



**Application for School Fee Remission 2023/2024**  
二零二三/二零二四年度學費減免計劃申請

**Notes on How to Complete School Fee Remission Application Form**  
填寫學費減免申請表格須知

**1. General Information 一般資料**

1.1 Please read the General Guidelines and this Notes carefully and thoroughly before completing the application form.

填寫申請表格前，請先細閱申請指引及本須知。

1.2 Please complete the application form in BLOCK LETTERS in black or dark blue ink.

請使用黑色或深藍色原子筆，並以正楷填寫申請表格。

**2. Part A 第一部份 – Particulars of Student(s) 學生資料**

If more than one child from the family is attending the School, only ONE application is required.

申請以家庭為單位，每個家庭無論有多少名子女在本校就讀，只需填寫一份申請表格。

Particulars 項目	Student 1 學生 1	Student 2 學生 2	Student 3 學生 3
Full Name in English (Surname first, followed by First Name) 英文姓名(先填姓氏，後寫名字)	TSANG Tai Man	TSANG Siu Wah	For new student who have not been assigned to a class, please fill in the application no. 如新生尚未知道所屬班別，請填寫申請編號。
Full Name in Chinese 中文姓名	曾大敏	曾小華	
Student ID 學生編號	S 1 2 2 3 4 4 5	S 1 3 3 4 4 5 5	
Class Attending in this School Year 本年度就讀班別		3 Faith	
Application No. of Registered Students (for new students only) 已註冊入讀學生之申請編號 (新生適用)	16/17 S1-999		Student ID is printed on Student ID Card. 學生編號已印在學生證上。
Relationship with Applicant: 與申請人的關係	Parent / Legal Guardian* 父母 / 合法監護人*	Parent / Legal Guardian* 父母 / 合法監護人*	Parent / Legal Guardian* 父母 / 合法監護人*

\* Please delete if inappropriate 請刪去不適用者



## 5. Part E 第五部份 – Declaration 聲明

The applicant should sign, write the HKID Card No. and the date at the bottom of Part E.  
申請人須在第五部份的底部簽署、寫上香港身份證號碼及日期。

<b>Sample</b>	Signature of Applicant: 申請人簽署：	<u>Sally Leung</u>	
	HK ID Card No. of Applicant: 申請人香港身份證號碼：	<u>D123456</u>	( <u>7</u> )
	Date: 日期：	<u>01-09-2016</u>	

## 6. Appendix A 附頁 A – Annual Income- For Employees 全年收入-受僱人士

6.1 Please complete one set of Appendix A for each family member who is under employment.

Supporting documents should be provided. Please make additional copies of Appendix A if necessary.  
每位受僱的家庭成員均須填寫一份附頁 A，並提供有關證明文件。如有需要，請自行複印附頁 A。

申請人及其家庭成員於過去十二個月(由去年4月1日起至本年3月31日)之收入、津貼或從其僱主獲得之收入。

Name of Family Member 家庭成員姓名	TSANG Tai Shing	Relationship with Applicant 與申請人的關係	夫妻
Name of Employer and Address 受僱機構名稱及地址	ABC Company Ltd.		
Occupation & Position 職業及受僱職位	Supervisor	Office Tel. No. 受僱機構電話	2345 4567
Source of Income <sup>Note 2a</sup> 收入來源 <sup>2a</sup>			Amount (HK\$) 金額 (港幣)
Salary / wages / commission (Excluding Mandatory Provident Fund / Provident Fund contribution by employee) 薪酬 / 工資 / 佣金 (不包括僱員強積金 / 公積金供款)			125,000
Double pay / gratuity 雙糧 / 酬金			<p>If different proportion of MPF contribution or Provident Fund contribution is applied, please provide relevant documents. 如強積金供款比例不同，或是公積金供款，請提供有關證明文件。</p>
Housing / education allowance 房屋教育津貼			
Back pay / payment in lieu of notice / terminal awards 補發薪金 / 代通知金 / 退休或終止服務時的獎賞或酬金			
Certain payments from retirement schemes 從退休計劃支付的若干款項			
Others (please specify)			

## 7. Appendix I 附頁 I – Copies of HKID Card 香港身份證副本

The copies of the HKID cards of all family Members (including the SPKC student(s), 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) must be pasted onto Appendix I.

