



## **2023/24 SCHOOL FEE REMISSION SCHEME**

### **GUIDANCE NOTES**

#### **IMPORTANT NOTES AND DECLARATION**

##### **Warning**

The personal data provided in the application will be used to assess an applicant's eligibility for the appropriate level of assistance to be awarded. 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 210.

##### **Handling of Personal Data**

The personal data provided in the application, and any supplementary information provided on the request of the School are collected, used, kept, transferred and accessed in accordance with 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 Administrative Region). The personal data will be used by the School for processing and assessing the eligibility of the applicant for fee remission only. The application data will be kept confidential and destroyed after a reasonable period. An applicant has the right to obtain access and make corrections to the undestroyed data provided by him/her. Such request should be addressed to the Principal and the contact details are as follows:

Mailing Address : No 4, Chung Yat Street, Tung Chung, Lantau Island  
E-mail : info@ccvc.edu.hk  
Tel. No. : 2988 8821

##### **Responsibility for paying tuition fees**

Submission of application does not imply that the student is eligible for deferred payment of school fee. During the application process, students have to continue paying the school fee to guarantee a study place at the school. If the student has financial difficulty in settling the school fee, he/she can apply in writing to the Principal for deferred payment. The school may give special consideration to cases with exceptional circumstances. Successful applicants of School Fee Remission Scheme will be notified and refunded for any overpaid amount.

### **A. General Information**

#### **1 Eligibility Criteria**

- 1.1 The applicant must pass the means test AND
- 1.2 the applicant must submit the completed application forms once a year AND
- 1.3 the remission recipient must be a registered student of the current year in Caritas Charles Vath College AND
- 1.4 each student has to submit ONE application form.

#### **2 Application Procedures**

- 2.1 Families currently in receipt of the Comprehensive Social Security Assistance (CSSA) should apply directly to the Social Welfare Department (SWD) for school-related assistance for school fees, examination fees, expenses on textbook and stationery, transport fares, Internet access charges at home, etc. They should not submit the application of "School Fee Remission Scheme" to the school. Application for duplicated remission will be disqualified (except for unsuccessful application or students who are not in receipt of the CSSA). Applicants should provide supporting document to prove that he/she is not in receipt of Comprehensive Social Security Assistance for school fee remission.

- 2.2 All applicant families eligible for student financial assistance from the Student Financial Office (formerly the Student Financial Assistance Agency) **MUST** apply to the SFO for school-related assistance for expenses on textbook and stationery, transport fares, Internet access charges at home, etc. first before Fee Remission is granted. **(Under normal circumstances, the SFO will not accept any “Household Application for Student Financial Assistance Schemes” submitted on or after 1 March 2024.)** If an applicant refuses to apply for student financial assistance from the Student Financial Office, the School may disqualify his/her application, or seek further information for special consideration to cases with exceptional circumstances.
- 2.3 When returning the application form, applicants must provide copies of all supporting documents. Insufficient information / documents will delay the application processing or even result in disqualification of the application.
- 2.4 If applicants do not receive any acknowledgement from the School within 30 working days after submitting their application form, please call Miss Fong Man Wing Meredith at 2988 8821.
- 2.5 Under normal circumstances, the School will not accept any application form submitted on or after 1 March 2024. (Students who applied for interim admission will be notified of the application deadline.) The School may give special consideration to cases with exceptional circumstances.
- 2.6 If applicants are dissatisfied with the result of their assessment, they may apply in writing to the School for re-assessment after receiving the notification of result. The application for re-assessment must be duly signed by the applicants, with detailed justifications and any documentary evidence in support of their application. Applicants should apply as promptly as possible for reassessment within one week from the issue date of the notification of result.

### 3 The Means Test and Levels of Assistance

- 3.1 The School will use the “Adjusted Family Income” (AFI) mechanism as the means test to assess the eligibility of a family for student financial assistance and its assistance level.
- 3.2 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 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 (Please refer to Paragraph 3.3 of “B. Notes on How to Complete the Form”) for definition of “Dependent Parent”).
  - For single-parent families of 2 to 3 members, the “plus 1 factor” in the divisor of AFI formula will be increased to 2.
- 3.3 The AFI eligibility benchmarks for various levels of assistance in the 2023/24 school year are listed in the tables below. Please note that the AFI is not the average monthly income of a family.

AFI Groups (HK\$)	Level of Assistance
0 – 43,495	Full*
43,496 – 84,105	Half
> 84,105	Ineligible (applications not successful)

\* AFI thresholds for full level of assistance for 3-member and 4-member families are \$52,657 and \$48,445 respectively in the 2023/24 school year. For 2-member single-parent families and 3-member single-parent families, they are regarded as 3-member families and 4-member families respectively for determining the AFI thresholds for full level of assistance and calculation of AFI.

