Hong Kong Baptist University Affiliated School
Wong Kam Fai Secondary and Primary School
香港浸會大學附屬學校王錦輝中小學

Financial Assistance Application Guidelines
學生資助申請須知

1. Eligibility 申請資格

The financial assistance aims to help financially disadvantaged students including those from families receiving Comprehensive Social Security Assistance (CSSA) and students receiving assistance provided by the Working Family and Student Financial Assistance Agency (WFSFAA). Each year, a number of places would be made available to help financially disadvantaged students. Successful applicants could be waived for a maximum of 100% of tuition fees.

學生資助旨在幫助有經濟困難的學生，包括正接受綜合社會保障援助(綜援)計劃及在職家庭及學生資助事務處援助家庭的學生。學校每年均會預留一定數量名額幫助有經濟需要的學生。成功申請者最多可獲 100%學費減免。

2. Types of Assistance 資助類別

(i) Fee Remission 學費減免

The amount of fee remission (equivalent to 25%, 50%, 75% or 100% of tuition fees) will be approved based on the applicant's family income. The maximum approved amount is the full rate of tuition fee.

學費減免資助金額（相等於學費的 25%, 50%, 75%或 100%）將視乎申請者的家庭收入和資產而定，最高可獲全數學費減免。

(ii) Financial Assistance Subsidy – Activities 學生資助 (活動)

- Students receiving fee remission are also entitled to financial subsidy for excursions, overseas exchange programs and a range of other learning experience (OLE) activities charging a fee over HK$500 each.
  接受學費減免的學生可同時就收費超過 500 港元的遊學活動、海外交流計劃及其他學習經歷 (OLE)活動申請額外津貼。
- The percentage of the assistance will be commensurate with the approved percentage of fee remission. The maximum granted amount is the full rate of tuition fee.
  有關資助金額的百分比將相等於獲批之學費減免的百分比，每位學生每年可獲最高資助額為一年全額學費。

(iii) Wong Kam Fai Financial Assistantship (WKFFA) 王錦輝助學金

Students receiving fee remission may receive WKFFA of a maximum of HK$4000 as the subsidy for learning-related expenses. Students need to fill in the form FIN-10 and submit it to Administration Office.

獲學費減免的學生有機會獲發最高為 4,000 港元的王錦輝助學金作為學習開支之津貼。學生需填妥 FIN-10 申請表格，然後交回校務處。

3. Application Period 申請時間

The deadlines for fee remission application are 30th June for Term 1 and 31st January for Term 2. However, special cases in emergency situation will also be processed in between the application periods.

計劃的截止申請日期為六月三十日(第一學期)及一月三十一日(第二學期)。惟遇緊急情況的特別個案，校方亦會於其他時段處理有關申請。

4. Application Procedures 申請程序

(i) All applications must be made by the student's parents or his/her legal guardian(s).
所有申請必須由學生之家長或法定監護人提交。

(ii) A new application should be submitted every year.
必須每年重新提交申請。

(iii) Applicants have to fill in the form FIN-01a and submit it to the Administration Office. All applications will be forwarded to the Finance Office for processing.
申請人須填妥FIN-01a表格後交回校務處，所有申請將交由財務部處理。

(iv) For the application for Financial Assistance Subsidy - Activities, applicants have to fill in the form FIN-01b.
學生資助(活動)申請人須填寫FIN-01b表格。

(v) If any student withdraws from the activity concerned, parents need to pay the full cost of the activity. If the student's performance or attendance is below standard, it may affect his/her FA subsidy application for other activities in future. Based on the agreement in FIN-01b, the school reserves the right to seek all remedies available by law for any violation of these terms of use. In case of disputes, the decision of the school shall be final and binding.
若學生中途退出有關活動，家長須支付全額費用。若學生表現或出席率未如理想，有可能影響其將來就其他活動申請學生資助的資格。根據FIN-01b協定，若違反使用守則，學校保留向申請人索償的法律權利。如有任何爭議，一切以學校決定為準。

(vi) SS and PS divisions will submit the form FIN-01b directly to the Finance Office for verification before processing the payment. The Finance Office will contact the applicant if cost overrun occurs.
在處理付款前，中學及小學部會將FIN-01b表格交予財務部作確認。若申請費用超出上限，財務部會與申請人聯絡。

(vii) Applicants failing to provide detailed and accurate information or required documents may delay the vetting process.
申請人須依時提供詳盡及準確的資料或所需文件，以免影響審批程序。

(viii) The school will check the application forms and may conduct an investigation if deemed necessary.
如有需要，校方會檢查申請表及作出調查。

(ix) The school reserves the right to make the final decision over all applications.
校方對所有申請保留最終決定權。

(x) If the activity is entitled to group scholarship, students can also apply for the scholarship. The cost will be deducted from financial assistance first and then the remaining amount from the scholarship granted.
若該活動符合團體獎學金資格，學生亦可提出申請。費用將先由學生資助金扣除，餘額再於獎學金扣除。

(xi) Those receiving other types of financial assistance (such as CSSA Scheme, subsidies from Student Finance Office) may also apply but have to provide the notification letter and details of the related scheme.
正接受其他資助的學生（包括綜合社會保障援助計劃、學生資助處的補助）亦可提出申請，但必須提供有關計劃的通知信及詳細資料。

(xii) In normal circumstances, completed application forms with all supporting documents should be submitted to the Finance Office by 30th June or 31st January. Failure to produce documentation within two months (from the date of application received by the school) may lead to rejection of the application.

在一般情況下，申請表格連同所有所需文件須於6月30日或1月31日前向財務部提交。如未能在二個月內（由學校收到申請之日起計算）提交所有所需文件將可能導致申請被拒。

5. Calculation 計算方法

(i) Benchmark Disposable Income 可支配收入指標
The benchmark disposable income will be reviewed from time to time. The disposable income means the total annual income of the applicant and the applicant's spouse from all sources (please refer to Table 1 for details).
校方會定期審視可支配收入指標。可支配收入指申請人及配偶全年的所有收入（詳情請參閱列表一）。

(ii) The applicant is required to report the sources from him or her and his/her spouse as listed in Table 1.
申請人須申報本人及配偶所有收入來源（見列表一）。

(iii) The family's principal residence is not counted as an asset. So the family's disposable income would exclude the cost of rental or the amount of mortgage interest on the family's principal residence.
家庭之主要居所並不計算於資產內。故家庭之可支配收入不包括家庭主要居所的按揭利息或租金。

(iv) Family members refer to the applicant, the applicant's spouse, the unmarried children residing with the family and the dependent parents living in the same residence (please refer to Table 2 for details). For single-parent families, a "plus 1 factor" will be added to the calculation of annual family income.
家庭成員包括申請人、申請人配偶、同住的未婚子女及受供養父母（詳情請參閱列表二）。若為單親家庭，計算家庭年均收入時將增加一名成員。

(v) Where the applicant and his/her spouse have assets (excluding the value of family's principal residence but including other properties, net of related outstanding mortgages) in excess of HK$1,000,000, the amount of family income is deemed to be increased by an amount equivalent to 10% of value of assets in excess of HK$1,000,000. The value of assets is defined as the sum of net positive value of each individual asset (gross asset value net of its related pledged liabilities).
如申請人及其配偶的資產（不包括家庭主要居所的價值，但包括已扣除未償還抵押貸款的其他物業）超過 1,000,000 港元，其家庭收入金額將額外包含超出之資產價值的10%。資產價值定義為每項資產的淨正值總和（已扣除相關可抵押負債之總資產價值）。

(vi) The amount of family disposable income is based on the previous fiscal year. No adjustment to the fee remission will be made for any increase or decrease in family disposable income in respect of the current academic year once the application has been approved, except where material misrepresentation has been discovered.
家庭可支配收入金額以上一財政年度為準。申請獲批後，如非發現重大虛假陳述，該學年的資助金額將不會因家庭可支配收入的增減作任何調整。

(vii) The school has the right to review the application and adjust the entitlement if necessary.
如有需要，校方有權覆檢申請及調整資助額。

6. Provision/Handling of Personal Data 個人資料提供及處理

(i) For the photocopies of supporting evidence, please refer to the checklist in the application form.
有關證明文件之副本，請參閱申請表上的清單。

(ii) An applicant should supply his/her personal data and those of his/her family members to the school by completing the application form truthfully and attach all the required supporting

documents. Insufficient information and/or misrepresentation of facts will render his/her application disqualified for further processing.
申請人須如實填寫申請表，向學校提供其個人及家庭成員的資料並附上所需的證明文件。如未能提供充足資料及/或對事實作出虛假陳述將被取消申請資格。

(iii) The personal data provided in the application and any supplementary information provided will only be used for the processing and authentication of the application.
於申請過程中提交的個人資料及補充資料只會用作處理及核實申請之用。

(iv) If necessary, the school will contact government departments and organizations (including the employers of the applicant and applicant's family members) to verify the personal data provided in the application.
如有需要，校方會聯絡有關政府部門或機構（包括申請人及申請人家庭成員之僱主）以核實申請人提交的個人資料。

(v) All data given in the application form are subject to investigation, including home visits by the school. Any willful misrepresentation and/or concealment of facts will lead to disqualification, restitution in full and possible prosecution.
申請表內提供的所有資料均須接受調查，包括校方作出的家訪。任何故意的虛假陳述及/或隱瞞事實將導致取消資格、全額賠償並可能被起訴。

(vi) All documents submitted are not returnable. However, according to Sections 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 Administration Region), an applicant has the right to access and make corrections to the data provided by him/her. He/she can also obtain copies of his/her personal data subject to the payment of necessary administration charges. Such requests should be addressed to the School Principal in writing.
所有提交的文件恕不發還。然而，根據《個人資料（私隱）條例》附表 1 第 18 及 22 條及第 6 條原則（香港特別行政區法例第 486 章），申請人有權查閱及更正由他/她提供的資料，亦可取得由他/她提供的個人資料副本，但須支付所需的行政費用。申請人如欲提出此項要求，可向校長作出書面申請。

