



佛教筏可紀念中學
Buddhist Fat Ho Memorial College
學費減免計劃須知 2018-2019
Notes to Fee Remission Scheme

1. 經濟資助 Financial Assistance

資助計劃之目的是為有經濟需要的家庭提供學費減免。資助分為兩種幅度：全額及半額。校方會透過通告及學校網頁通知家長有關資助計劃。由本校學費減免審批組審核有關申請及有關證明文件，作出評估建議，再由校長批核。

Financial assistance aims at helping family/parents with financial hardships by means of tuition fee remission. The assistance is provided in two levels, full tuition fee remission and half tuition fee remission. Parents are informed of the scheme through school circulars and/or the school webpage. Applications with supporting documents will be assessed by the College Fee Remission and Scholarships Committee. The Committee will make recommendations for the Principal's approval.

2. 評估方法及資助幅度 Methods of Assessment and Levels of Assistance

本校是採用現時香港特別行政區政府學生資助辦事處的「調整後家庭收入」(AFI) 機制進行入息審查，以評定申請人的資助資格及幅度。調整後家庭收入機制所採用的算式如下：

Our school will adopt the "Adjusted Family Income" (AFI) mechanism, currently used by the Student Financial Assistance Agency, HKSAR, as a means test to assess the eligibility of the applicant's family for the student-applicant's fee remission. The AFI is calculated based on the following formula:

$$\text{調整後家庭收入 (AFI)} = \frac{\text{家庭全年總收入 (Gross Annual Income of the Family)}}{\text{家庭成員人數 (Number of Family Members)} + 1}$$

注意事項 Notes :

- a. 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%、親友給予的津助 (如適用)，以及本校所指明的收入來源。

{Gross Annual Family Income of the Family} includes 100% of the annual income of the applicant and his/her spouse; and 30% of the annual income of any unmarried children residing with the family; and the contribution from relatives / friends if applicable; and from the sources specified by the school.

- b. 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 (有關受供養父母並沒有接受社會綜合援助金)。

{Family members} refer to the applicant, his/her spouse, unmarried child(ren) of the applicant and his/her spouse residing with the family, the dependent parents of the applicant and his/her spouse (who are not receiving Comprehensive Social Security Assistance) residing with the family.

- c. 二至三人的單親家庭，公式中除數的 (+1) 將會增加至 (+2)。
In case of single-parent families of 2 to 3 members, the (+1) factor in the denominator of AFI formula will be increased to (+2).
- d. 本校擬撥出總額為直資班學費的 25-30%作為學費減免之用。下表詳列「調整後家庭收入」組別的資助幅度。若有需要，本校隨時檢討有關組別的設定。請注意「調整後家庭收入」並不是家庭每月的平均收入。

The total amount of remission for each year is proposed to be 25-30% of the school fees receivable from DSS classes. The AFI eligibility benchmarks for various levels of assistance (and no assistance) are set out in the table below and will be reviewed when necessary. Please note that the AFI is not the average monthly income of a family.

<u>「調整後家庭收入」組別乎(元)</u> <u>AFI Groups between (HK\$)</u>	<u>學費減免額的百分比</u> <u>Percentage of Fee Remission</u>
0 – 39,182	100% *
39,183 – 75,764	50%
超過 Over 75,764	不合資格 (申請不成功) Ineligible

* 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 47,434 元和 43,640 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」。

AFI thresholds for full level of assistance for 3-member and 4-member families are \$46,733 and \$42,995 respectively. 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.

- e. 假若任何一組別符合資格的申請人超出校方為該組別設定的配額，校方將根據每一位申請人的「調整後家庭收入」，依次序排列，收入較高者將獲分配下一個組別的學費減免額。
If the number of eligible applicants for a particular level of remission exceeds the number of awards available, the applicants will be ranked according to the AFI, and the higher AFI ones will be granted the immediate lower level of remission.
- f. 假若符合減免資格家庭有多個一名子女就讀佛教筏可紀念中學的直資班，則第二名及其後的子女的學費減免百分比，將增加百分之五十(最高可達百分之一百)。
For those eligible families having more than one child attending DSS classes of Buddhist Fat Ho Memorial College, the percentage of fee remission for the additional child (or children) set out above would be increased by 50% (limited to a maximum of 100%).