## **B. Notes on How to Complete and Return Application Form**

### **1. General Information**

- 1.1. Please fill in the form clearly in black or blue ink and complete Parts I to VI according to the instructions stated in the School Fee Remission Scheme Application Form and this Notes.
- 1.2. Please use BLOCK LETTERS to fill in the form.
- 1.3. Please follow the instructions stated on the application form, cut and paste copies of identity documents and affix copies of income proof of the applicant and those of the family members (including the dependent parent(s) (if applicable)) claimed in the form, if applicable.

### **2. Part I: Particulars of the Applicant**

Please fill in the applicant's particulars.

If the applicant is a single-parent, please put "✓" in the box next to item 8(B) and delete the inapplicable status. Applicant should submit supporting documents but needs not fill in spouse's information.

### **3. Part II: Particulars of Family Members**

#### **3.1 A — Spouse**

Please fill in the spouse's particulars.

#### **3.2 B — Unmarried children residing with the family**

Please fill in the unmarried children's particulars and attach copies of HK Smart ID Card. If applicant has more than 4 unmarried children residing with him / her, please supplement their information in the format as at Section B under Part II of the application form by appending a separate sheet with the applicant's signature. Copies of the identity documents of all unmarried children included in the Form should be provided.

Please put "✓" in the box of status for 2022-23, e.g.: under education, in employment, unemployed or other.

#### **3.3 C — Dependent Parent**

Please fill in the personal particulars of dependent parent(s) and provide a copy of HK Smart ID Card. Dependent parent refers to the applicant's parents, including in-laws, who is not a recipient of the CSSA for at least 6 months at the time of submission of application. They must meet any one of the following conditions for at least 6 months in the year of assessment (from 1 April 2022 to 31 March 2023) -

- (a) resided with the applicant's family, and supported by the applicant or his / her spouse;  
or
- (b) resided in premises owned or rented by the applicant or his / her spouse; or
- (c) 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.

**Remarks: Applicant or his / her spouse should continue to support their parent in the 2023/24 school year and the form of support should be similar to that in the year of assessment. If necessary, applicant may need to provide documentary proof for supporting the parents (e.g. tenancy agreement, residential address proof or receipt of the home for the elderly, etc.)**

#### 4. Part III: Family Income

##### 4.1 Employment and Income Particulars (please complete according to the example below)

Please fill in the required information for each of applicant, spouse and unmarried child residing with the family. If there was unemployment between 1 April 2022 to 31 March 2023, please indicate the duration in the corresponding position field.

Applicant and Family Member	Mode of employment	Position (Please specify period if it is not a whole year)	Total Annual Income (\$) (Including bonus / allowance / part-time income (excluding Mandatory Provident Fund(MPF) / Provident Fund contribution by employee))	
			Salary (\$)	Business Profit (\$)
① Applicant	# <input checked="" type="checkbox"/> Full-time	Unemployed(1.4.2022–30.4.2022)	8 0 0 0 0	
	# <input type="checkbox"/> Part-time	Clerk(1.5.2022–31.12.2022) Self-employed Driver(1.1.2023–31.3.2023)	4 5 0 0 0	
② Spouse	# <input type="checkbox"/> Full-time	Housewife(1.4.2022–30.9.2022)	3 0 0 0 0	
	# <input checked="" type="checkbox"/> Part-time	Part-time Cashier(1.10.2022–31.3.2023)		
③ Unmarried child residing with the family (if applicable) Name: <b>CHAN Tai-ming</b>	# <input checked="" type="checkbox"/> Full-time	Waiter(1.4.2022–10.6.2022)	3 6 0 0 0	
	# <input type="checkbox"/> Part-time	Unemployed(11.6.2022-31.3.2023)		
④ Unmarried child residing with the family (if applicable) Name: _____	# <input type="checkbox"/> Full-time			
	# <input type="checkbox"/> Part-time			
⑤ Other income (if applicable)	Contribution from children not residing together, relatives or friends (\$)		Rental income (\$)	Interests from investments, fixed deposit (\$)
	12,000		96,000	5,000
	Alimony/Pension(Excluding lump sum retirement gratuity) (\$)		Widow's & Children's Compensation (\$)	Others (\$)
<b>Total=</b>			<b>304,000</b>	

##### 4.2 Total Annual Income

Please provide the total income for the period from 1 April 2022 to 31 March 2023 (if applicable). Types of incomes that should be reported are listed below for reference. For provision of documentary proofs, please refer to paragraph 3(iv) of "C. Notes on Submission of Application forms and Supporting Documents".

