



**HKFYG 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**

**2023-2024 1<sup>st</sup> Term 上學期**

- Application period :** From Monday, 12 June 2023 to Friday, 23 June 2023  
**申請期限 :** 由 2023 年 6 月 12 日(星期一) 至 2023 年 6 月 23 日(星期五)
- 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。
- 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.	Copy of Hong Kong identity card	申請人的香港身分證影印本
b.	Copies of all school reports in 2020-2021, 2021-2022 and 2022-2023	2020-2021, 2021-2022 及 2022-2023 學年所有成績表影印本
c.	Application fee: HK\$50 (Non-refundable) <b>Payment method:</b> 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.  In case the receipt is lost before submission, the applicant should re-settle the payment.	報名費: HK\$50 (不設退款) <b>繳費方法：</b> 利用下方條碼，到 OK 便利店、VanGO 便利店或華潤萬家超市繳付費用，付款收據須連同入學申請表一併遞交。請於付款收據背面寫上學生中英文姓名，及家長聯絡電話。  若不幸遺失付款收據，則必須重新繳款。
	 9999754002223009 HK\$50 OK/ VanGO/ 華潤萬家	
d.	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)，臚列於報名表上之項目必須提供影印本 - 請以十張 A4 紙為限
e.	Letter of Recommendation by School Principal (not compulsory)	校長推薦信(非必要)

- 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. **Date of admission test:** Monday, 3 July 2023  
**入學試日期:** 二零二三年七月三日(星期一)

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 email on 7 July 2023 and may be invited to attend an individual interview on 10 July 2023, 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 2023 年 7 月 7 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 2023 年 7 月 10 日出席一次個人面談。

7. After an individual interview, applicants will be notified the result of application by email on 14 July 2023 the latest.

書院將最遲於 2023 年 7 月 14 日以電郵通知申請人有關面試後之入學申請結果。

8. 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。

9. Applicants applying for S.4 and S.5 admissions should browse the school website to know our senior curriculum framework in advance. 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。

10. Application form should be returned to 遞交入學申請表地點:

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
<b>Office Hours (except Public Holidays)</b> Monday to Friday: 9:00 a.m. to 5:00 p.m. Saturday: 9:30a.m. to 12:00 noon	<b>辦公時間 (公眾假期除外)</b> 星期一至五: 上午九時至下午五時 星期六: 上午九時三十分至中午十二時
<b>For Enquiries 查詢請電:</b> 2146 1128	

11. **Tuition Fee, Fee Remission Scheme and Scholarship 學費、學費減免計劃及獎學金:**

The annual tuition fees of S.1-3, S.4-6 DSE and S.5-6 IAL classes in school year 2022-2023 are HK\$25,540, HK\$38,310 and HK\$45,000 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.

\*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 2022-2023 are HK\$95,984, HK\$120,835 and HK\$127,525 respectively.

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

The College has set up scholarships for students who attain high academic results and have good conduct. Please visit our College website ([www.hlc.edu.hk](http://www.hlc.edu.hk)) for details.

二零二二至二零二三年度中一至中三級、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 25,540 元正、港幣 38,310 元正和港幣 45,000 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。

\*二零二二至二零二三年度中一至中三級、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 95,984 元正、港幣 120,835 元正和港幣 127,525 元正。

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。

書院設有獎學金計劃獎勵成績及品行優異的學生，詳情請登入書院網頁([www.hlc.edu.hk](http://www.hlc.edu.hk))查閱。

12. 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。
13. 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。