Diocesan Boys’ School
Student Financial Assistance Scheme
(2006–2007)
Guidance Notes
Table of Content

PART I  GENERAL INFORMATION ................................................................. 2
1. Introduction ......................................................................................... 2
2. Eligibility ............................................................................................ 2
3. Application Procedures ................................................................. 3
4. Form of Financial Assistance ......................................................... 3
5. Method of Assessment ................................................................. 4
6. Provision/ Handling of Personal Data ........................................... 5
7. Documentary Evidence Required .................................................. 5
8. Declaration ........................................................................................ 7
9. Other Special Family Information ................................................ 7
10. Deadline for Application ............................................................. 7
11. Submission of Application .......................................................... 7
12. Notification of Result ................................................................. 7
13. Appeals ........................................................................................... 7
14. Enquiries ......................................................................................... 7

PART II  NOTES ON COMPLETING THE APPLICATION FORM & OTHER DOCUMENTS ......................................................... 8
1. Application Form ............................................................................. 8
2. Letter of Consent for Income Verification & Cover Sheet ............... 13
3. Cover Sheet for Supporting Documents ........................................ 14
4. Copies of Hong Kong Identity (H.K.I.D.) Cards ............................ 14
5. Income Certificate .......................................................................... 14
6. Income Statements .......................................................................... 14

PART III  SAMPLE FAMILY ................................................................. 15

PART IV  NOTES ON SUBMISSION OF APPLICATION .......................... 16

PART V  SAMPLES .................................................................................. 17

APPENDIX: INCOME FROM ALL SOURCES ........................................... 25
PART I GENERAL INFORMATION

1. Introduction

Student Financial Assistance Scheme (SFAS) provides financial assistance to eligible parents in need in the forms of fee remission, low cost lunch or air-conditioning fee remission for their children in Diocesan Boys' School (the School).

2. Eligibility

2.1 The student must either be:

(1) already studying in Diocesan Boys' School and will continue to do so in the coming academic year; or
(2) enrolled to start his study in Diocesan Boys' School in the coming academic year.

2.2 Parents or legal guardians of students from Grade 7 (Form 1) to Form 4 in the coming academic year are eligible to apply for the Fee Remission Scheme.

2.3 Parents or legal guardians of students from Grade 7 (Form 1) to Upper 6 in the coming academic year are eligible to apply for the Low Cost Lunch Scheme.

2.4 Parents or legal guardians of students from Form 5 to Upper 6 in the coming academic year are eligible to apply for the Air-conditioning Fee Remission Scheme.

<table>
<thead>
<tr>
<th>Students in the academic year 2006-2007</th>
<th>Fee Remission Scheme</th>
<th>Low Cost Lunch Scheme</th>
<th>Air-conditioning Fee Remission Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 7 (Form 1)</td>
<td>√</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Form 2</td>
<td>√</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Form 3</td>
<td>√</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Form 4</td>
<td>√</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Form 5</td>
<td></td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Lower 6</td>
<td></td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Upper 6</td>
<td></td>
<td>√</td>
<td>√</td>
</tr>
</tbody>
</table>
3. **Application Procedures**

3.1 Applications must be made by the student’s parent or his legal guardian.
3.2 A fresh application should be made every school year.
3.3 One application form should be completed in respect of each student.
3.4 All application forms must be duly completed and submitted to the School with all required supporting documents on or before the deadline of application.
3.5 An application which fails to provide detailed and accurate information or required documentary evidence may delay the vetting process.
3.6 After the closing date of application, the School will check the application forms and may conduct investigations into the application, if deemed necessary.
3.7 The School reserves the right to interview the applicants.
3.8 The School has the sole discretion in approval and the decision of the School is final.

4. **Form of Financial Assistance**

4.1 **Fee Remission Scheme**

The actual amount of fee remission is based on the level of assistance, as expressed in percentage of fee remission (25%, 50%, 75%, 100%), as applied to the school fee chargeable by the school in the particular school year.

4.2 **Low Cost Lunch Scheme**

(1) Low cost lunch will be provided from October 2006 to June 2007.

(2) In order to enjoy the low cost lunch within the following periods, payments should be made to the School respectively.

<table>
<thead>
<tr>
<th>Periods</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. October 2006 – December 2006</td>
<td>HK$330</td>
</tr>
</tbody>
</table>

(3) No extra fee will be needed for students' low cost lunch (without drinks) at the school canteen during school days.

4.3 **Air-conditioning Fee Remission Scheme**

50% of remission of Air-conditioning Fee will be provided.
5. **Method of Assessment**

5.1 All applicants are subject to income assessment. The ‘Annual Family Income’ mechanism will be used to assess the eligibility for receiving financial assistance from the Scheme.

5.2 The ‘Annual Family Income’ of the family means the annual income* from the sources of the applicant and the applicant’s spouse specified in Appendix, 30% of the annual income* of any unmarried children residing with the family, and the contributions from other children, relatives and friends.

*Annual income refers to the total income earned in the previous fiscal year of the government.

5.3 ‘Family Members’ refer to the applicant, the applicant’s spouse, the unmarried children and the dependent parents residing with the family.

5.4 The eligibility for receiving financial assistance from the Scheme is dependent upon the level of ‘Annual Family Income’ and total number of ‘Family Members’. This is set out in Tables 1-3. (See para. 5.6 for other combinations of income and family members.)

5.5 In a single-parent family, the total number of ‘Family Members’ is, for the purpose of calculation, increased by one additional member.

5.6 The School will also consider on a case by case basis, applications from families whose total number of ‘Family Members’ exceeds five.

