

Raimondi College Primary Section

Notes on How to Complete the Application Form for Fee Remission 2019-2020

Part 1 – Particulars of Student

1. Please fill in the form clearly in black or blue ink. Please read the guidance notes carefully before filling the form.
2. For 'Name in English', please use block letters; write the surname first.
Example: Name in English: CHAN TAI MAN
3. For 'HKID Card No.', please follow the example below
Example: HKID Card No. : A 123456 (7)

Part 2 – Particulars of the Applicant

1. Applicant must be student's parent.
2. If the applicant is not a holder of the Hong Kong Identity Card, please provide other identity document type and number (a copy of the valid identity document of the applicant has to be attached with the completed application form).
3. Correspondence Address: Please provide residential address proof as recorded in the water, electricity, gas or telephone bills.
4. For single-parent family, please provide a copy of supporting documents for separation / divorce or spouse's Death Certificate. If applicant is unable to provide the supporting documents, please explain in writing the reasons and sign on an explanatory note.

Part 3 – Particulars of Family Members

1. 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.

Part 4 – Family Income

Part 5 – Declaration

Checklist before submitting the application form:

- Completed application form with signature of the applicant
- Copies of the identity document of the applicant and his/her family member(s)
- Copies of documentary proof total family income
- Supporting documents for separation / divorce or spouse's Death Certificate (if applicable)

高主教書院小學部

2019-2020 年度學費減免計劃申請表格填寫須知

第一部分 學生資料

1. 請用黑色或藍色原子筆清楚填寫申請表格，填寫申請表前請仔細閱讀學費減免計劃申請指引。
2. 請用英文大楷填寫英文姓名一欄，先填姓氏，後填名字。
例: CHAN TAI MAN
3. 香港身份證號碼，請依照下例。
例: A 123456 (7)

第二部分 申請人資料

1. 申請人必須為學生的家長。
2. 如申請人並未持有香港身份證，請填寫其他身份證明文件類別及號碼(遞交申請表格時請附上申請人有效的身份證明文件副本)。
3. 通訊地址:請提供住址證明(必須與水費單、電費單、煤氣或電話服務繳費單上的住址一致)。
4. 如申請人屬於單親家庭，請提供分居／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。

第三部分 家庭成員資料

1. 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。

第四部分 家庭收入

第五部分 聲明

遞交表格清單

- 已填寫並附有申請人簽名的表格
- 申請人及家庭成員身份證明文件副本
- 全部家庭收入證明文件副本
- 分居／離婚證明文件或配偶死亡證明文件副本(如適用)