

Raimondi College Primary Section (RCPS)

Financial Assistance Scheme Guidance Notes

(I) Introduction

In accordance with the Education Bureau's requirements for Feeder Schools, the concerned Feeder Private Primary School is required to set up a fee remission scheme for needy students. Aiming to ensure that no qualified students should be deprived of the opportunity to study at RCPS due to financial hardship, RCPS has set up the Financial Assistance Scheme to help students in need. The principles underlying the Scheme are fairness, effectiveness, clarity and efficiency.

(II) Eligibility

To be eligible to apply for the RCPS Fee Remission Scheme 2024-2025:

1. The student must be studying in RCPS in the school year 2024-2025.
2. Needy students, including those from families receiving Comprehensive Social Security Assistance (CSSA) could apply under the above Scheme.
3. The quota of students who can receive full fee remission is currently set at five (5) each year, or a combination of such number or numbers of students who together will receive fee remissions which TOTAL SUM will NOT exceed the MAXIMUM equivalent amount of the sum which the Quota of 5 students mentioned above will receive.
4. The eligibility for receiving financial assistance from the Fee Remission Scheme is dependent upon the level of 'Gross Annual Family Income', the total number of family members and the net assets under the applicant's and his/her spouse's names. The calculation will be based upon the information provided by the applicant in the Scheme Application Form and the Income Statements. RCPS adopt as far as possible an eligibility benchmark comparable to that of the government financial assistance schemes for needy students.
5. RCPS reserves a final discretion as to whether to grant a fee remission and the amount of remission granted taking into account the financial situation of RCPS and the total number of applicants each year.

(III) Application Procedure

1. Applications must be made by the student's parents or his / her legal guardian(s).
2. Eligible parents must write to the Principal to indicate his / her wish to apply for fee remission under the RCPS Fee Remission Scheme 2024-2025 by **9th September 2024 3:00 p.m.**
3. Parents will then receive an application form. They should complete the **application form** and provide the **required documents**, and **submit** them to the School by **16th September 2024**. Insufficient information or documents will delay the application process or even result in disqualification of the application. Late application will not be considered.
4. Under normal circumstances, the School will not accept applications submitted after the deadline. However, if need arises (e.g. the family experiences unexpected and sudden financial hardships in the middle of the school year), the School may give special consideration to individual cases on the Emergency Fee Remission basis (details in the next page).
5. 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.
6. All documents submitted are not returnable and will be used only for assessing an applicant's eligibility for financial assistance and the appropriate level of assistance to be awarded, and will be destroyed thereafter.
7. The School reserves the rights to make the final decision. All decisions are to be made by the School Management Committee (SMC). Whether the application is successful or not, applicants will be informed of the results by late November.
8. The rules and policies of the Fee Remission Scheme will be reviewed from time to time by the SMC of the School and will be amended accordingly.
9. Approval of fee remission is subject to review annually.
10. A new application should be submitted every school year.

(IV) Emergency Fee Remission Scheme

The School has set up an Emergency Fee Remission Scheme 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. The School retains full discretion as to the granting of the fee remission under the Emergency Fee Remission Scheme.

(V) Remarks

All information collected for the two mentioned Fee Remission 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, applicants 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.