5.7 The School reserves the right to verify the information provided by the Applicant in support of the application.

### Table 1: Criteria for Eligibility of Fee Remission Scheme

<table>
<thead>
<tr>
<th>Level of Fee Remission</th>
<th>‘Annual Family Income’ (HK dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total no. of ‘Family Members’: 3</td>
</tr>
<tr>
<td>100% fee remission</td>
<td>$0 to $150,000</td>
</tr>
<tr>
<td>75% fee remission</td>
<td>$150,001 to $190,000</td>
</tr>
<tr>
<td>50% fee remission</td>
<td>$190,001 to $234,000</td>
</tr>
<tr>
<td>25% fee remission</td>
<td>$234,001 to $280,000</td>
</tr>
<tr>
<td>No fee remission</td>
<td>Above $280,000</td>
</tr>
</tbody>
</table>

### Table 2: Criteria for Eligibility of Low Cost Lunch Scheme

<table>
<thead>
<tr>
<th>‘Annual Family Income’ (HK dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total no. of ‘Family Members’: 3</td>
</tr>
<tr>
<td>$0 to $190,000</td>
</tr>
</tbody>
</table>

### Table 3: Criteria for Eligibility of Air-conditioning Fee Remission Scheme

<table>
<thead>
<tr>
<th>‘Annual Family Income’ (HK dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total no. of ‘Family Members’: 3</td>
</tr>
<tr>
<td>$0 to $190,000</td>
</tr>
</tbody>
</table>
6. **Provision/Handling of Personal Data**

6.1 An applicant should supply his/her personal data and those of his/her family members to the School by completing the application form fully and truthfully and attach all required documentary evidence. Insufficient information/misrepresentation of facts will render his/her application disqualified for further processing.

6.2 The personal data provided in this application and any supplementary information provided will be used for the following purposes:
   (1) activities relating to the processing and authentication of application; and
   (2) activities relating to the overpayments, if any; and
   (3) statistics and research purposes.

6.3 If necessary, the School will contact government departments and organizations (including the employers of the applicant and applicant’s family members) to verify the personal data provided in the application for the purposes mentioned in para. 6.2 above.

6.4 The personal data an applicant has provided will ONLY be disclosed to those parties concerned:
   (1) for the purposes mentioned in para. 6.2 above; or
   (2) where the applicant has given his/her consent to such disclosure; or
   (3) where such disclosure is authorized or required by law.

6.5 All personal data given in the application form are subject to investigation, including home visits by the School. Any wilful misrepresentation and concealment of facts will lead to disqualification, restitution in full and possible prosecution.

6.6 All documents submitted are not returnable. However, according to 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 Administration Region), an applicant has the right to access and make corrections to the data provided by him. He can also obtain copies of his personal data subject to the payment of necessary administration charges. Such requests should be addressed to the Headmaster in writing.

6.7 Enquiries concerning the personal data provided in the applications and requests for the correction of such data should be made in writing to the Headmaster.

7. **Documentary Evidence Required**

7.1 Photocopies of Hong Kong Identity Card or other identity documents of:
   (1) the applicant;
   (2) the applicant’s spouse;
   (3) the student applicant; and
   (4) other family members listed in Part D of the “Application Form” (SFASA001).

7.2 Photocopies of documentary evidence of ‘Annual Family Income’ for the period 1 April 2005 to 31 March 2006:
(1) Gross Income from Employment
   - Inland Revenue Department—Employer’s Return of Remuneration and Pension (I.R. 56B); or
   - “Income Certificate” (SFASA006); or
     - to be completed and signed by the employer
     - for people who are salaried employed but cannot produce salary statement, taxation documents, bank statement showing payment of salary or other income proofs
     - for sample, please refer to Part V–Sample 5
   - Salary advice/pay slip; or
   - Bank transaction records showing payment of salaries; or
   - Notice of Assessment and Demand for Salaries Tax issued by the Inland Revenue Department (IRC 6401).

(2) Profits from Business (including sole proprietor or partner of partnership business)
   - “Income Statement (Form A)” (SFASA007) (the Profit & Loss Account of the business should be attached); or
   - for sample, please refer to Part V–Sample 6
   - Relevant profits tax assessments issued by Inland Revenue Department.

(3) Income from Self Employment
   - “Income Statement (Form B)” (SFASA008); or
   - for sample, please refer to Part V–Sample 7
   - “Income Statement (Form C)” (SFASA009).
   - for sample, please refer to Part V–Sample 8

(4) Profits from Investments/ Interests earned from Bank Deposits, Stocks & Shares, etc.
   - Dividend advice; or
   - Interest advice; or
   - Bank deposits advice/statements/pass book.

(5) Rental Income
   - Tenancy agreement(s); or
   - Rental receipt records; or
   - Property tax assessment notices.

(6) Other Income: Wages in lieu of notice of dismissal
   - Termination letter

(7) Other Income: Alimony/living expenses from ex-spouse/monthly pension/widow’s & children compensation/gratuity, etc.
   - Relevant document(s)

7.3 Photocopies of relevant documents concerning single-parent families, e.g. supporting documents for divorce/separation, death certificate of the spouse of the applicant, etc.

7.4 Applicants may mark the word ‘copy’ or ‘副本’ in Chinese across the photocopies.
8. **Declaration**

The applicant is required to declare that the information given in the application is true and complete.

9. **Other Special Family Information**

An applicant who has special financial hardship can inform the School in writing.

10. **Deadline for Application**

27 June 2006

Late application will not be considered.

11. **Submission of Application**

11.1 All applications should be submitted to the Financial Controller’s Office by hand within office hours. All applicants must meet the deadline.

Office hours: Mondays to Fridays 9:00 a.m. to 5:00 p.m.

Saturdays 9:00 a.m. to 12:30 p.m.

11.2 To protect personal data from unauthorized disclosure, the applicant should enclose the completed application form, the supporting documents and other required documents in an A4-sized envelope which is sealed and signed for submission to the School.