7. Declaration 聲明

(i) The applicant (the student's parent or legal guardian) is required to declare that the information given in the application is true and complete.
申請人（學生家長或法定監護人）須聲明申請中所提供的資料屬真確及完整。

(ii) If there are no supporting documents such as employment record and certificate of marriage status, the declaration under oath could be made at the District Offices of Home Affairs Department or before a solicitor. The applicant is legally responsible for the information provided in his/her application.
若申請人未能提供工作紀錄及婚姻狀況證明，可向民政事務處或事務律師要求辦理宣誓聲明。申請人須為其於申請中提供的資料負上法律責任。

8. Submission of Application 提交申請

All applications should be submitted to the Administration Office by hand within office hours. To protect personal data, the applicant should enclose the completed application form and all the supporting documents in an A4-sized envelope which is sealed and signed for submission to the school. For the submission of documentary evidences required, please refer to the checklist in the application form.
所有申請應在辦公時間內親身交回校務處。為保護個人資料，申請人應將填妥的申請表及所有證明文件放於 A4 公文袋內，簽署並密封後交回學校。有關文件證明要求，請參閱申請表內的清單。

9. Appeal 覆核

If applicants are dissatisfied with the result of their application, they can apply in writing to the School Principal for a review within two weeks from the date of notification, with sound justifications and related documents in support of their appeal provided.

如申請人對申請結果有異議，可在收到通知之日起兩周內以書面形式向校長申請覆核，並提供合理的理由及有關文件。

Table 1: Types of Disposable Income
列表一：可支配收入種類

Items need to be assessed 須審核的項目	**Items need not to be assessed** 不須審核的項目
1. Salary of full-time, part-time or temporary job, excluding Provident Fund or Mandatory Provident Fund contribution by employee. 薪酬（全職、兼職、或臨時職位的薪酬）不包括僱員公積金或強積金供款	1. One-off retirement gratuity / Mandatory Provident Fund /Provident Fund 一次過領取的退休金或強積金或公積金
2. Double pay / Leave pay 雙薪 / 假期工資	2. Disability allowance 傷殘津貼
3. Allowance (including housing or rent, travel /meals/overtime work/ education/ shift allowance, etc.) 津貼（包括房屋 /交通 /旅遊 /膳食 /教育 / 輪班津貼等）	3. Contract gratuity 約滿酬金
4. Bonus / Commission / Tips 花紅 / 佣金 / 小賬	4. Severance payment / Long service payment 遣散費/長期服務金
5. Wages in lieu of notice of dismissal 因被撤職而領取的代通知金	5. Loans 貸款
6. Bursaries / Scholarships awarded 助學金 /獎學金	6. Old age allowance 長者津貼（即生果金）
7. Profit from business 經商利潤	7. Inheritance 遺產
8. Interests from fixed deposits and investments (including stocks, shares and bonds etc.) 利息收入（來自定期存款、證券、債券等）	8. Charity donations received 慈善捐獻
9. Rental income 租金收入	9. Comprehensive Social Security Assistance 綜合社會保障援助金
10. Monthly pension / Widow's & Children's Compensation 每月領取的退休金 /遺孀及子女補助	10. Retraining allowance 再培訓津貼
11. Contribution from family members not living together or relatives 非同住子女及親屬的津助	11. Traffic accident / insurance / injury indemnity 交通意外 / 保險 / 傷亡賠償
12. Alimony / living expenses from ex-spouse 離異配偶所給予的贍養費或生活費	
13. Others 其他	

Table 2: The Benchmark Annual Family Income
列表二：家庭年均收入標準

Level of Assistance 資助比例	Annual Family Income 家庭年均收入					
Percentage of Fee Remission 學費減免比例	3-member family 三名家庭成員	4-member family 四名家庭成員	5-member family 五名家庭成員	6-member family 六名家庭成員	7-member family 七名家庭成員	8- member family 八名家庭成員
100%	$0 - $270000	$0 - $350,000	$0 - $410,000	$0 - $480,000	$0 - $550,000	$0 - $620,000
75%	$270,001 - $370,000	$350,001 - $465,000	$410,001 - $550,000	$480,001 - $640,000	$550,001 - $735,000	$620,001 - $830,000
50%	$370,001 - $420,000	$465,001 - $522,500	$550,001 - $620,000	$640,001 - $720,000	$735,001 - $827,500	$830,001 - $935,000
25%	$420,001 - $470,000	$522,501 - $580,000	$620,001 - $690,000	$720,001 - $800,000	$827,501 – $920,000	$935,001 – $1,040,000
None	>$470,000	>$580,000	>$690,000	>$800,000	>$920,000	>$1,040,000