



和富慈善基金李宗德小學  
W F JOSEPH LEE PRIMARY SCHOOL

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School Fee Remission Scheme  
2024-2025 Application Form

**Part I Personal Data of Applicant ( Student's Parent )**

Name of Student: \_\_\_\_\_ Class (Class No.): \_\_\_\_\_ ( )

Name of Parent Applicant: \_\_\_\_\_

Parent Applicant's I.D. No. (or other valid identity document) : \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Part II Particulars of Family Members** (including the applicant, the student and members who are dependents of the applicant)

Name	Age	Relationship	Please ✓ if the family member resides with you, otherwise write his/her residing place (e.g. elderly home, mainland China etc)	Occupation	Employer or working place (or name of school and class)	Average monthly income of the latest 6 months ( <b>Including bonus / allowance / part-time income (excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee)</b> )	For School Use (to be completed by the School Office)
						\$	
						\$	
						\$	
						\$	
						\$	
						\$	
Average monthly total income per family						\$	

### Part III Family Financial Status

A. Please ✓ any subsidy you are receiving:

Comprehensive Social Security Assistance

School Textbook Assistance Scheme

(  work in progress/ waiting for the approval of the subsidy       full grant       half grant )

Do not apply any subsidy

B. Ownership of property:  Yes (1)  self-residence

(2)  rental (monthly rental income \$\_\_\_\_\_)

(Please submit supporting rental document)

No

C. Rental of property for self-residence:  Yes (monthly rental payment \$\_\_\_\_\_)

(Please submit supporting rental document)

No

D. Total value of assets (including land / property, cash, bank saving, stocks & shares, and other assets which can be changed into cash): about \$\_\_\_\_\_

E. Average monthly expenses of the whole family: about \$\_\_\_\_\_

### Part IV Attached Documents

Required supporting documents include:

(i) Copy of identity documents of the applicant and his/her family members as listed in Part II; and

(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; and

(iii) Documentary proof on total income for the period from 1 April 2023 to 31 March 2024.

Salaried employed person (including income of all full-time or part-time jobs)	(1) Tax Demand Note issued by Inland Revenue Department; (2) If (1) is not available, please submit Employer's Return of Remuneration and Pensions Form; (3) If (1),(2) are not available, please submit Salary Statement; (4) If (1),(2) and (3) are not available, please submit Bank transaction record showing payment of salary, allowance etc. (together with the page showing the name of bank account holder) (Please highlight the salary entries with colour and remarks. For any entries other than income, please also make necessary remarks next to them, or else the school may include the amount in calculating family income.); (5) If (1) to (4) are not available, please submit Income Certificate certified by the employer.
Self-employed person / person running business / person who cannot produce any income proofs (including person who has no fixed income)	Declaration under Oath on average monthly income or annual income at District Offices under Home Affairs Department
Person currently in receipt of the Comprehensive Social Security Assistance (CSSA)	Copy of the "Certificate of Comprehensive Social Security Assistance Recipients (for Medical Waivers)"
Adult with no income (including housewife, unemployed, but not applicable to person aged over 60)	Declaration under Oath on having no income at District Offices under Home Affairs Department

Landlord with rental income	(1) Tenancy Agreement; (2) If (1) is not available, 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 school may include the amount in calculating family income).
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**Part V Declaration**

I hereby declare that:

- (a) The information given in this form is true, correct and complete.
- (b) I give consent to W F Joseph Lee Primary School to conduct authentication of this application (including home visit and detailed vetting).
- (c) I understand that any misrepresentation, concealment of facts will lead to disqualification and restitution in full of the assistance granted.
- (d) I understand that when the family financial circumstances may affect the fee remission level, such as a promotion with raised salary, I must inform the school of the changes so that timely adjustment of fee remission can be made.

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

Applicant's signature: \_\_\_\_\_

*Remarks:*

- *According to the Personal Data (Privacy) Ordinance, the applicant has the right to request access to or make correction of the information provided.*
- *The information provided will only be used for the 'School Fee Remission Scheme'.*
- *Our school respects the privacy of the applicant and will not disclose the applicant's personal or family details without his/her prior consent.*

For School Use (to be completed by the School Office)

Eligibility level:    100%    75%    50%    25%    0%

	Group	Monthly Family Income (for a family of 3)	Level of Remission
A	1. Applicants receiving Comprehensive Social Security Assistance (CSSA)	Less than \$17,960	100%
	2. Applicants eligible for financial assistance under the Student Financial Assistance Agency (SFAA) (FULL or HALF)	\$17,961 to \$23,320	75%
		\$23,321 to \$28,680	50%
B	Families who can submit proof documents	\$28,681 to \$30,020	25%

Fee remission period: From \_\_\_\_\_ to \_\_\_\_\_

Processed and vetted by: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Principal: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_