Items need to be reported	Items need not to be reported
1 Salary (including the salary of applicant, applicant's spouse and student-applicant's unmarried sibling(s) residing with the applicant for full-time, part-time or temporary jobs, excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee)	1 Old age allowance / Old age living allowance
2 Double pay / Leave pay	2 Disability allowance
3 Allowance (including overtime work / living / housing or rent / transport / meals / education / shift allowance, etc.)	3 Long service pay / Contract gratuity
4 Bonus / Commission / Tips	4 Severance pay
5 Studentship	5 Loans
6 Wages in lieu of notice of dismissal	6 Lump sum retirement gratuity / Provident fund
7 Business profits and other income earned by means of self-employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered, etc.	7 Inheritance
8 Alimony	8 Charity donations
9 Contribution from any person(s) not residing with applicant's family to any of the applicant's family member(s) (including money or contribution of housing / remittance(s) / contribution for mortgage repayment / rent / water / electricity / gas or other living expenses)	9 Comprehensive Social Security Assistance
10 Interests from fixed deposits, stocks, shares and bonds, etc.	10 Retraining allowance / Work Incentive Transport Subsidy / Working Family Allowance
11 Rental income (including Hong Kong, the Mainland and overseas)	11 Insurance / accident / injury indemnity
12 Monthly pension / Widow's & Children's Compensation	12 MPF / Provident Fund contribution by employee

- Applicant must provide the income proof and those of the family member(s) under employment. Under special circumstances when the applicant cannot provide any income proof, please notify the School in writing by providing justifiable reasons and the detailed calculation of income. Otherwise, the School may not accept the application.

In assessing the family income, the School may require the applicants to provide documentary proof of items which is not listed above or seek further clarification for amounts that were used for maintaining the living of the family but have not been accounted for in the application such as savings, loans. The School may also request the applicant to produce further proof including bank savings records, duly signed declaration from the debtor, etc as supporting documents. In case no valid proof is provided, the amount for maintaining the living of the family may be treated as part of the family income.

**5. Part IV Medical Expenses Incurred by Family Member(s) with Chronic Illness**

If applicant has incurred medical expenses for family members who are chronically ill or permanently incapacitated during the period from 1 April 2022 to 31 March 2023, he / she may state details of the situation in Part IV of the application form. Applicant must provide relevant medical certificate(s) and receipt(s) issued by the hospitals / clinics / registered practitioners to the School for consideration of deducting such expenses from the calculation of family income. The ceiling of deductible amount for each family member is \$22,790 per year in 2023/24.

**6. Part V Applicant's Supplementary Information**

Please provide other special family information or details regarding family members in receipt of CSSA in this part. Otherwise, please leave this part blank.

**7. Part VI Declaration**

The applicant and his / her spouse (if applicable) should read through the paragraphs and sign in the space provided in the application form.

## C Notes on Submission of Application Forms and Supporting Documents

1. The completed application form together with all supporting documents requested should be returned to the School Office in person **on or before 1 March 2024**. The applicant should also obtain the 'receipt of submission'.
2. For late submission, the School will make suitable arrangements subject to the availability of funds in the fee remission scheme. The School reserves the right to make the final decision.
3. Required supporting documents include:
  - (i) Copy of identity documents of the applicant and his / her family members (including the dependent parent(s) (if applicable)) as listed in Part II;
  - (ii) (For single-parent families) Copy of supporting documents for separation / divorce or spouse's Death Certificate. If applicants are unable to provide the supporting documents, please explain in writing the reasons and sign on an explanatory note;
  - (iii) (If applicable) Copy of documentary proof on unavoidable medical expenses (for family members who are chronically ill or permanently incapacitated) for the period from 1 April 2022 to 31 March 2023; and
  - (iv) Documentary proof on total income for the period from 1 April 2022 to 31 March 2023. Please submit the document in accordance with the requirements listed below:

Salaried employed person	<ol style="list-style-type: none"> <li>(1) Tax Demand Note issued by the Inland Revenue Department; if not available</li> <li>(2) Employer's Return of Remuneration and Pensions Form; if not available</li> <li>(3) Salary Statement; if not available</li> <li>(4) Bank transaction record showing payment of salary, allowance, etc. (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks. For any entries other than income, please also make necessary remarks next to them, or else the SFO may include the amount in calculating family income ); if not available</li> <li>(5) Income Certificate certified by the employer (See Sample I at Annex), etc.</li> </ol>
Self-employed driver or person running business (including sole proprietorship business / partnership business / limited company)	<ol style="list-style-type: none"> <li>(1) Profit and Loss Account verified by a Certified Public Accountant; if not available</li> <li>(2) Profit and Loss Account prepared on your own (See Sample II or III at Annex) and</li> <li>(3) Personal Assessment Notice (if applicable).</li> </ol>
Salaried employed or self-employed person who cannot produce any income proofs	Please follow Sample IV at Annex to provide Self-prepared Income Breakdown detailing your monthly income throughout the year and explaining why income proof cannot be produced. (The SFO reserves the right to decide whether applications from those applicants who cannot provide justification for not producing income proof would be accepted.)
Person with rental income	<ol style="list-style-type: none"> <li>(1) Tenancy Agreement ; if not available</li> <li>(2) Bank transaction record showing rental income (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks. For any entries other than income, please also make necessary remarks next to them, or else the SFO may include the amount in calculating family income).</li> </ol>

## Sample I: Income Certificate

**Annex**

(For salaried employed person who cannot provide items 1-4 of income proof  
as listed in paragraph 3(iv) of “C. Notes on Submission of Application forms and Supporting Documents”)

(Can be filled in directly)

### **INCOME CERTIFICATE**

This is to certify that \_\_\_\_\_ (HKID Card No. \_\_\_\_\_) is employed by this company  
as \_\_\_\_\_. His / Her total salary (including allowance, bonus, double pay, leave pay and  
other income (including Hong Kong, the Mainland and overseas), **but excluding Mandatory Provident Fund**  
**✓ Provident Fund contribution by employee, in actual figure**) during the period from 1 April 2022 to 31 March  
2023 (please specify the exact employment period within the above-mentioned period if it was less than 12  
months: \_\_\_\_\_ to \_\_\_\_\_ ) is \*HK\$ \_\_\_\_\_. (The School will not  
accept estimated amount, so please provide the actual figure.)

Signature of Employer : \_\_\_\_\_ Name of Employer : \_\_\_\_\_

Company Chop : \_\_\_\_\_ Telephone No. : \_\_\_\_\_

Company Address : \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

(Note: The original copy of this Certificate must bear the company chop and telephone number of the employer. Employer's initial is required against any deletion / amendment.)

\* Please specify the currency if salary is not paid in Hong Kong dollars.

**WARNING:** The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

**Sample II: Profit & Loss Account**  
(For self-employed taxi driver / lorry driver /  
minibus driver etc.)  
(Can be filled in directly)

Name of family member engaged in the following business : \_\_\_\_\_  
 Taxi driver / Lorry driver / Minibus driver (please circle)  
 Vehicle owner / Vehicle lessee (please circle)  
 License number (for vehicle owner only) : \_\_\_\_\_

Profit and Loss Account  
(From 1st April 2022 to 31st March 2023)

Income (HK\$)

1. Rent (for vehicle owner only) \$ \_\_\_\_\_  
 2. Profit from operating business \$ \_\_\_\_\_  
 3. Others (please specify all items & breakdown of amounts) \$ \_\_\_\_\_

(A) Total Income \$ \_\_\_\_\_

Expenditure (excluding vehicle mortgages) (HK\$)  
(1&2 are applicable to vehicle lessee, 2 to 5 are applicable to vehicle owner)

1. Vehicle rental fee \$ \_\_\_\_\_  
 2. Fuel charges \$ \_\_\_\_\_  
 3. Insurance premium \$ \_\_\_\_\_  
 4. Maintenance fee \$ \_\_\_\_\_  
 5. License fees \$ \_\_\_\_\_  
 6. Others (please specify all items & breakdown of amounts) \$ \_\_\_\_\_

(B) Total Expenditure \$ \_\_\_\_\_

**Net profit** \$ \_\_\_\_\_  
**[(A)Total Income-(B)Total Expenditure]**  
 (This amount should be filled in Part III of the Household Application Form.)

Remark (reason for not being able to provide income proof)  
 \_\_\_\_\_

Signature of family member engaged in the above business (if not the applicant) : \_\_\_\_\_  
 Applicant's Name : \_\_\_\_\_  
 Applicant's HKID No : \_\_\_\_\_  
 Applicant's Signature : \_\_\_\_\_  
 Date : \_\_\_\_\_

**Sample III: Profit & Loss Account**  
(For person running business (including sole proprietorship / partnership business)  
(Can be filled in directly)

Name of family member running the following company (Owner) : \_\_\_\_\_  
 Company name : \_\_\_\_\_  
 Nature of business : \_\_\_\_\_  
 Company address : \_\_\_\_\_

Sole proprietorship or partnership : \_\_\_\_\_ ( \_\_\_\_\_ %)  
 (If it is a partnership, please specify the profit sharing ratio, e.g. Partnership (50%))

Profit and Loss Account  
(From 1st April 2022 to 31st March 2023)

(A) Gross Income (HK\$) \$ \_\_\_\_\_

Expenditure (HK\$)  
(The following is the running cost of the company and should not cover any house hold expense.)

