

HKMA David Li Kwok Po College

Guidance Notes on the Financial Assistance Scheme 2018/19

1 Objective of the scheme

The scheme aims to help students who are most in need of financial assistance so that they will not be deprived of the chance to study at our College solely because of financial difficulties in paying school fees. Eligible applicants will be granted full or half-level assistance.

2 Content of the scheme

- 2.1 In accordance with EDB's requirement, our College will reserve at least 10% of the school's total school fee income to run a fee remission/scholarship scheme.
- 2.2 A simulation test is available on our College's web page (the 2017/18 version is valid only for the time being, updating will be made in late May 2018) so that parents can estimate the level of fee remission their children might be granted. Please note that the test is for estimation purposes only.

3 Eligibility Criteria

- 3.1 The applicant must be the father, mother or legal guardian of a currently enrolled student of our College. If the applicant has more than one child studying at the College, only one application needs to be submitted.
- 3.2 Families who are currently in receipt of either one of the following two kinds of financial assistance are eligible to apply for financial assistance from our College:
 - i. Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department (SWD); or
 - ii. Assistance from the Student Finance Office (SFO) (For application details, please refer to the notes in Appendix.)

Applicants are required to produce a copy of the eligibility certificate (2018-2019 school year) issued by the SFO or a copy of the CSSA notification letter (from 1 April 2017 to 31 March 2018) issued by SWD for processing of application.

4 Application Procedures

- 4.1 Application forms are available at the College's General Office or the College website from **Monday, 14 May 2018**.
- 4.2 All applications should reach the General Office **no later than Friday, 24 August 2018**. Existing beneficiary and CSSA applicants should submit their applications together with the required eligibility certificates issued by SFO. Submission of eligibility certificates by new applicants for SFO assistance (including the newly admitted S1 students) can be made when they are available.
- 4.3 Applicants will be notified of the results of their applications by post **in early September 2018**.

5 Provision / Handling of Personal Data

- 5.1 The College will assess the eligibility for and the level of assistance to be granted based on the information and the supporting documents provided by the applicant. Insufficient information (including failure to submit the required certificates) will render the application deferred or disqualified for further processing.
- 5.2 Personal data provided in the application form and any other supplementary information provided at the request of the College will be used by the College for processing of the application.
- 5.3 The personal data of the applicant and those of his/her family members provided via the application form may be disclosed to government bureaus/departments/ organizations concerned for the purpose stated in paragraph 5.2 above, or where the applicant has given consent to such disclosure.
- 5.4 If necessary, the College will contact the employers of the applicant and his/her family members to authenticate the information provided in the application.
- 5.5 Any misrepresentation and concealment of facts will lead to disqualification or restitution in full of the assistance granted.
- 5.6 All documents submitted are not returnable. However, the applicant has the right to obtain access and make corrections to the data provided by him/her. He/She can also obtain copies of his/her personal data subject to the request being made in writing to the College and payment of necessary administrative charges.

6 Remarks

The College reserves the right to review the rules and policies of this scheme from time to time.

7 Enquiries

Enquiries about the College's Finance Assistance Scheme can be made to the General Office on 2626 9100.

**Students applying for assistance from
both Student Finance Office and the College**

1 Existing Beneficiary Applicants

Existing beneficiary applicants should have received a mailed application form from the SFO in late March 2018. Parents who wish to apply for assistance for the 2018/19 school year should complete the application form according to the Guidance Notes on Household Application. They should then return the completed application form together with all necessary supporting documents to the SFO directly by post on or before **31 May 2018**.

Applicants will receive a result notification letter from the SFO in early August 2018. For successful applicants who have also filed an application for financial assistance from the College, they will be eligible for either full/half-level school fee reduction subject to production of the relevant eligibility certificate from the SFO.

For any application submitted to the SFO after 31 May 2018, the result will only be known after August 2018. If the applicant has also applied for financial assistance from the College, he/she will be required to pay school fees until the result of his/her SFO application is known. For successful applications, the College will reimburse the paid school fees based on the level of assistance granted by the SFO (full/half-level assistance) via the applicant's autopay account.

2 New Applicants

For the new applicants (including those newly admitted S1 students) who wish to apply for financial assistance from the SFO, they can obtain the application form through:

- i. any Home Affairs Office; or
- ii. the College's General Office (starting from mid-May 2018); or
- iii. the SFO's website: www.wfsfaa.gov.hk/sfo/en/index.htm (starting from mid-May 2018).

The SFO will not release the results of applications from new applicants until mid-October 2018. Therefore, students concerned (including the newly admitted S1 students) who have also applied for financial assistance from the school should settle the school fees for September and October while awaiting the results. If they are successful in their SFO applications, the College will reimburse the paid school fees based on the level of assistance granted by the SFO (full/half-level assistance) via the applicant's autopay account.

- 3** If the applicants have financial difficulties in paying school fees before the results from the SFO are known, they can contact our Financial Officer Ms. Carmen Kwok at 2626 9100 for assistance.