3. 申請程序 Application Procedures

- a. 申請表可向佛教筏可紀念中學校務處索取或在本校網頁下載。
Application forms can be obtained from the Buddhist Fat Ho Memorial College General Office or downloaded from the School Website.
- b. 申請表必須由學生家長或監護人填寫。填妥的表格須連同所需文件一併交回本校校務處。
Application must be made by a student's parent or legal guardian. The completed application form and the required documents are to be forwarded to the School General Office.
- c. 申請表格資料未填妥，其申請將不獲考慮。
Incomplete application will not be considered.
- d. 校方有可能就個別申請作深入審查(如家訪)，以確認申請資料。
The school may conduct an investigation, including home visits, for authentication of the application data.

- e. 已被審批的減免學費額只限於該學年。每年的學費減免額會隨申請人最新的家庭總收入及家庭狀況作出調整。
Approved fee remission is valid for the current academic year only. The level of fee remission may be adjusted according to the applicant's latest income and family circumstances.
- f. 已呈交之所有文件，恕不退還。
All the submitted application forms and documents are not returnable.
- g. 經處理過的申請資料將由校方保留以供未來行政之用，保存的資料會予以保密，並只限校方閱覽。
After processing the application, the data will be retained for future administrative use. The data will be kept confidential and is only accessible to the school.
- h. 申請人有權向校方要求取閱或更正資料，而有關要求必須以書面形式向校長提出。
The applicant has the right to obtain access to and request correction of any personal information of himself / herself from the school. Requests for such access should be made in writing to the Principal.
- i. 本校保留隨時檢討有關規例和方針的權利。
The above rules and policies will be reviewed from time to time.

4. 申請期限 Period of Application

- a. 本校會於每學年的五月十五日以後不接受減免學費的申請。
We will not accept any application after 15th May of each academic year.
- b. 減免學費生效日期由交齊所需文件的月份起計。
The fee remission scheme will be effective from the month of submitting the completed form with fully supporting documents.
- c. 本校會於申請者遞表日起計兩個月內發出審批結果通知。
Application result will be sent to the applicant within two months effective from the date of submission

5. 呈交文件 Documents to be Submitted

家庭各成員的入息證明文件必須連同申請表一併遞交（須填報的入息資料請參閱附件）。

Documentary evidence in respect of the earned income and assets of every member of the family must be submitted with the application form. (Please refer to the Appendix.)

6. 審批結果通知 Notification of Result

校方會以書面通知申請人審批結果，有關通知會以郵遞方式寄往申請表上的地址。

The School will inform the applicant in writing of the result of his / her application after it has been approved by the FRSC. Notification of the result will be mailed to the applicant's correspondence address provided in the application form.

7. 查詢 Enquiry

如有任何查詢，請聯絡崔惠儀副校長，電話：29855365。

If there is any enquiry, please contact Ms. Tsui Wai Yee (Vice-Principal) of the school at 29855365.

申請人須填報的收入：

The applicant is required to report the sources of his/her family income as listed below:

<p>須填報的收入 Items need to be reported</p>	<p>不須填報的收入 Items need not to be reported</p>
<p>1. 薪酬(包括全職、兼職、短期工作的薪金，當中包括公積金或強積金供款) Salary (including the salary for full-time, part-time, or temporary job inclusive of Provident Fund or Mandatory Provident Fund contribution)</p>	<p>1. 領取的退休金或強積金 One-off retirement gratuity / Provident fund</p>
<p>2. 雙薪 / 假期工資 Double pay / Leave pay / Pay in-lieu of annual leave</p>	<p>2. 高齡津貼(即生果金) Old age allowance</p>
<p>3. 津貼(包括 房屋 / 旅遊 / 膳食 / 教育 / 輪班津貼等) Allowance (including housing / travel / meals / education / shift allowance etc)</p>	<p>3. 長期服務金 / 約滿酬金 Severance payment / Long service payment</p>
<p>4. 花紅 / 佣金 / 小賚 Bonus / Commission / Tips</p>	<p>4. 貸款 Loans</p>
<p>5. 因被撤職而領取的代通知金 Wages in lieu of notice of dismissal</p>	<p>5. 傷殘津貼 Disability allowance</p>
<p>6. 經商 / 投資利潤 Profit from business / investment</p>	<p>6. 遺產 Inheritance</p>
<p>7. 租金收入 Rental income net of related mortgage interest payment</p>	<p>7. 慈善捐款 Charity donations received</p>
<p>8. 每月領取的退休金 / 孤兒寡婦金或恩恤金 Monthly pension / Widow's & Children's Compensation</p>	<p>8. 再培訓津貼 Retraining allowance</p>
<p>9. 親友給予的津助 Contribution from relatives / friends</p>	<p>9. 獎學金 Bursaries / Scholarships awarded</p>
<p>10. 贍養費 Alimony</p>	<p>10. 意外 / 保險 / 傷亡賠償 Traffic accident / insurance / injury indemnity</p>
<p>11. 綜合社會保障援助金 Comprehensive Social security assistance</p>	



佛教筏可紀念中學

Buddhist Fat Ho Memorial College

減免學費申請表 Application for Fee Remission 20 - 20

遞表日期 Date of submission: _____ 申請編號 Application No.: _____
(由本校填寫 School Use only)

A 學生資料 Student Information

1. 學生姓名 Student Name: _____ 班別 Class: _____
2. 與申請人關係 Relationship with Applicant: 父母 Parent /法定監護人 Guardian Ad Litem*

B 申請人資料 Applicant Information

1. 申請人姓名 Name of Applicant :
 姓: _____ 名: _____ (中文)
 First Name: _____
 Last Name: _____ (Eng)
2. 性別 Sex : 男 M / 女 F *
3. 婚姻狀況 Marital Status:
 已婚 Married / 分居 Separated / 離婚 Divorced / 配偶已身故 Spouse deceased /
 其他 Other (請註明 Please specify _____) *
4. 居住地址 Residential Address:

5. 通訊地址 Correspondence Address (如與居住地址不同 if different from above) :

6. 職業及職位 Occupation and Position: _____
7. 聯絡電話 Contact No.: 辦公室 Office _____ 住宅 Home _____
 流動電話 Mobile _____
8. 電郵地址 E-mail Address: _____

C 家長成員資料(居住在同一住宅單位)

Information on All Family Members (living in the same residence)

	姓名 Name	出生日期 Date of Birth	年齡 Age	身份證號碼 HK ID. No.	與申請人關係 Relationship with applicant	現時職業 Current Employment / 全日制課程名稱 Full- Time Education	由 本校 填寫 For School Use
1					申請人 Applicant		
2							
3							
4							
5							
6							
7							
8							

注意：家庭成員通常是指申請人、申請人的配偶、與申請人同住的未婚子女，以及由申請人及 / 或其配偶供養的父母。

Note : Family members are defined as applicant and his/her spouse, unmarried child / children and parents.

D 家庭收入 Family Income (請參考附件 Please refer to appendix)

家庭成員於 1/4/2017 至 31/3/2018 期間的收入 (請提供入息證明)

Family Income from 1st April, 2017 to 31st March, 2018 (documentary evidence required)

姓名 Name	全年總收入 Annual Income	由本校填寫 For School Use
其他收入 Other Income (如適用 If applicable) (請說明 Please specify: _____)		

注意：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)。

Note : 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 / friend if applicable.

你的家庭現時是否正在領取綜合社會保障援助?

Is your family currently receiving Comprehensive Social Security Assistance?

是 Yes / 否 No* _

F 聲明 Declaration

本人_____ (姓名) 在這份申請表格內所填報的各項資料，據本人所知，均屬正確無訛。本人知道佛教筏可紀念中學將根據本人所提供的資料，評定本人是否符合學費減免資格及評估所得的學費減免金額。本人亦知道如誤報或漏報資料，以欺詐手段獲得財物 / 金錢利益，均屬違法，可能會遭起訴。

本人同意學校可向有關機構索取本人及本人家庭成員的個人資料，以便學校可核對本人在申請表格內提供的資料。我並承諾將此項安排告知本人的家庭成員。

本人接受學校查證與這申請所填報的有關資料的真確性。假如本人拒絕合作，本人願意立即全數歸還已獲發的學費減免款項。

I, _____ (name), declare that the information provided in this application form is complete and true to the best of my knowledge. I am aware that BFHMC will rely on the information provided by me to determine the eligibility and the percentage of fee remission to be offered under the Scheme. I also understand that any commission / misrepresentation of information with a view to obtaining pecuniary advantage by deception be an offence and liable to legal proceedings.

I authorize the College to handle the personal data/information provided in this application and I will undertake to inform my family members of such an arrangement. I also give consent to the College to release my and my family members' personal data to various authorities concerned for the purpose of processing my application or verifying the information provided in this application.

I agree to let the College check and counter-check this application. If I refuse to co-operate, I undertake to refund all the fee remission already received by me.

申請人簽署 / 身份證號碼

Signature of Applicant / HK I/D Card No.

_____ / _____

家長 / 法定監護人*

Parent / Guardian Ad Litem *

日期 Date _____

* (刪除不適用者 delete if inappropriate)

香港智能身份證副本 Copies of HK Smart ID Card

請把香港智能身份證副本剪貼在適當位置。Please cut and paste the copy of the HK Smart ID Card as appropriate.

(如沒有香港智能身份證，請夾附其他有效的身份證明文件副本，如香港出世紙、回港證、簽證身份書、單程證等。)

(If the HK Smart ID Card is not available, please attach copies of other valid identity documents, e.g. Hong Kong Birth Certificate, Hong Kong Re-entry Permit, Document of Identity for Visa Purposes, One-way Permit, etc.)

申請人的香港智能身份證副本 Copy of the HK Smart ID Card of the applicant		配偶香港智能身份證副本 Copy of the HK Smart ID Card of the spouse	
申請人 Applicant		配偶 spouse	
家庭成員的香港智能身份證副本 Copy of the HK Smart ID Card of family member		家庭成員的香港智能身份證副本 Copy of the HK Smart ID Card of family member	
家庭成員 Family Member		家庭成員 Family Member	
家庭成員的香港智能身份證副本 Copy of the HK Smart ID Card of family member		家庭成員的香港智能身份證副本 Copy of the HK Smart ID Card of family member	
家庭成員 Family Member		家庭成員 Family Member	
家庭成員的香港智能身份證副本 Copy of the HK Smart ID Card of family member		家庭成員的香港智能身份證副本 Copy of the HK Smart ID Card of family member	
家庭成員 Family Member		家庭成員 Family Member	

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<p>2. 雙薪 / 假期工資 Double pay / Leave pay / Pay in-lieu of annual Leave</p>	<p>2. 高齡津貼(即生果金) Old age allowance</p>
<p>3. 津貼(包括 房屋 / 旅遊 / 膳食 / 教育 / 輪班津貼等) Allowance (including housing / travel / meals / education / shift allowance etc)</p>	<p>3. 長期服務金 / 約滿酬金 Severance payment / Long service payment</p>
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<p>6. 經商 / 投資利潤 Profit from business / investment</p>	<p>6. 遺產 Inheritance</p>
<p>7. 租金收入 Rental income net of related mortgage interest Payment</p>	<p>7. 慈善捐款 Charity donations received</p>
<p>8. 每月領取的退休金 / 孤兒寡婦金或恩恤金 Monthly pension / Widow's & Children's Compensation</p>	<p>8. 再培訓津貼 Retraining allowance</p>
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<p>10. 贍養費 Alimony</p>	<p>10. 意外 / 保險 / 傷亡賠償 Traffic accident / insurance / injury indemnity</p>
<p>11. 綜合社會保障援助金 Comprehensive Social security assistance</p>	

Family Monthly Income 家庭每月收入 4 /2017 to 3 /2018

	Income 收入	Other item(s) 其他收入	
4/ 2017			
5/ 2017			
6/ 2017			
7/ 2017			
8/ 2017			
9/ 2017			
10/ 2017			
11/ 2017			
12/ 2017			
1/ 2018			
2/2018			
3/ 2018			
Total 總額			

申請者必須填寫下列回郵地址，並請貼上郵票

Applicant should fill in the details below and fix a stamp on the space provided

請貼郵

Fix stamp

here

Name of Applicant 收件人姓名： _____

Address 地址： _____

本頁由學校填寫 This page is for school use only

致： 貴家長 / 法定監護人

To： Parents / Guardian Ad Litem

申請表收取確認

Acknowledgement of School Fee Remission Application

閣下為 貴子弟 (姓名: _____ 班別: _____) 遞交之減免學費申請表, 本校已於 _____ 收到, 編號為 _____。由於處理需時, 未有批核結果前, 閣下仍需為 貴子弟繳交學費。如有任何查詢, 敬請致電本校 (電話: 2985 5365) 與崔惠儀副校長聯絡。

We acknowledge to receive your application of school fee remission for your child (Name: _____ and Class: _____) on _____ and the serial number is _____. You are requested to pay attention that all applicants must pay school fee until the result of permission is confirmed. If there is any queries for the above matter, please feel free to contact Ms TSUI Wai Yee, our vice-principal, at 2985 5365.

佛教筏可紀念中學 學費減免審批組

The College Fee Remission and Scholarships Committee of BFHMC