant has the right to access and amend personal data provided in the application form.

根據《個人資料（私隱）條例》的規定，申請人有權查詢或更改所提供的個人資料。



HKFYG Lee Shau Kee College 香港青年協會李兆基書院
Application Form for Transferred Students 轉校申請表

For official use only 校方專用

Date of Application 申請日期: _____ Application Number 申請編號: _____

Result of Application: 申請結果: ☐ Interview 約見 日期: _____ ☐ Rejected 不予取錄 ☐ Accepted 取錄

Remarks: _____

Principal's/Vice Principal's Signature: _____ Date: _____

Registration Date 註冊日期: _____

Admission Date 入學日期: _____ Admitted to 編入班別/組別: _____ House 社: _____

Level applied for 申請入讀級別: (please circle 請圈) (DSE): S.2 / S.3 / S.4 / S.5
(GCE A-Level): S.4

Applicant's Particulars 申請人資料:

Name in English 英文姓名:
(same as ID 與身份證明文件相同) _____

Name in Chinese 中文姓名:
(same as ID 與身份證明文件相同) _____ Sex 性別: _____

Nickname 別名:
(e.g. Peter) _____ Age 年齡: _____

Place of Birth 出生地: _____ Nationality 國籍: _____

Date of Birth (dd/mm/yy) 出生日期 (日/月/年): _____ / _____ / _____

Please attach a recent photo
of Applicant
請貼上申請人近照

HKID No. 香港身份證號碼:

(For non-Hong Kong residents, please provide your passport no. 非香港居民請提供護照號碼) _____ ()

Home Address in English (in BLOCK Letters) 英文住宅地址 (請以英文正楷填寫):

Home Address in Chinese 中文住宅地址:

E-mail address 電郵地址: _____

Siblings Attending Our School 就讀本校兄弟資料 (if any 如有) Class 班級: _____ Name 姓名: _____

Parents'/Guardians' Particulars 家長 / 監護人資料:

	Parent / Guardian I 家長 / 監護人 I	Parent / Guardian II 家長 / 監護人 II
Name 姓名		
Relationship 與申請人關係		
Home Telephone number 住宅電話		
HK Mobile phone no. 香港手機號碼		
Occupation 職業		

Educational Background 學歷：

From 由 Month/ Year 月/ 年	To 至 Month/ Year 月/ 年	Level 級別	School(s) Attended/ Attending 曾經/ 現時就讀學校名稱		Medium of Instruction 授課語言
			中文		
			English		
			中文		
			English		

Studied in a region outside of HK 曾於香港以外地區就讀? Yes 有 / No 沒有

(If yes, location 如有，地點：_____)

Reasons for leaving the present school 轉校原因：_____

Achievements or Talents (if any) 成就或技能 (如有)：

List out at most three achievements or talents in the following categories 請於下列各範疇列出 最多三項 成就或技能	
Academic 學術性	Non-academic (Including Sports, Arts, Music, Services ... etc) 非學術性 (包括運動、藝術、音樂、服務 等)

I do/ do not* authorize the School to contact the applicant's present school to obtain further information for the purpose of this application.

本人*同意/不同意 如有需要，貴校可向申請人所屬學校索取有關資料，以供考慮收生之用。

Date

日期：_____

Signature of Parent/Guardian

家長 / 監護人簽署：_____

*Please delete as appropriate 請刪去不適用者