



Stewards Pooi Kei College Guidelines for Application for Student Activity Subsidies

香港神託會培基書院
學生活動資助申請指引

Objective 目標

The School will make sure that all students' studies and join school activities in **Stewards Pooi Kei College (SPKC)** will not be hindered by financial difficulties.

學校會確保家長的財政狀況不會影響學生就讀**香港神託會培基書院**及參與學校活動的機會。

Principles 原則

1. The School primarily follows the rules and regulations of the **Student Financial Assistance Schemes administered by the Working Family and Student Financial Assistance Agency (Student Finance Office) and Education Bureau (EDB)** to award **FULL** assistance or **HALF** assistance to applicants. If parents have not made applications to the Student Finance Office (SFO), the School will refer to the Means Test specified by the SFO for assessment. For those applicants who fail in the Means Test, the School will further consider their applications on a case-by-case basis. Students from families under **Comprehensive Social Security Assistance Scheme (CSSA)** will be given full assistance. If necessary, the School may request parents to provide relevant proof.

學校會以在**職家庭及學生資助辦事處**（**學生資助處**）財政資助計劃及**教育局**的守則為準則批出**全額**資助或**半額**資助。若家長未有向學生資助辦事處作出申請，校方將按學生資助處的評估方法作出批核。若申請者未能合乎有關資格，校方則會按個別情況作出批核。申領**綜合社會保障援助計劃**之家庭，其子女可享全額資助。在有需要時，學校可能會要求家長提供具體證明。

2. The School respects the privacy of all applicants and follows the guidelines of the Office of the Privacy Commissioner for Personal Data, Hong Kong (PCPD) on handling all the applications.

學校尊重所有申請者的私隱，並遵照**香港個人資料私隱專員公署**的指引處理所有申請程序。

A. Eligibility 申請資格

1. Applicants must be the parent or the guardian (as recognized under Guardianship of Minors Ordinance, Cap 13) of the student-applicants who
 - (a) are already studying in SPKC and will continue to do so in the next academic year, or
 - (b) are going to study in SPKC in the academic year 2021/22.

Otherwise, applicants must explain in detail with proof why this cannot be complied with in the application form. Provided that the reason provided is accepted, the application will continue to be processed.

申請人必須為本校學生（來年繼續升讀本校或來年即將入讀本校）的父／母或是根據香港法例第 13 章《未成年人監護條例》下認可的監護人。若申請人並非學生的父母，他／她必須在申請表詳細解釋申請並非由學生父母提交的原因，並提供證明。如提交的理由獲接納，其申請將獲繼續處理。

2. The applicant must be currently residing with the student-applicant.
申請人必須與申領資助的學生同住。
3. The student-applicants must be Hong Kong Residents, with right of abode, right to land or valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong. Students holding visitor visas, two-way exit permits, student visas only or who are dependents of student-visa / visitor-visa holders are not eligible to apply for the school fee remission.

申領資助的學生必須擁有香港居留權、入境權或不附帶任何逗留條件（逗留期限除外）的有效香港居留許可。只持旅遊簽證、雙程通行證、學生簽證、父或母持學生簽證或旅遊簽證來港的學生均不符合資格申領資助。

4. All households receiving assistance under the **Comprehensive Social Security Assistance Scheme (CSSA)** or the **Student Finance Office** may apply for the school fee remission. Supporting documents should be provided.

所有合資格申請在**職家庭學生資助處**（**學生資助處**）所提供的學生資助計劃之家庭及正領取**綜合社會保障援助**之家庭均可申請本校學費減免。申請人須提供相關證明文件。

5. Families with other financial needs may also apply.

有其他經濟需要之家庭亦可申請。

B. Application Procedures 申請方法

1. In general, applicants should complete the “**Application for Student Activity Subsidies Form**” and submit it with the required supporting documents to the General Office 14 days before the activity. Please submit the form and the relevant documents in a **sealed envelope** marked with “**Attn: Accounts Department, General Office**”.

(Office hours of School General Office: from Monday to Friday, 9:00am to 4:30pm).

一般而言，申請人應於活動舉行 14 天前，把「**學生活動資助申請表**」及所需文件放入**密封文件袋**內，親自 / 郵寄回本校校務處。文件袋上請註明：「**交校務處會計部**」。

(校務處辦公時間：星期一至五，上午九時至下午四時半。)

2. For any enquiries about our school-based financial assistance scheme, please contact Ms. Yip or Ms. Tse at 2345 4567 during office hours.