請在附頁 I 貼上所有家庭成員 (包括在本校就讀的學生、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 / 或其配偶供養之父母) 的香港身份證副本。

## Supporting Documents Required 所需之證明文件

### 7.1 Please note the following requirements:

請注意下列要求：

- 7.1.1 The amount of family income is calculated from 1 April of the previous year 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。
- 7.1.2 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。
- 7.1.3 Applicants must submit all other supplementary documents required by the School. 倘校方需要其他附加的證明文件，申請人必須遞交。

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

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、差餉單或公共費用單據等)				
	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	非在職人士 (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	銀行存款記錄/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	✓	✓	✓	✓

## 8. Declaration Form 宣誓聲明

8.1 Applicants have to declare under oath that all the information and documentary evidence provided is true and accurate before submitting in the application. For details, please refer to Part F of the General Guidelines.

申請人需在遞交申請前為其申請表格中所提供的所有資料和證明文件作出宣誓聲明。詳情請參閱「申請指引」F部分。

8.2 Below is an example:

以下為一例子：

<b>DECLARATION</b>	
I, Of Solemnly and sincerely declare that:	(Name) (Home Address)
<p>(1) I am the _____ (State relationship, father/mother/legal guardian*) of the student, _____, (State the name of the student).</p> <p>(2) The information provided in this application is true and complete to the best of my knowledge.</p> <p>(3) I am aware that Stewards Pooi Kei College will determine the student's fee remission based on the information provided in the application.</p> <p>And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Ordinance.</p> <p>Declared at</p> <p>in the HKSAR this _____ day of _____, through the interpretation of _____, of _____, the said interpreter having been also first declared that he /she * had truly, distinctly and audibly interpreted the contents of this document to the declarant, and the he/she* would truly and faithfully interpret the declaration about to be administered to him/her*.</p> <p style="text-align: center;">Before me,</p> <p style="text-align: center;">Commissioner for Oaths</p>	
_____ (signature of declarant)	
<p>I, _____, of _____, solemnly and sincerely declare that I well understand the English and Chinese languages and that I have truly, distinctly and audibly interpreted the contents of this document to the declarant _____, and that I will truly and faithfully interpret the declaration about to be administered to him/her*.</p> <p>Declared at _____ in the HKSAR this _____ day of _____, Before me,</p> <p style="text-align: center;">Commissioner for Oaths</p>	
_____ (signature of delcarent)	
<p><i>*Please delete where appropriate</i></p>	

## 聲明

本人，(姓名)  
現居於(住址)  
謹以至誠鄭重聲明：

(1) 本人是 \_\_\_\_\_ (學生姓名) 的  
\_\_\_\_\_ (請申報關係，父/母/合法監護人\*)

- (2) 據本人所知，在這份申請表所填的各項資料，均屬正確無訛。  
(3) 本人知道香港神託會培基書院將根據申請表格上所填報的資料評估學生之學費減免。

本人謹憑《宣誓及聲明條例》衷誠作出此項鄭重聲明，並確信其為真確無訛。

此項聲明於 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
在香港特別行政區 \_\_\_\_\_ 作出，  
是經由 \_\_\_\_\_，現於 \_\_\_\_\_  
任職 \_\_\_\_\_ 作出傳譯者，而此傳譯員亦已先  
行聲明，他已將本文件內容向聲明人作出真實明確及清晰可聞的  
傳譯，並會將本人即時將為聲明主持的聲明忠實向其傳譯。  
\_\_\_\_\_  
(聲明人簽署)

在本人面前作出：

監督員/律師：.....  
本人 \_\_\_\_\_ 現於 \_\_\_\_\_  
謹以至誠鄭重聲明，本人諳熟本文件所採用的法定語文及  
\_\_\_\_\_ 文，本人已將本文件內容各聲明人  
作真實明確及清晰可聞的傳譯，並會將即將為其主持的聲明  
忠實向其傳譯。  
\_\_\_\_\_  
(傳譯者簽署)

此項聲明於 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
在香港特別行政區 \_\_\_\_\_  
在本人面前作出：  
監督員/律師：.....

\*請刪去不適用處