

Raimondi College Primary Section

Financial Assistance Schemes

(I) Fee Remission Scheme – Guidance Notes

In accordance with the Education Bureau's requirements for Feeder Schools, the concerned Feeder Private Primary requires to set up a fee remission scheme for needy students.

The aim of the Scheme is to ensure that no qualified students should be deprived of the opportunity to study at RCPS due to financial hardship. The principles underlying the Scheme are fairness, effectiveness, clarity and efficiency. The School adopts the "Adjusted Family Income" (AFI) mechanism of the Student Financial Office of the HKSAR Government as the means test to assess the eligibility of an applicant (parent of the student) for student financial assistance and its assistance level.

A. The Means Test

The AFI mechanism is based on the following formula:

$$\text{AFI} = \frac{\text{Gross Annual Income of the Family}}{\text{Number of Family Members} + (1)}$$

- 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 the contribution from relatives / friends if applicable.
- 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.*
- For single-parent families of 2 to 3 members, the 'plus 1 factor' in the divisor of the AFI formula will be increased to 2.
- * Dependent parent refers to the applicant's parents, including in-laws, who is not a recipient of the CSSA at the time of submission of application. They must, throughout the normal assessment year (1 April 2018 to 31 March 2019), not in employment and meet any one of the following conditions for at least 6 months,
 - i. resided with the applicant's family; or
 - ii. resided in the premises owned or rented by the applicant or his / her spouse; or

- iii. resided in an elderly home and the expenses were fully paid by the applicant or his / her spouse OR totally supported by the applicant or his / her spouse.

B. Level of Assistance

The AFI eligibility benchmarks for various levels of assistance in the 2019 / 20 school year are listed in the table below.

Please note that the AFI is not the average monthly income of a family.

2019/20 school year - AFI Groups (HK\$)	Level of Assistance
0 –40,240	100%
40,241 – 77,810	50%
>77,810	Ineligible

C. Application for Fee Remission

- Applicant may submit his/her application form to the school on or before 16th September.
- Applicant can obtain details of application and application form at the School General Office during office hours or download from the school website. Please read Guidance Notes carefully before filling in the application form. If there are any queries about the means test and the level of assistance, the applicant is welcome to contact the School General Office at 2522 1826.
- Please submit the completed “Application Form for Fee Remission” with copy of the relevant supporting documents to RCPS. Insufficient information / documents will delay the application process or even result in disqualification of the application.
- Required supporting documents include:
 - i. Copy of identity documents of the applicant and his / her family members.
 - ii. (for single-parent families) Copy of supporting documents for separation / divorce or spouse’s Death Certificate. If applicant are unable to provide the supporting documents, please explain in writing the reasons and sign on an explanatory note.
 - iii. Copies of documentary proof on total income for the period from 1 April 2018 to 31 March 2019. Please submit the document in accordance with the requirements listed below:

Salaried employed person	<ol style="list-style-type: none"> i. Tax Demand Note issued by the Inland Revenue Department; if not available ii. Employer’s Return of Remuneration and Pensions Form; if not available iii. Salary Statement; if not available iv. Bank transaction record showing payment of salary, allowance, etc.; if not available v. Income Certificate certified by the employer, etc.
Self-employed or person running business	<ol style="list-style-type: none"> i. Profit and Loss Account verified by a Certified Public Accountant; if not available ii. Personal Assessment Notice (if applicable)
Salaried employed or self-employed person who cannot produce any income proof	Please provide Income Breakdown detailing your monthly income throughout the year and explaining why income proof cannot be produced in writing.
Person with rental income	<ol style="list-style-type: none"> i. Tenancy Agreement; if not available ii. Bank transaction record showing rental income (together with the page showing the name of bank account holder).

D. Application Processing and Result

- After verifying the truthfulness and completeness of the information provided by the applicant, the applications will be forwarded to the Fee Remission Committee of the School for vetting. The School will issue notification of result to applicant within three months in writing.
- The School reserves the rights to make the final decision and amend the related regulations.
- All documents submitted are not returnable and will be used for assessing an applicant’s eligibility for financial assistance and the appropriate level of assistance to be awarded only, and will be destroyed thereafter.

(II) Emergency Fee Remission

The School has set up an Emergency Assistance Fund to help families whose financial position has changed adversely due to sudden and unforeseen circumstances arising during a school year. Applicant can contact class teachers for application when necessary.

All information collected for the two mentioned schemes will be kept confidential. The personal data in the application will be used to assess an applicant's eligibility for financial assistance and the appropriate level of assistance to be awarded. It is the responsibility of applicant to complete the application form fully and truthfully and to provide all supporting documents. It is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits an offence and is liable, on conviction, to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 20.