11.3 On the envelope, please state ‘Student Financial Assistance Scheme’.

12. **Notification of Result**

Applicants will be informed the result of their applications in writing by October 2006.

13. **Appeals**

If applicants are dissatisfied with the result of their application, they can apply in writing to the Headmaster for a review within two weeks from the date of notification, providing detailed justifications and any documentary evidence in support of their application.

14. **Enquiries**

Any applicant who has enquiries concerning his/her application may contact Mr. Wong.

Telephone No.: 2768 5663

Office hours: Mondays to Fridays 9:00 a.m. to 5:00 p.m.
PART II  NOTES ON COMPLETING THE APPLICATION FORM & OTHER DOCUMENTS

1. Application Form

Please write clearly in BLOCK LETTERS using a black or dark blue ball pen and read carefully the following points before completing each item.

1.1 PART A—APPLICATION OF SCHEME(S)

1. Please select the scheme(s) that you would like to apply.
2. Please tick ‘✓’ the appropriate box(es).

<table>
<thead>
<tr>
<th>Students in the academic year 2006–2007</th>
<th>Fee Remission Scheme</th>
<th>Low Cost Lunch Scheme</th>
<th>Air–conditioning Fee Remission Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 7 (Form 1)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Form 2</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Form 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower 6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper 6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please select the scheme(s) that you would like to apply.

1.2 PART B—STUDENT'S PARTICULARS

1. Name of Student in Chinese 陳中明
2. Chinese Character Code 1 2 4 5 3 0 2 3 5 6 7 1
3. Name of Student in English CHAN CHUNG MIN G PETER
4. Hong Kong Identity Card No. Z 1 2 3 3 5 6 (7)
5. Date of Birth 1993 Year 05 Month 12 Day
6. Mobile Phone No. 9 8 7 6 5 4 3 2
7. Class
   For New Student: Form/ Grade
   For Current Student (2005–2006): Form/ Grade 2 Class P

Right-justify the Hong Kong Identity Card No. Enter student’s name in Chinese and English and the Chinese Character Code as shown in the Hong Kong Identity Card. Please use BLOCK LETTERS, start with the first box and leave a space between each word. Punctuation marks are not necessary.
1.3 PART C— APPLICANT’S PARTICULARS

1. Name in Chinese  陈文青

2. Chinese Character Code  1 2 4 5 2 3 6 7 3 4 8 9

3. Name in English  CHAN MAN CHING

4. Relationship with Student  1 (’1’ Parent, ’2’ Legal guardian –Please specify; )

5. Hong Kong Identity Card No.  A 7 6 5 7 3 2 (1)

6. Date of Birth  1 9 6 1 Year  0 2 Month  2 3 Day

7. Sex  1 (’1’ Male, ’2’ Female)

8. Marital Status  1 (’1’ Married, ’2’ Single/ Separated/ Divorced/ Widowed)

9. Residential Phone No.  2 3 4 5 6 7 8 9

10. Mobile Phone No.  9 2 9 3 7 4 6 5

11. Office/ Other Contact No.  2 3 4 3 6 2 5 5 Ext.

12. Email address (If any)  m c c h a n @ x y z . c o m

13. Residential Address
   Flat/ Room  A
   Floor  8
   Block
   Name of building  TIN LING HOUSE
   Estate/ Village  TIN LOK GARDEN
   No. and Name of Street  10 TIN TIN ROAD
   District  KWUN TONG
   District code*  0 9
   Region  2 (’1’ Hong Kong, ’2’ Kowloon, ’3’ New Territories)

*District code

<table>
<thead>
<tr>
<th>District code</th>
<th>District Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Central and Western District</td>
</tr>
<tr>
<td>02.</td>
<td>Wan Chai District</td>
</tr>
<tr>
<td>03.</td>
<td>Eastern District</td>
</tr>
<tr>
<td>04.</td>
<td>Southern District</td>
</tr>
<tr>
<td>05.</td>
<td>Yau Tsim Mong District</td>
</tr>
<tr>
<td>06.</td>
<td>Sham Shui Po District</td>
</tr>
<tr>
<td>07.</td>
<td>Kowloon City District</td>
</tr>
<tr>
<td>08.</td>
<td>Wong Tai Sin District</td>
</tr>
<tr>
<td>09.</td>
<td>Kwun Tong District</td>
</tr>
<tr>
<td>10.</td>
<td>Tsuen Wan District</td>
</tr>
<tr>
<td>11.</td>
<td>Tuen Mun District</td>
</tr>
<tr>
<td>12.</td>
<td>Yuen Long District</td>
</tr>
<tr>
<td>13.</td>
<td>North District</td>
</tr>
<tr>
<td>14.</td>
<td>Tai Po District</td>
</tr>
<tr>
<td>15.</td>
<td>Sai Kung District</td>
</tr>
<tr>
<td>16.</td>
<td>Sha Tin District</td>
</tr>
<tr>
<td>17.</td>
<td>Kwai Tsing District</td>
</tr>
<tr>
<td>18.</td>
<td>Islands District</td>
</tr>
</tbody>
</table>

Right-justify the Hong Kong Identity Card No. Refer to the following table for ‘District code’. Leave a space between each word. Punctuation marks are not necessary. If the applicant is not the student’s parent, a written explanation is required.
1.4 PART D— PARTICULARS OF FAMILY MEMBERS

1. For assessment of the applicant's eligibility, a 'Family Member' normally includes
   (1) the applicant and the applicant's spouse; and
   (2) the applicant's unmarried children residing with the family; and
   (3) dependent parents residing with the applicant.

2. A 'Family Member' does not include
   (1) non-Hong-Kong residents; and
   (2) those who have left Hong Kong permanently and no longer consider Hong Kong their home.