有關校本資助計劃查詢，請於辦公時間內致電 2345 4567 聯絡葉小姐或謝小姐。

3. The Application Form for the Student Activity Subsidies is available at the General Office and the school website:

學校活動資助申請表格可在校務處索取或到本校網頁下載：

<http://www.spkc.edu.hk>.

C. Assessment Procedure and Method of Assessment 審核程序及方式

1. All applications are first assessed by the school social worker.
所有申請均由學校社工負責初步審查。
2. The recommendations made are subject to the approval by the Student Financial Assistance and Scholarship Scheme (SFASS) Standing Committee.

審查結果由學生獎助學金計劃常務委員會作最後批核。

3. The school may contact applicants for further information if necessary.

如有需要，校方或會與申請人聯絡。

4. Families receiving **Comprehensive Social Security Assistance (CSSA)** will be granted FULL financial subsidies.

正接受**綜合社會保障援助**的家庭可獲全費資助。

5. With reference to the **Student Finance Office (SFO)**, the school adopted the following means test to assess the eligibility of a family for student financial assistance and its assistance level. Based on the following formula, the “Adjusted Family Income” (AFI) mechanism will be used:

參考「**學生資助處**」的資格評估方法後，本校會採用「調整後家庭收入」機制進行入息審查，以評定申請人的資助資格及幅度。「調整後家庭收入」機制所採用的算式如下：

$$\text{AFI 調整後家庭收入} = \frac{\text{Gross annual income of the family 家庭全年總收入}}{\text{Number of family members 家庭成員人數} + (1)}$$

Gross annual income of the family includes the annual income of the applicant and his / her spouse; 30% of the annual income of unmarried child / children residing with the family if applicable; and contribution from relatives / friends if applicable. (Excluding Mandatory Provident Fund or Provident Fund contribution by employee in calculation.)

家庭全年總收入包括申請人及其配偶的全年收入，與申請人家庭同住的未婚子女的全年收入的 30% (如適用)，以及親友給予的津助 (如適用)。(計算時不包括僱員強積金及公積金供款)

The members of a family normally refer to the applicant, his / her spouse, unmarried child / children residing with the family and the dependent parent(s) who are supported by the applicant and / or his / her spouse.

家庭成員通常是指申請人、申請人的配偶、與申請人家庭同住的未婚子女，以及由申請人及/或其配偶供養的父母。

For single-parent families of 2 to 3 members, the ‘plus 1 factor’ in the divisor of AFI formula will be increased to 2.

二至三人的單親家庭，公式中除數的 (+1) 將會增加至 (+2)。

Level of Financial Assistance 學生活動資助減免幅度

The AFI eligibility benchmarks for various levels of assistance in the 2021/22 school year are listed below. **Please note that the AFI is not the average monthly income of a family.**

下表詳列 2021/22 學年的「調整後家庭收入」組別的資助幅度。**請注意「調整後家庭收入」並不是家庭每月的平均收入。**

AFI Groups between (HK\$) 「調整後家庭收入」機制下數值	Level of Assistance 資助幅度
0 — 41,360	Full 全額*
41,361 — 79,976	Half 半額
Over 超過 79,976	Ineligible 不合資格

The ceiling of deductible medical expenses for each family member is \$21,670 per year in 2021/22.

2021/22 學年每名家庭成員可扣減的醫療開支上限為全年 21,670 元。

* The AFI thresholds for full level of assistance for 3-member and 4- member families are \$50,071 and \$46,066 respectively in the 2021/22 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.

*2021/22 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 \$50,071 和 \$46,066。就 2 人和 3 人單親家庭而言，有關家庭會分別被視為 3 人和 4 人家庭，以決定可獲資助的「調整後家庭收入」上限及計算「調整後家庭收入」。

An online AFI Simulator is available for a preliminary estimation of the level of assistance on the school website. Please visit <http://www.spkc.edu.hk> for details.

本校已提供網上「調整後家庭收入」模擬計算器作為初步計算資助幅度的參考，詳情請瀏覽本校網頁 <http://www.spkc.edu.hk>。

D. Provision / Handling of Personal Data 提供／處理個人資料

1. It is the responsibility of applicants to complete the application form fully and truthfully and to provide all the required supporting documents. The School will assess the eligibility for and the level of assistance to be granted based on the information provided by the applicants. Insufficient information / misrepresentation of facts / providing false and misleading information will render the application process deferred, application disqualified for further processing or will even lead to criminal prosecution.
申請人有責任詳實及真確地填妥申請表及提供所有證明文件副本。校方將根據申請人所遞交的資料來評估其資助資格及幅度。如填報的資料不完整／隱瞞事實／提供錯誤或誤導資料，申請將被延誤、不獲進一步處理，甚至申請人會被刑事檢控。
2. All personal data and documents provided in the application will be used for fee remission assessment ONLY.
申請表內所提供的個人資料及文件，只會用作處理和核實相關申請之用途。
3. The School will make necessary enquiries for the verification of the information provided by the applicants, **including but not limited to the employer of the applicants and the family member(s) is/are residing with the family.**
如有需要，本校或會聯絡政府部門或機構〔包括但不限於申請人及申請人同住家庭成員的僱主〕，以核對申請表內所提供的個人資料是否屬實。

4. All submitted documents will not be returned.

申請人所遞交的一切資料，概不發還。

5. In accordance with Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administrative Region), the applicant has the right to request access to and the personal data supplied in his/her application.

根據《個人資料(私隱)條例》(香港特別行政區法例第 486 章) 第 18 和 22 條，以及附表 1 第 6 原則，申請人有權查閱及更正申請表內填寫的個人資料。

E. Declaration 宣誓聲明

Applicants have to declare under oath that all the information and documentary evidence (including the application form, appendixes and documentary evidence) provided is true and accurate before sending in the application. To make a declaration, you can approach any of the Public Enquiry Service Centers (PESCs) under Home Affairs Department or before a solicitor in person. Such declaration can be made in either Chinese or English. The process includes filling in a declaration form and making the declaration in front of the Commissioner for Oaths (Refer to Point 9 of “Notes on How to Complete School Fee Remission Application Form”). The applicant is advised to contact the PESCs in advance to find out which of their offices provide declaration services as not all their offices provide such services.

申請學費減免者需要在遞交申請前為其申請表格中所提供的所有資料及證明文件(必須包括申請表、附頁及有關證明文件)作出宣誓聲明。 申請人可親身到民政事務總署轄下各區的諮詢服務中心辦理有關宣誓聲明，或經由律師進行。申請人需要在場填寫一份宣誓表格(可參考「填寫學費減免申請表格須知」內的第 9 項)，然後在監督員面前以中文或英文宣誓。因為並非所有的民政事務處皆可進行宣誓儀式，所以申請人應先與民政事務處聯絡，以便確定該往哪個就近的辦事處進行宣誓儀式。

Please ensure that the application form is completely and truthfully filled in and attached with **ALL the required supporting documentary evidence** before making the declaration under oath at PESCs. Otherwise, the applicant may need to go to PESCs again to make declaration under oath for any omission. Deceitful omission, withholding vital information and misrepresentation are offences against the law and the School has the right to claw back any financial aids already made. For any enquiries about declaration, please contact the Headquarter of Home Affairs Department at 2835 2500 or visit their website:

http://www.had.gov.hk/tc/public_serives/public_enquiry_services/ctec.htm

在前往諮詢服務中心進行宣誓儀式之前，申請人須確保申請表格已經完全填妥及正確無訛，亦夾附所有必須的證明文件。否則，申請人必須再次親往民政事務處為任何遺漏事項或文件再作宣誓。申請人須了解，蓄意隱瞞或作出虛假陳述以得到助學金乃屬罪行，而校方亦有權向申請人追討已付之資助款項。如對有關宣誓聲明有任何查詢，可致電 2835 2500 聯絡民政事務總署或瀏覽該署網頁：http://www.had.gov.hk/tc/public_services/public_enquiry_services/ctec.htm。

F. Notification of Result 申請結果通知

The School would endeavor to issue the notification of result to applicants within 30 days upon receipt of the full set of application with all necessary documentary evidence from the applicant. If the information provided is incomplete or there are discrepancies in the information provided, the School will require the applicant to clarify or provide additional information. In such case, the processing time will be longer.

若申請人填報的資料齊備，本校將儘量於收訖申請後起計算三十日內發出申請結果通知書。若資料不齊備或有疑點，本校會要求申請人解釋或提供進一步的資料，審核時間將因此而延長。

G. Appeal 申請覆核

If applicants are dissatisfied with the result of their assessment, they may apply in writing to the School for re-assessment within two weeks from the issue date of the notification of result. The “School Fee Remission/ Student Activity Subsidies Appeal Form” is available at the General Office. The completed form with detailed justifications and any documentary evidence in support of their application should be submitted to the General Office in person.