Cost on purchasing merchandise \$ \_\_\_\_\_  
 Water charges \$ \_\_\_\_\_  
 Electricity charges \$ \_\_\_\_\_  
 Gas charges \$ \_\_\_\_\_  
 Telephone charges \$ \_\_\_\_\_  
 Rent and rates \$ \_\_\_\_\_  
 Salary of employees other than those marked '#' below \$ \_\_\_\_\_  
 Transportation costs \$ \_\_\_\_\_  
 Traveling expenses \$ \_\_\_\_\_  
 Insurance premium \$ \_\_\_\_\_  
 Fees for repair and maintenance of machinery \$ \_\_\_\_\_  
 Others (please specify all items & breakdown of amounts) \$ \_\_\_\_\_

Other Expenditure (HK\$)

# Salary of owner paid by this company \$ \_\_\_\_\_  
 #Salary of other family member paid by this company (Name: \_\_\_\_\_) \$ \_\_\_\_\_

(B) Total Expenditure (HK\$) \$ \_\_\_\_\_

**Household Income**  
 =(A)Gross Income-(B)Total Expenditure\*+Salary of owner /otherfamily member paid by this company#  
 = HK \$ \_\_\_\_\_

(This amount should be filled in Part III of the Household Application Form.)

Remark (reason for not being able to provide incom proof):  
 \_\_\_\_\_

Owner's Signature (if not the Applicant) : \_\_\_\_\_  
 Applicant's Name : \_\_\_\_\_  
 Applicant's HKID NO : \_\_\_\_\_  
 Applicant's Signature : \_\_\_\_\_  
 Date : \_\_\_\_\_



## Sample IV: Self-prepared Income Breakdown

**Annex**

(For hawker / construction worker / renovation worker / casual worker / cleaner  
who cannot provide income proof)

(Please fill in all of the following items)

(Can be filled in directly)

**WARNING:** The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

Name of the family member engaged  
in the following business : \_\_\_\_\_

(Each self-prepared income breakdown should contain the income information of ONE family member only.)

The relationship between this family member and the applicant : \* Applicant / Spouse / Child

(\* please delete the inappropriate items)

Nature of Industry (e.g. Construction): \_\_\_\_\_

Position (e.g. construction worker) : \_\_\_\_\_

### Actual Income

(Please fill in actual figure. If you do not have any income in a specific month, please fill in \$0. Do not leave any month blank. In addition, for payment made in arrears, for instance, if the payment date of your salary for April is in May, you should fill in the salary amount in the month of April, etc.)

#### 2022

#### 2023

April : HK \$ \_\_\_\_\_ September : HK \$ \_\_\_\_\_ January : HK \$ \_\_\_\_\_

May : HK \$ \_\_\_\_\_ October : HK \$ \_\_\_\_\_ February : HK \$ \_\_\_\_\_

June : HK \$ \_\_\_\_\_ November : HK \$ \_\_\_\_\_ March : HK \$ \_\_\_\_\_

July : HK \$ \_\_\_\_\_ December : HK \$ \_\_\_\_\_

August : HK \$ \_\_\_\_\_

Total Annual Income HK \$ : \_\_\_\_\_

Payment method (Please put "✓" in the appropriate box. More than one item may be selected)

A. By Cash / Cash cheque

B. By Cheque / direct credit (Please provide a copy of the transaction record together with the page showing the name of the bank account holder, circle the entries and highlight the total amount with colour for verification. For any entries other than income, please also make necessary remarks next to them, or else CCVC may include the amount in calculating your family income.)

Reason for not being able to provide income proof (Please put "✓" in the appropriate box.)

A. I have no fixed employer.

B. The company I worked for has wound up and I cannot obtain documentary proof from the ex-employer employer and do not have any other income proof.

C. Others, please specify : \_\_\_\_\_

**Declaration : I declare that the above information is true and complete.**

Signature of family member engaged in the above business (if not the applicant): \_\_\_\_\_

Applicant's Name : \_\_\_\_\_ Applicant's HKID No : \_\_\_\_\_

Applicant's Signature : \_\_\_\_\_ Date : \_\_\_\_\_