



HKYG Lee Shau Kee College 香港青年協會李兆基書院 Guidelines on Application for Fee Remission 學費減免申請須知

1 Introduction 簡介

- 1.1 The College will set aside at least 10% of the total income from school fees for the scholarships and/or fee remission each academic year.
本校每學年均會把最少十分之一的學費收入撥作獎學金及減免學費之用。
- 1.2 The fee remission scheme provides financial assistance in the form of fee reduction to needy students of the College. The aim is to provide them with an opportunity to receive quality education.
減免費計劃的目的是提供學費資助予家庭經濟有困難的本校學生，讓他們能有接受教育的機會。

2 Eligibility 申請資格

- 2.1 Applicants must be parents or legal guardian of a currently enrolled student of HKFYG Lee Shau Kee College.
申請者必須為香港青年協會李兆基書院已註冊學生的家長或合法監護人。
- 2.2 Applicants receiving the Comprehensive Social Security Assistance (CSAA) and/or subsidy administered by the Student Finance Office (SFO) can also apply.
申請者如正接受綜合社會保障援助及/或學生資助處的資助亦可申請。

3 Amount of Fee Remission 減免學費金額

Successful applicants will be offered a full or a half fee remission.
成功申請者可豁免全部或一半的學費。

4 Application Procedures 申請程序

4.1 Date of Application 申請日期

Application is open throughout the academic year. All documents should be submitted on or before the 17th of the month. Successful applicant can be granted fee remission starting the next month.

可於學年內任何時間申請，並於該月十七日或之前提交所有文件。如申請獲得批核，該生由下一個月份開始獲學費減免。

4.2 Applicants can obtain application form from the General Office or download from the College website.

申請人可在校務處索取或從本校校網下載申請表格。

4.3 Applicants should return the application form with all supporting documents and a HK\$1.7 self-addressed and stamped envelope to the General Office. (Please refer to Appendix I: Checklist for Documents Submitted)

家長或監護人須填妥申請表格，並連同所需文件及一個已貼上港幣\$1.7 郵票的回郵信封，呈交校務處。



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- 4.4 Make the Oath and Declaration at District Office/before a solicitor if necessary.
如有需要，請往民政事務處或經律師進行宣誓聲明。
- 4.5 An interview or home visit may be arranged to assess the application if necessary.
如有需要，本校將安排面試或家訪，評估申請人的家庭狀況。
- 4.6 Assessment will be conducted by Fee Remission Board which comprises the Principal, the Vice-principal and Teacher-in-charge of Finance
評審工作由校長、副校長及財務主任組成的減免學費委員會負責。
- 4.7 It is necessary to re-apply for fee remission each year.
減免學費計劃按每學年批核及撥款，申請人須每學年重新申請。
- 4.8 Applicants will be informed by post.
本校會將審批結果個別發信通知申請人。
- 4.9 If applicants are not satisfied with the result of their assessment, they may apply in writing to the College for re-assessment within one month after the notification. Detailed justifications and evidence in support of their application must be provided. The application for re-assessment must be duly signed by the applicant. Re-assessment result will be announced by writing within one month.
如申請人對評估結果不滿意，可於獲得通知後一個月內以書面形式向本校申請重新評估。申請書必須附上申請人的簽署，並詳列申請重新評估的理由及提供充足證明文件。本校將於一個月內以書面形式通知結果。

5. Personal Data

- 5.1 The applicants should be responsible for providing all information and supporting documents truthfully. Insufficient / false and misleading information will lead to the application deferred, disqualified or may even lead to criminal prosecution.
申請人應真確地填寫申請表內之資料，如有不完整/錯誤/或誤導資料，申請將被延誤、被取消申請資格，申請人甚至會被刑事檢控。
- 5.2 All information submitted will be used only for all actions relating to the processing application.
所有提交之資料只作處理有關申請事宜。
- 5.3 If necessary, the College will contact the employers of the applicant and his/her family members to verify the information provided in the application.
如有需要，本校會聯絡申請人及其家庭成員的僱主，核實填報的資料。
- 5.4 All documents submitted to the College will not be returnable.
申請人所提交的所有資料概不發還。



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6. Assessment Criteria 評估準則

6.1 Applicants' eligibility for fee remission will be assessed on Student Finance Office (SFO) – Adjusted Family Income (AFI) mechanism as the means test to assess the eligibility of the applicant's fee remission level.

The AFI mechanism is based on the following formula:

本校參考學生資助處的「調整後家庭收入」機制進行入息審查，以評定申請人的資助資格。「調整後家庭收入」機制所採用的算式如下：

$$\text{AFI} = \frac{\text{Gross annual income of the family}}{\text{Number of family members} + (1)}$$

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

6.2 Single parent families of 2 to 3 members, the “plus 1 factor” in the divisor of the AFI Formula will be increased to 2.

二至三人的單親家庭，公式中除數的(+1)將會增加至(+2)。

6.3 Level of Assistance - The AFI eligibility benchmarks for various levels of assistance are listed in the table below:

資助幅度 - 下表詳列的「調整後家庭收入」組別的資助幅度。

AFI Groups between (HK\$) 「調整後家庭收入」機制下數值介乎	Level of Assistance 資助幅度
0 – 37,552	FULL* 全額
37,553-72,611	Half 半額
>72,611	Ineligible 不合資格 (申請不成功)

The assessment criteria are established with reference to the Student Finance Office (SFO) and are subject to its adjustment in requirement.