如申請人對申請結果不滿意，可在通知書發出日期後兩星期內以書面形式申請重新評估。「學費減免／學生活動資助上訴表格」可於校務處索取。申請人應填妥表格和詳列理由，連同充足的證明文件親身交到校務處。

All appeal applications are reviewed by the SFASS Appeal Panel. The Appeal Panel may interview the applicant and ask for additional information or documentary evidence. The decision of the appeal panel shall be final. The School would endeavor to notify the applicant of the result within 30 days upon receipt of all necessary documents from the applicant. 所有申請將由學生獎助學金計劃上訴委員會處理。上訴委員會或會要求與申請人會面、提供進一步資料和證明文件。上訴委員會的決定是個案的最終決定。校方將儘量於收訖所有文件起計算三十日內通知申請人有關結果。

H. Review 檢討

The above rules and policies will be reviewed from time to time.

本校會不時檢討上述政策及規則。

I. Supporting Documents Required 所需之證明文件

1. Please note the following requirements:

請注意下列要求：

i. The amount of family income is based on the preceding year from 1 April to 31 March.

家庭收入是以上一年度即四月一日起至三月三十一日止計算。

ii. Please submit the following documents for all sources of income of the applicant and his/ her household family members.

請按以下規定遞交申請人及同住家庭成員的所有收入來源證明文件：

Categories	Documents Required				
		Employee	Self Employed	Non-working Group	Low income Families
Must Submit	Fee Remission Application Form (Original)				
	Applicant and his/ her family member's Hong Kong Identity Cards (Copy) (Please paste onto Appendix I)				
	Declaration form (Original) including the application form , appendixes and all documentary evidence provided				
	Principal Family Residence Proof (Copy) (e.g.: Rental Receipt, Rate Demand Notice or Utilities Bills, etc.)				
	Notification of result issued by Working Family and Student Financial Assistance Agency (WFSFAA) or documentary evidence from social welfare agencies				
Annual Income Appendix A	Salaries Tax Assessment Notice(s) issued by Inland Revenue Department; OR	✓			
	Employer's return(s) of Employee's Remuneration and Pensions (Form IR 56B) for the current financial year; OR	✓			
	Employment Contract(s); OR	✓			
	Pay-slip/ Bank Advices	✓			
Annual Income Appendix B	Accounts of the business including balance sheet and profit and loss account; AND		✓		
	Relevant profit tax assessment issued by the Inland Revenue Department		✓		
Annual Income Appendix C	Please fill in Appendix C "Self-prepared Income Breakdown"			✓	
Other Income Appendix D	Bank Deposit Advice/Statements/Pass Book; OR	✓	✓	✓	
	Rental Receipt Records	✓	✓	✓	
Investment Appendix E	Stocks and shares eradicates/ Unit trust funds statements	✓	✓	✓	
Assets Appendix F	Sale and Purchase Agreement (Properties/Vehicle); OR	✓	✓	✓	
	Rate Demand Notice	✓	✓	✓	
Dependent Parent Appendix G	Please fill in Appendix G "Dependent Parent"	✓	✓	✓	✓
Medical Expenses Appendix H	Copy of relevant medical certificate(s) and receipt(s) issued by the hospitals / clinics / registered practitioners	✓	✓	✓	✓

Applicants must submit all other supplementary documents required by the School.

類別	所需證明文件				
必須遞交	學費減免申請表格〔正本〕				
	申請人及其家庭成員的香港身份證〔副本〕(請貼在附頁 I 上)				
	宣誓聲明〔正本〕 必須包括申請表、附頁及所有證明文件資料				
	主要居住證明〔副本〕(如: 租單、差餉單或共公費用單據等)				
	在職家庭及學生資助辦事處(學生資助處)申請結果通知書, 或社會福利機構發出的證明文件				
		受僱	經商/ 自僱	非在職 (例: 家庭 主婦)	低收入 家庭
全年收入 附頁 A	最近期稅務局所發出之薪俸稅評估通知書; 或	✓			
	本年度僱主為僱員填報的薪酬及長俸報稅表格 (表格 IR 56B); 或	✓			
	僱傭合約; 或	✓			
	薪金結算書/銀行入數紙	✓			
全年收入 附頁 B	公司賬目, 包括損益表及資產負債表; 及		✓		
	稅務局所發出的利得稅評估書		✓		
全年收入 附頁 C	只需填妥附頁 C			✓	
其他收入 附頁 D	銀行存款記/月結單/銀行存摺; 或	✓	✓	✓	
	租單紀錄	✓	✓	✓	
投資 附頁 E	股票、基金月結單	✓	✓	✓	
資產 附頁 F	物業及車輛買賣合約; 或	✓	✓	✓	
	差餉通知單	✓	✓	✓	
受供養父母 附頁 G	只需填妥附頁 G	✓	✓	✓	✓
醫療開支 附頁 H	醫院/診所/註冊醫生發出的醫生證明書和所有有關收據之副本	✓	✓	✓	✓

倘校方需要其他附加的證明文件, 申請人必須遞交。