3. Item No. 2—Spouse
   (1) If the applicant is now single, divorced, separated or spouse is deceased, leave this item blank.
   (2) Please provide documentary proof to establish the student's single-parent status.

4. Item Nos. 7 to 8—Dependent Parents Residing with the Family
   Dependent Parents Residing with the Family means the parents of the applicant/ applicant's spouse who meet the following requirements:
   (1) they are not receiving CSSA; and
   (2) for a period of at least 6 months within 12 months preceding the time of application:
      (i) have resided/ are residing with the family; or
      (ii) have taken up permanent residence at another premises owned or rented by the applicant/ applicant's spouse; or
      (iii) lived in their own premises or resided in elderly homes and are totally supported by the applicant/ applicant's spouse.
### 1.4 PART D— PARTICULARS OF FAMILY MEMBERS (Continued)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name (As shown in the Hong Kong Identity Card)</th>
<th>Relationship with Applicant</th>
<th>Age</th>
<th>H.K.I.D. Card No./ Birth Registration Certificate No.</th>
<th>Occupation</th>
<th>Name of Employer/ School</th>
<th>No. of family members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Chan Man Ching</td>
<td>Applicant</td>
<td>45</td>
<td></td>
<td>Senior officer</td>
<td>C &amp; D Co. Ltd.</td>
<td>2 A (Part I total)</td>
</tr>
<tr>
<td>2.</td>
<td>Wong Mei Mei</td>
<td>Spouse</td>
<td>43</td>
<td>B896745(3)</td>
<td>Sole trader</td>
<td>Beauty Fashion</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Chan Chung Ming Peter</td>
<td>Student applicant</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td>(Part II total)</td>
</tr>
<tr>
<td>4.</td>
<td>Chan Tai Ming</td>
<td>Son</td>
<td>25</td>
<td>C732729(3)</td>
<td>Purchasing officer</td>
<td>Easy Trading Co. Ltd.</td>
<td>2 B</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Chan Kin Hong</td>
<td>Father</td>
<td>60</td>
<td>A123456(7)</td>
<td></td>
<td></td>
<td>(Part III total)</td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 C</td>
</tr>
</tbody>
</table>

Total no. of ‘Family Members’: \( A + B + C = D \) +1

If the applicant is now single, divorced, separated or spouse is deceased, leave this item blank.

State if the ‘Family Member’ is a housewife, unemployed or retired, etc.
1.5 PART E—FAMILY INCOME

1. Please provide the ‘Annual Family Income’ during the period 1 April 2005 to 31 March 2006 and give documentary proofs.

2. Types of income that are to be reported are listed in Appendix.

### Column (II)
Enter business profits or other incomes by means of self-employment, such as hawking, driving taxis/ minibuses, and fees for services rendered.

For business, enter the total incomes for the year which is ended within the period 1 April 2005 to 31 March 2006 if the annual accounts are made up to any day other than 31 March.

### Column (III)
Enter the total amount of contributions received in the year from other children, relatives and friends.

### Column (IV)
Enter the profits from investments and interest earned from bank deposits, stocks and shares, etc.

### Column (V)
Enter the total rent received from land or property or the total annual income from subletting the property occupied by the family.

### Column (VI)
Other income includes:
- Wages in lieu of notice of dismissal
- Alimony/ living expenses from ex-spouse
- Monthly pension/ widow’s & children compensation/gratuity, etc.

---

### Actual Income during the Financial Year 1 April 2005 – 31 March 2006.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Name (As shown in the Hong Kong Identity Card)</th>
<th>(I) Gross Income from Employment</th>
<th>(II) Profits from Business or Income from Self-employment</th>
<th>(III) Contributions from Family Members or Relatives</th>
<th>(IV) Profits from Investments /Interest Earned</th>
<th>(V) Rental Income</th>
<th>(VI) Other Income (Please specify)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Applicant and Applicant’s Spouse</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Chan Man Ching</td>
<td>20,000</td>
<td></td>
<td></td>
<td>48,000</td>
<td></td>
<td></td>
<td></td>
<td>$68,000.00E</td>
</tr>
<tr>
<td>2. Wong Mei Mei</td>
<td>50,000</td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$55,000.00F</td>
</tr>
<tr>
<td>Part I Total Annual Income: E + F =</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$123,000.00G</td>
</tr>
</tbody>
</table>

| II. Unmarried Children Residing with the Family |
| 3. Chan Chun Ming Peter | | | | | | | | $0.00H |
| 4. Chan Tai Ming | 80,000 | | | | | | | $80,000.00I |
| 5. | | | | | | | | $J |
| 6. | | | | | | | | $K |
| Part II Total Annual Income: H + I + J + K = | | | | | | | | $80,000.00L |
1.6 PART F— OTHERS

Have you applied for the following schemes?

1. ‘Diocesan Boys’ School Fee Remission Scheme (2005–2006)?  
   Y  (‘Y’ Yes,  ‘N’ No)

2. ‘Diocesan Boys’ School Low Cost Lunch Scheme (2005–2006)?  
   Y  (‘Y’ Yes,  ‘N’ No)

3. ‘Diocesan Boys’ School Air-conditioning Fee Remission Scheme (2005–2006)?  
   N  (‘Y’ Yes,  ‘N’ No)

If the applicant has applied for the schemes, enter ‘Y’ in the box. Otherwise, enter ‘N’.

1.7 PART G— ADDITIONAL INFORMATION BY APPLICANT

1. Please write down any additional information that assists the vetting process of the application.
   e.g. special financial hardship

2. Use a separate sheet if necessary.

1.8 PART H— DECLARATION

1. Please read carefully through the paragraphs and sign in the space provided.

2. Please complete either the English version or the Chinese version of the Declaration.

1.9 PART I— LOW COST LUNCH CARD

1. For applicants of the Low Cost Lunch Scheme only.

2. Stick a recent student photo in school uniform on the Low Cost Lunch Card (SFAS1203).

2. Letter of Consent for Income Verification & Cover Sheet

2.1 If necessary, according to para. 6.3 of Part I, the School will contact the employers of the applicant and applicant's family members to verify the personal data provided in the application.

2.2 “Letter of Consent for Income Verification” (SFASA003) should be completed and signed by the applicant and the other family members whose income is indicated in Column (I) ‘Gross Income from Employment’ of Part E ‘Family Income’ in the “Application form” (SFASA001).

2.3 The applicant and applicant's family members should complete one letter (SFASA003) for each of their employment during the period 1 April 2005 to 31 March 2006.

2.4 For each letter (SFASA003), the applicant and applicant's family members should provide information on a contact person who can be contacted by the School to verify the income stated in the application.

2.5 “Letter of Consent for Income Verification” (SFASA003) will be valid for the period from the day on which the application is submitted to the end of the academic year 2006 – 2007.
2.6 The applicant can make extra copies of letter (SFASA003) if necessary.

2.7 Please put ALL the letters (SFASA003) under “Cover Sheet for Letter of Consent for Income Verification” (SFASA002) and staple them, including the cover sheet.

3. **Cover Sheet for Supporting Documents**
   
   3.1 Please tick ‘✓’ the appropriate boxes and complete the table.
   
   3.2 Please sign in the space provided.
   
   3.3 Please put ALL the supporting documents under “Cover Sheet for Supporting Documents” (SFASA004) and staple them, including the cover sheet.

4. **Copies of Hong Kong Identity (H.K.I.D.) Cards**
   
   4.1 Please paste the H.K.I.D. Card copies of the applicant, the applicant’s spouse, the student applicant and other family members listed in Part D of the “Application Form” (SFASA001) in the appropriate space.
   
   4.2 If the H.K.I.D. 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.

5. **Income Certificate**
   
   5.1 For people who are salaried employed but cannot produce salary statement, taxation documents, bank statement showing payment of salaries or other income proofs.
   
   5.2 “Income Certificate” (SFASA006) is to be completed by the Employer.
   
   5.3 Please complete either the English version or the Chinese version of the certificate (SFASA006).
   
   5.4 The applicant can make extra copies of the certificate (SFASA006) if necessary.

6. **Income Statements**
   
   6.1 “Income Statement (Form A)” (SFASA007) is for sole proprietor or partner of partnership business. The profit and loss account of the business should also be attached.
   
   6.2 “Income Statement (Form B)” (SFASA008) is for self-employed person, e.g.: hawker, construction worker, renovator, causal worker, cleaner, etc.
   
   6.3 “Income Statement (Form C)” (SFASA009) is for self-employed person, e.g.: taxi driver, lorry driver, minibus driver, etc.
   
   6.4 Please complete either the English version or the Chinese version of the statements (SFASA007, SFASA008 and SFASA009).
   
   6.5 The applicant can make extra copies of the statements (SFASA007, SFASA008 and SFASA009) if necessary.
## PART III  SAMPLE FAMILY

<table>
<thead>
<tr>
<th></th>
<th><strong>Example 1</strong></th>
<th><strong>Example 2</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A family comprises the applicant, the applicant's spouse, the student applicant, an unmarried son living with the family and a dependent parent residing with the family.</td>
<td>A single–parent family comprises the applicant, the student applicant and an unmarried daughter living with the family.</td>
</tr>
<tr>
<td><strong>Actual income during the financial year 1 April 2005 - 31 March 2006</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant</td>
<td>$200,000</td>
<td>Applicant</td>
</tr>
<tr>
<td>Applicant’s spouse</td>
<td>$123,000</td>
<td>/</td>
</tr>
<tr>
<td>Student applicant</td>
<td>/</td>
<td>Student applicant</td>
</tr>
<tr>
<td>An unmarried son living with the family</td>
<td>$80,000</td>
<td>An unmarried daughter living with the family</td>
</tr>
<tr>
<td>A dependent parent residing with the family</td>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td><strong>Total no. of ‘Family Members’</strong></td>
<td>5</td>
<td>3 + 1 = 4 #</td>
</tr>
<tr>
<td><strong>‘Annual Family Income’</strong></td>
<td>$(200,000+123,000)+(80,000×30%)$ $=347,000$</td>
<td>$180,000$</td>
</tr>
<tr>
<td><strong>Student in the academic year 2006–2007</strong></td>
<td>Grade 7 (Form 1), Form 2, 3 or 4</td>
<td>Grade 7 (Form 1), Form 2, 3 or 4</td>
</tr>
<tr>
<td></td>
<td>Form 5, Lower 6 or Upper 6</td>
<td>Form 5, Lower 6 or Upper 6</td>
</tr>
<tr>
<td><strong>Form of Financial Assistance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee Remission Scheme</td>
<td>✓ 50%</td>
<td>✓ 100%</td>
</tr>
<tr>
<td>Low Cost Lunch Scheme</td>
<td>❌ Ineligible</td>
<td>❌ Ineligible</td>
</tr>
<tr>
<td>Air-conditioning Fee Remission Scheme</td>
<td>❌ Ineligible</td>
<td>✓ Eligible</td>
</tr>
</tbody>
</table>

* “Application Form” (SFASA001)− Part D Particulars of family members: Box D

# As it is a single–parent family, the total number of ‘Family Members’, is for the purposes of calculation, increased by one additional member.
PART IV NOTES ON SUBMISSION OF APPLICATION

Before submission of application, please check the following:

☐ Completed all parts of the “Application Form” (SFASA001).

☐ Stuck a recent student photo in school uniform on the Low Cost Lunch Card (SFAS1203) on P.6 of the “Application Form” (SFASA001).

− if applicable

☐ Paste the H.K.I.D. Card copies of the family members listed in Part D of the “Application Form” (SFASA001) in the appropriate space on “Copies of Hong Kong Identity (H.K.I.D.) Cards” (SFASA005).

☐ Completed and signed the

1. Declaration on P.6 of the “Application Form” (SFASA001)
2. “Cover Sheet for Letter of Consent for Income Verification” (SFASA002)
3. “Letter of Consent for Income Verification” (SFASA003)
   − by all family members concerned
4. “Cover Sheet for Supporting Documents” (SFASA004)
5. “Income Certificate” (SFASA006)
   − if applicable, completed and signed by the Employer
6. “Income Statement” (SFASA007, SFASA008 and SFASA009)
   − if applicable

☐ Prepared copies of all relevant documentary evidence.

− please make sure that the information shown in the copies is clear

☐ Enclosed the following inside an A4–sized envelope:

1. the completed “Application Form” (SFASA001)
2. a set of supporting documents stapled under the “Cover Sheet for Supporting Documents” (SFASA004)
3. a set of “Letter of Consent for Income Verification” (SFASA003) stapled under the “Cover Sheet for Letter of Consent for Income Verification” (SFASA002)

☐ Stated ‘Student Financial Assistance Scheme’ on the envelope.

☐ Sealed and signed the envelope.
PART V  SAMPLES

Sample 1: “Cover Sheet for Letter of Consent for Income Verification” (SFASA002)

DIFF \textit{Diocesan Boys’ School Student Financial Assistance Scheme (2006-2007)}

\begin{center}
\textbf{COVER SHEET FOR LETTER OF CONSENT FOR INCOME VERIFICATION}
\end{center}

The “Letter of Consent for Income Verification” (SFASA003) should be completed and signed by
\begin{itemize}
  \item the applicant
  \item the applicant’s spouse
  \item the unmarried children residing with the family
\end{itemize}
whose income is indicated in Column (i) ‘Gross Income from Employment’ of Part E ‘Family Income’ in the “Application Form” (SFASA001).

\textbf{To be completed by the applicant:}

\begin{center}
\begin{tabular}{|l|l|}
\hline
Completed and signed by & Number of letters \\
\hline
Applicant & 1 \\
Applicant’s Spouse & 0 \\
Unmarried Children Residing with the Family & 1 \\
\hline
Total & 2 \\
\hline
\end{tabular}
\end{center}

1. \textbf{Chan Man Ching} (Name of Applicant), the parent/legal guardian of \textbf{Chan Chung Ming Peter} (Name of Student), have submitted the above documents with the application form.

\begin{center}
\textbf{Signature of Applicant:} \hspace{1cm} \textbf{Date:} 1 June 2006
\end{center}

* Please delete where appropriate.

SFASA002 (2006/05)
Sample 2: “Letter of Consent for Income Verification” (SFASA003)
(Completed and signed by the applicant)

PRIVATE & CONFIDENTIAL

- Signature is required against amendment.

Employee's Information (During the period 1 April 2005 – 31 March 2006)

Name (Mr/ Ms.): Chan Man Ching
H.K.I.D. Card No.: A765732(1)
Job Position: Senior Officer
Department: Administration Department
Company Name: C & D Co. Ltd.
Company Address: 137 Argyle Street, Kowloon
Phone No.: 2343 6255 Fax No.: 2343 6578
Period of Employment: From: May 2000 to: Present

Employer's Information

Contact Person (Mr/ Ms.): Lee Yiu Shing
Job Position: Human Resources Manager
Department: Human Resources Department
Company Name: C & D Co. Ltd.
Company Address: 89 Queen's Road, Central, Hong Kong
Phone No.: 2343 6371 Fax No.: 2343 6498
Date: For Office Use

* Please delete where appropriate.

Dear Sir/ Madam,

Re: Letter of Consent for Income Verification

In connection with the application for the Student Financial Assistance Scheme (2006-2007)** with Diocesan Boys' School for a family member of mine, I have given consent to the school to obtain information and conduct necessary verification regarding my income during the period 1 April 2005 to 31 March 2006. I hereby confirm my agreement and authorization for the release of such information by your company.

Thank you for your assistance.

Yours faithfully,

Signature: Chan Man Ching
Name: Chan Man Ching (As shown in the H.K.I.D. Card)
Date: 1 June 2006

** Student Financial Assistance Scheme (2006-2007)

Scheme(s) applied:
(a) Fee Remission Scheme
(b) Low Cost Lunch Scheme
(c) Air-conditioning Fee Remission Scheme

SFASA003 (2006/05)
Sample 3: “Letter of Consent for Income Verification” (SFASA003)
(Completed and signed by the applicant’s family member)

PRIVATE & CONFIDENTIAL

- Signature is required against amendment.

Employee’s Information (During the period 1 April 2005 – 31 March 2006)
Name (Mr./Mrs.)*: Chan Tai Ming (As shown in the H.K.I.D. Card)
H.K.I.D. Card No.: C732725(3)
Job Position: Purchasing Officer
Department: Purchasing Department
Company Name: Easy Trading Co. Ltd.
Company Address: 6/F, Nobel Building, 59 King’s Road, Hong Kong
Phone No.: 2593 1667 Fax No.: 2593 2667
Period of Employment: From: August 2002 to: Present

Employer’s Information
Contact Person (Mr./Mrs.)*: Wong Yu Sun
Job Position: Financial Manager
Department: Financial Department
Company Name: Easy Trading Co. Ltd.
Company Address: 6/F, Nobel Building, 59 King’s Road, Hong Kong
Phone No.: 2593 8778 Fax No.: 2593 9778
Date: For Office Use

* Please delete where appropriate.

Dear Sir/Madam,

Re: Letter of Consent for Income Verification

In connection with the application for the Student Financial Assistance Scheme (2006-2007)** with Diocesan Boys’ School for a family member of mine, I have given consent to the school to obtain information and conduct necessary verification regarding my income during the period 1 April 2005 to 31 March 2006. I hereby confirm my agreement and authorization for the release of such information by your company.

Thank you for your assistance.

Yours faithfully,

Signature:
Name: Chan Tai Ming (As shown in the H.K.I.D. Card)
Date: 1 June 2006

For Office Use:

** Student Financial Assistance Scheme (2006-2007)

Scheme(s) applied:
(a) Fee Remission Scheme □
(b) Low Cost Lunch Scheme □
(c) Air-conditioning Fee Remission Scheme □

SFASA003 (2006/05)
Sample 4: “Cover Sheet for Supporting Documents” (SFASA004)

---

### Cover Sheet for Supporting Documents

#### Diocesan Boys’ School Student Financial Assistance Scheme (2006–2007)

**Original/ copy** Photocopies of documentary evidence of ‘Annual Family Income’ for the period 1 April 2005 to 31 March 2006:

<table>
<thead>
<tr>
<th>A. Gross income from employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Inland Revenue Department – Employer’s Return of Remuneration and Pension (I.R. 59B); or</td>
</tr>
<tr>
<td>(2) ‘Income Certificate’ (SFASA006); or</td>
</tr>
<tr>
<td>(3) Salary advice pay slip; or</td>
</tr>
<tr>
<td>(4) Bank transaction records showing payment of salaries; or</td>
</tr>
<tr>
<td>(5) Notice of Assessment and Demand for Salaries Tax issued by the Inland Revenue Department (IRC 591).</td>
</tr>
</tbody>
</table>

B. Profits from business

(6) *Income Statement (Form A)* (SFASA007); or

(7) Relevant profits tax assessments issued by the Inland Revenue Department.

C. Income from self employment

(8) *Income Statement (Form B)* (SFASA008); or

(9) *Income Statement (Form C)* (SFASA009).

D. Profits from investments/ Interest earned from bank deposits, stocks & shares, etc.

(10) Dividend advice; or

(11) Interest advice; or

(12) Bank deposits advice/ statements/ pass book.

E. Rental income

(13) Tenancy agreement(s); or

(14) Rental receipt records; or

(15) Property tax assessment notices.

F. Other income: Wages in lieu of notice of dismissal

(16) Termination letter

G. Other income: Alimony/ living expenses from ex-spouse/ monthly pension/ widow’s & children compensation/ gratuity, etc.

(17) Relevant document(s)

**Original/ copy** Photocopies of proof of single-parent family status:

(18) E.g. Supporting documents for divorce/ separation, death certificate of spouse, etc.

**Others:**

(19) (Please specify)

---

I, Chan Man Ching (Name of Applicant),

the parent/ legal guardian* of Chan Chung Ming Peter (Name of Student),

have submitted the above documents with the application form.

**Signature of Applicant:** Chan Man Ching

**Date:** 1 June 2006

---

*Please delete where appropriate.

---

SFAS004 (2006/07)
Sample 5: “Income Certificate” (SFASA006)

INCOME CERTIFICATE
(For people who are salaried employed but cannot produce any income proof)

- For people who are salaried employed but cannot produce salary statement, taxation documents, bank statement showing payment of salaries or other income proofs.
- This certificate is to be completed by the Employer.
- Employer’s signature is required against amendment.

This is to certify that Chan Tai Ming

(Hong Kong Identity Card No.) C732729(3)

is employed in this company. The total salary and allowance and other income during the period from 1 April 2005 to 31 March 2006 is HK$ 80,000

(i.e. period from 1 April 2005 to 31 March 2006)

Company Name: Easy Trading Co. Ltd.
Name (Mr./Ms.): Wong Yu Sun
Job Position: Financial Manager
Department: Financial Department
Contact Tel. No.: 2593 8778
Signature: __________________________
Date: 1 June 2006

* Please delete where appropriate.
**Sample 6: “Income Statement (Form A)” (SFASA007)**

**INCOME STATEMENT (FORM A)**  
(For Sole proprietor or Partner of partnership business)

- Sole proprietor or Partner of partnership business should also attach the Profit & Loss Account of the business.  
- Signature is required against amendment.

Information on the ‘Family Member’ who is a Sole proprietor or Partner of partnership business:

- **Business owned by**: Applicant / Spouse / Unmarried Children Residing with the Family
- **Name**: Wong Mei Mei  
  (As shown in the H.K.I.D. Card)
- **H.K.I.D. Card No.**: 8896745(3)

<table>
<thead>
<tr>
<th>Please “✓”</th>
<th>Job nature</th>
<th>Name of company / Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sole proprietor</td>
<td>Beauty Fashion</td>
</tr>
<tr>
<td></td>
<td>Partner of partnership business</td>
<td></td>
</tr>
</tbody>
</table>

Total income of the above business during the period 1 April 2005 – 31 March 2006:  

HK$ 150,000

Please explain the income in Box A in detail:

Please refer to the attached Profit & Loss account.

I declare that the above information is true and complete.

Signature of Applicant: 

Name of Applicant: Chan Man Ching

Date: 1 June 2006

* ‘Family Member’ refers to the applicant, the applicant’s spouse, the unmarried children and the dependent parents residing with the family.

* Please delete where appropriate.

SFASA007 (2006/05)
Sample 7: “Income Statement (Form B)” (SFASA008)

INCOME STATEMENT (FORM B)
(For Self-employed person, e.g. Hawker, Construction worker, Renovator, Causal worker, Cleaner, etc.)

- Signature is required against amendment.

Information on the ‘Family Member’:

Relationship with applicant: Applicant / Spouse / Unmarried Children Residing with the Family
Name: Cheung Siu Ming (As shown in the H.K.I.D. Card)
H.K.I.D. Card No.: K234567(B)
Nature of work: Construction Worker

(For daily-paid worker, please fill in the following two items.)
Average working days per month: 25 days
Average daily income: HK$ 123

Monthly Income

<table>
<thead>
<tr>
<th>Year 2005</th>
<th></th>
<th>Year 2006</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>HK$ 3,075</td>
<td>September</td>
<td>HK$ 3,075</td>
</tr>
<tr>
<td>May</td>
<td>HK$ 3,075</td>
<td>October</td>
<td>HK$ 3,075</td>
</tr>
<tr>
<td>June</td>
<td>HK$ 3,075</td>
<td>November</td>
<td>HK$ 3,075</td>
</tr>
<tr>
<td>July</td>
<td>HK$ 3,075</td>
<td>December</td>
<td>HK$ 3,075</td>
</tr>
<tr>
<td>August</td>
<td>HK$ 3,075</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Income</td>
<td>HK$ 36,900</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Payment method*: By cash / By cheque / By direct credit

Remark:

I declare that the above information is true and complete.

Signature of Applicant: ____________________________
Name of Applicant: Cheung Tai Man
Date: 3 June 2006

* ‘Family Member’ refers to the applicant, the applicant’s spouse, the unmarried children and the dependent parents residing with the family.
* Please delete where appropriate.

SFASA006 (2006/05)
Sample 8: “Income Statement (Form C)” (SFASA009)

**INCOME STATEMENT (FORM C)**
(For Self-employed person, e.g.: Taxi driver, Lorry driver, Minibus driver, etc.)

* Signature is required against amendment.

**Information on the ‘Family Member’**: 
Relationship with applicant*: Applicant / Spouse / Unmarried Children Residing with the Family
Name*: Cheung Tai Man (As shown in the H.K.I.D. Card)
H.K.I.D. Card No.*: K123456(7)
Occupation*: Taxi driver / Lorry driver / Minibus driver / Others
License number*: 1234
Car Ownership*: Car owner / Car rental

**Table of Income and Expenditure**  
* (From 1 April 2005 to 31 March 2006)

<table>
<thead>
<tr>
<th></th>
<th>Income</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Rent (applicable to car owner)</td>
<td>HK$ 79,200</td>
</tr>
<tr>
<td>2.</td>
<td>Profit from operating business</td>
<td>HK$ 168,000</td>
</tr>
<tr>
<td>3.</td>
<td>Others (please specify)</td>
<td>HK$</td>
</tr>
<tr>
<td></td>
<td><strong>Total Income (A)</strong></td>
<td>HK$ 168,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Expenditure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Car rental fee</td>
<td>HK$</td>
</tr>
<tr>
<td>2.</td>
<td>Fuel charges</td>
<td>HK$ 24,000</td>
</tr>
<tr>
<td>3.</td>
<td>Insurance premium</td>
<td>HK$</td>
</tr>
<tr>
<td>4.</td>
<td>Maintenance fee</td>
<td>HK$</td>
</tr>
<tr>
<td>5.</td>
<td>License fees</td>
<td>HK$</td>
</tr>
<tr>
<td>6.</td>
<td>Others, excluding vehicle mortgages</td>
<td>HK$</td>
</tr>
<tr>
<td></td>
<td>(please specify)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Expenditure (B)</strong></td>
<td>HK$ 103,200</td>
</tr>
</tbody>
</table>

Net profit = Total Income (A) - Total Expenditure (B) = HK$ 64,800

Remark:

I declare that the above information is true and complete.

Signature of Applicant: 
Name of Applicant: Cheung Tai Man
Date: 3 June 2006

* ‘Family Member’ refers to the applicant, the applicant’s spouse, the unmarried children and the dependent parents residing with the family.
* Please delete where appropriate.

SFASA009 (2006/05)
## APPENDIX: INCOME FROM ALL SOURCES

<table>
<thead>
<tr>
<th>Income to be assessed</th>
<th>Income not to be assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Basic salary (including contributions to provident fund, e.g. MPF)</td>
<td>1  Scholarships awarded</td>
</tr>
<tr>
<td>2  Year-end double pay/ leave pay</td>
<td>2  Disability allowance and Old age allowance</td>
</tr>
<tr>
<td>3  Allowance (including housing, travel, meals, education, shift allowance, etc)</td>
<td>3  Long service payment/ contract gratuity</td>
</tr>
<tr>
<td>4  Bonus/ commission</td>
<td>4  Severance pay</td>
</tr>
<tr>
<td>5  Wages in lieu of notice of dismissal</td>
<td>5  Loans</td>
</tr>
<tr>
<td>6  Profits from business/ investments</td>
<td>6  One-off retirement gratuity/ provident fund</td>
</tr>
<tr>
<td>7  Alimony/ living expenses from ex-spouse</td>
<td>7  Inheritance</td>
</tr>
<tr>
<td>8  Contributions from family members or relatives</td>
<td>8  Charitable donations</td>
</tr>
<tr>
<td>9  Interests earned from bank deposits, stocks &amp; shares, etc</td>
<td>9  Comprehensive Social Security Assistance</td>
</tr>
<tr>
<td>10 Rental income from property</td>
<td>10 Retraining allowance</td>
</tr>
<tr>
<td>11 Monthly pension/ widow’s &amp; children’s compensation/ gratuity</td>
<td>11 Traffic/ insurance/ injury indemnity</td>
</tr>
</tbody>
</table>