Unless otherwise exempted under the Personal Data (Privacy) Ordinance, applicant have the right of access to and correction of their personal data held by the School. Requests for access to or correction of personal data should be made to the School General Office at 1E Shiu Fai Terrace, Stubbs Road, Wan Chai, Hong Kong.

高主教書院小學部

學生資助計劃

(I) 學費減免計劃—申請指引

本校按照教育局的直屬／聯繫學校微調政策，設立學費減免計劃。學費減免計劃的安排是為了讓有能力的學生不會因家庭的財政情況而錯失入讀本校的機會，並依據公平、有效、清晰和高效率的指導原則處理。本校採用香港特別行政區政府學生資助處的「調整後家庭收入」(AFI) 機制進行入息審查，以評定申請人(學生的家長)的資助資格及幅度。

A. 資格評估方法

AFI 機制所採用的算式如下：

$$\text{調整後家庭收入(AFI)} = \frac{\text{家庭全年總收入}}{\text{家庭成員人數} + (1)}$$

- 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)。
- 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*。
- 二至三人的單親家庭，公式中除數的 (+1) 將會增加至 (+2)。

* 受供養父母是指申請人或申請人配偶的父親或母親。在遞交申請時，他/他們必須沒有接受綜援及在本申請的一般資格評估年度 (即 2018 年 4 月 1 日至 2019 年 3 月 31 日) 內沒有受僱，並至少六個月

- (i) 與申請人的家庭同住；或
- (ii) 居於申請人/其配偶自置或租用的物業；或
- (iii) 居於安老院並由申請人/其配偶支付有關費用或由申請人/其配偶提供全部生活費用。

B. 資助幅度

下表詳列 2019 / 2020 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。

2019 / 2020 學年的「調整後家庭收入」(AFI) 機制下 數值介乎 (元)	資助幅度
0 至 40,240	100%
40,241 至 77,810	50%
超過 77,810	不合資格

C. 申請及遞交辦法：

- 申請人可於九月十六日前向學校遞交申請表。
- 申請人除可於辦公時間到本校校務處索取該計劃申請詳情和申請表格外，亦可於學校網頁下載。在填寫申請表前，申請人必須詳閱申請指引。申請人如對入息計算方式或資助幅度有任何疑問，歡迎致電 2522 1826 向本校校務處查詢。
- 申請人遞交表格時，請連同相關證明文件副本一併交回本校。如文件或填報的資料欠詳盡，申請將會延誤或不獲處理。
- 相關證明文件包括：
 - i. 申請人本人和所填報的家庭成員的身份證明文件副本；及
 - ii. (如申請人屬於單親家庭)分居／離婚證明文件或配偶死亡證明文件副本。
如沒有證明文件，請以備有申請人簽署的通知書提供合理解釋；及
 - iii. 在 2018 年 4 月 1 日至 2019 年 3 月 31 日期間全年收入的證明文件副本。
請按以下規定遞交全年收入的證明文件：

受薪人士	<ol style="list-style-type: none">1. 由稅務局發出的繳稅通知書；如沒有2. 僱主填報的薪酬及退休金報稅表；如沒有3. 薪俸結算書；如沒有4. 顯示支取薪酬、津貼等記錄的銀行結算單；如沒有5. 由僱主填寫的收入證明書正本等。
自僱或經營業務人士	<ol style="list-style-type: none">1. 由執業會計師核實的營業損益表；如沒有2. 個人入息課稅通知書(如適用)
未能提供任何收入證明的受薪或自僱人士	<ol style="list-style-type: none">1. 以書面詳細列明全年的每月入息的計算方法及沒法提供收入證明文件的原因。
有租金收入的人士	<ol style="list-style-type: none">1. 租約；如沒有2. 顯示租金收入的銀行結算單(連戶口持有人姓名頁)

D. 審批程序及結果

- 本校核實資料無誤或缺漏後會交由本校「學費減免審批委員會」審批。審批結果於 3 個月內以書面通知申請人。
- 本校保留最終審批權及修訂有關規定的權利。
- 申請人提交的一切資料概不發還。申請表及所需文件只作是次申請之用，程序完成後將會銷毀。

(II) 緊急援助基金

本校亦設有緊急援助基金，為有緊急需要的家庭提供學費減免，以紓緩突如其來的財政困難，確保學生不會因此影響學習。緊急援助計劃不設申請時限，申請者可在有需要時透過班主任申請。

以上兩項計劃所收集的資料，只供審批及存檔之用，本校必定保密。惟申請者必須提供詳盡和真確資料，根據《盜竊罪條例》(香港法例第 210 章)，如以欺騙手段取得金錢利益，即屬違法，一經定罪，最高可判監禁 10 年。

除《個人資料(私隱)條例》規定的豁免範圍內，申請人有權查閱和改正本校所持有的申請人資料。如申請人要求查閱或改正該等資料，可向本校校務處提出(地址：香港灣仔司徒拔道肇輝台 1 號 E)。