評審準則是根據「學生資助處」公佈最新家庭入息審查計算方法；日後「學生資助處」若調整學生資助申請的家庭入息限額，本校將會作出相應調整。

*AFI thresholds for full level of assistance for 3-member and 4-member families are \$45,460 and \$41,824 respectively. For 2-member single –parent families and 3-member single-parent families, they are regarded as 3-member families and 4-member family respectively for determining the AFI thresholds for full level of assistance and calculation of AFI

* 3 人家庭和 4 人家庭可獲全額資助的「調整後家庭收入」上限分別為 45,460 元和 41,824 元。就 2 人和 3 人單親家庭而言，有關家庭會分別視為 3 人和 4 人家庭，以決定可獲全額資助的「調整後家庭收入」上限及計算「調整後家庭收入」。



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- 6.4 Annual family gross income includes the annual income of the applicant and spouse; 30% of the annual income of any unmarried child/children residing with the family if applicable; and all contributions from relatives/friends if applicable.
家庭全年總收入包括申請人及配偶的全年收入，與申請人家庭同住的未婚子女的全年收入的 30%（如適用），以及親友給予的津貼（如適用）。
- 6.5 Family members, for the purposes of this application, include the applicant, spouse, unmarried child/ children residing with the family and the dependent parent(s) of the family.
家庭成員通常是指申請人、申請人配偶、與申請人家庭同住的未婚子女，以及受申請人及其配偶供養的父母。

7. Contact Us 聯絡我們

For enquiries, please call 2146 1128 or email at hlc@hlc.edu.hk
查詢請致電 2146 1128 或電郵 hlc@hlc.edu.hk



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8. Items for Assessing Family Income 家庭入息申報項目

Applicants should provide documentation on annual family gross income in the previous 12 months before the date of application.

申請人須提供於申請日過去一年的總收入證明文件。

Income to be assessed 必須申報之入息項目		Income not to be assessed 可豁免申報之入息項目	
1.	Basic salary (including MPF) 薪金—包括強積金供款	1.	Scholarships 獎學金
2.	Double pay/leave pay 雙糧/假期工資	2.	Disability allowance and Old age allowance 傷殘/高齡津貼
3.	Allowance (including housing, travel, meals, education, shift allowance, etc) 津貼 (包括房屋、交通、膳食、教育、輪班津貼等)	3.	Long service payment and contract gratuity 長期服務金/合約酬金
4.	Bonus, commission 花紅、佣金	4.	Severance pay 遣散費
5.	Wages in lieu of notice of dismissal 因離職而領取的代通知金	5.	Loans 貸款
6.	Profits from business or investment 營商/投資利潤	6.	One-off retirement gratuity and provident fund 一次過領取之退休金/公積金
7.	Alimony/living expenses from ex-spouse 贍養費	7.	Inheritance 遺產
8.	Contributions from family members or relatives 親屬及朋友的資助	8.	Charitable donations 領取的慈善捐款
9.	Interest earned from bank deposits, stocks and shares, etc. 銀行存款利息、股票及股份等	9.	Retraining allowance 再培訓津貼
10.	Rental from property 租金收入	10.	Traffic/insurance/injury indemnity 交通意外/保險/傷亡賠償
11.	Monthly pension, widow's & children's compensation or gratuity 每月領取的退休金/孤兒寡婦恩恤金	11.	Comprehensive Social Security Assistance 綜合社會保障援助金
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附件一

證明文件之檢查清單 (請在□內加上✓號)

副本	文件
<input type="checkbox"/>	申請人身份證及其子女出紙或其他身份證明文件
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	薪金收入： 最近期稅務局所發出之薪俸稅評估通知書；及 本年度僱主為僱員填報的薪酬及長俸報稅表格（表格 IR 56B）；或 聘請書/合約；或 薪金結算書/銀行入數紙；或 其他有關文件（請註明）：
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	投資項目收入： 股息通知書；及 利息通知書；及 其他有關文件（請註明）：
<input type="checkbox"/> <input type="checkbox"/>	經營業務收入： 公司賬目包括損益表及資產負債表；及 稅務局所發出的利得稅評估書
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	物業收入： 租約；或 租單紀錄；或 物業稅評估通知書
<input type="checkbox"/>	低收入家庭： 社會福利機構發出的證明文件
<input type="checkbox"/>	其他與申請有關文件：



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Appendix I

Checklist for document(s) submitted (Please ✓)

Copy	Documents
<input type="checkbox"/>	Applicant's Identity Card, Identity documents of children
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Employment Income: The most recent Salaries Tax Assessment Notice(s) issued by the Inland Revenue Department; or Employer's Return(s) of Employee's Remuneration and Pensions (Form IR 56B) for the current financial year; or Employment Contract(s); or Pay-slips/Bank Advices; or Other relevant document(s) (please specify):
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Investment Income: Dividend Advice and Interest Advice and Other relevant document(s) (please specify):
<input type="checkbox"/> <input type="checkbox"/>	Business Income: Accounts of the business including balance sheet and profit and loss account; and Relevant profits tax assessments issued by the Inland Revenue Department
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Property Income: Tenancy Agreement(s); or Rental Receipt Records; or Property Tax Assessment Notices
<input type="checkbox"/>	Low Income Families: Evidence document(s) from social welfare agencies
<input type="checkbox"/>	Any other documents relevant to the application: