



Diocesan Boys' School

Student Financial Assistance Scheme

(2018–2019)

Guidance Notes

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PART I GENERAL INFORMATION

1. Introduction

The Student Financial Assistance Scheme provides financial assistance to eligible parents of students from Grade 7 to Grade 12 in the forms of fee remission, low cost lunch, textbook subsidy and school uniform subsidy for their children in Diocesan Boys' 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 The following schemes are available for application to eligible parents or legal guardians:

- **Fee Remission Scheme**
- **Low Cost Lunch Scheme**
- **Textbook Subsidy Scheme**
- **School Uniform Subsidy Scheme**

3. Application Procedures

3.1 Applications must be made by the student's parents or his legal guardian(s).

3.2 A new application should be submitted every school year.

3.3 One application form should be completed for each student.

3.4 All application forms must be duly completed and submitted to the School with all necessary supporting documents on or before the application deadline. Under normal circumstances, the School will not accept applications submitted after the deadline. However, if need arises (e.g. the family experiencing unexpected and sudden financial hardships in the middle of the school year), the School may give special consideration to individual cases.

3.5 An application failing to provide detailed and accurate information or required documentary evidence may delay the vetting process.

3.6 After the application deadline, the School will check the application forms and may conduct investigations into the applications if deemed necessary.

3.7 The School reserves the right to interview applicants.

3.8 The School holds the final decision over the result of applications.

4. Form of Financial Assistance

4.1 Fee Remission Scheme

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

4.2 Low Cost Lunch Scheme

- (1) Eligible students can enjoy low cost lunch (without drinks) on school days from October 2018 to June 2019 at the school canteen.
- (2) In order to enjoy low cost lunch during the following periods, payments should be made to the School accordingly.

	Grade 7 to Grade 11	Grade 12
Period 1: October 2018 to December 2018	HK\$360	HK\$360
Period 2: January 2019 to March 2019	HK\$360	HK\$360
Period 3: April 2019 to June 2019	HK\$360	

4.3 Textbook Subsidy Scheme

- (1) The textbook subsidy scheme aims to provide needy students with reimbursement of the actual amount of money spent on the purchase of textbook(s) listed on the booklist.
- (2) The maximum amount of textbook subsidy is HK\$4,500 for Grade 7 to Grade 12 students. For students receiving subsidy under the School Textbook Assistance Scheme (TA Scheme) from the HKSAR government, the maximum reimbursement provided will be the remaining difference after deduction of government subsidy in that academic year.
(Please refer to P.19 – Examples 3 and 4 in Part III SAMPLE FAMILIES.)
- (3) Reimbursement would be made available upon presentation of **original receipts** to the Financial Controller's Office. The deadline for the submission of receipts is 31 December 2018.

4.4 School Uniform Subsidy Scheme

- (1) The school uniform subsidy scheme aims to provide needy students with reimbursement of the actual amount of money spent on the purchase of school uniform.
- (2) The maximum school uniform subsidy is HK\$2,000 for school uniform purchased *only* from the suppliers stated below.

School Uniform		Supplier
Item	Quantity	
School tie	1	School tuckshop
House vest	1	
Sports trousers	1	
School metal badge	1	
School blazer badge	1	
White shirts (long-sleeve)	2	Any local school uniform supplier, e.g. Kam Lun Tailors Ltd, Alex Company, etc.
White shirts (short-sleeve)	2	
Grey trousers	2	
Dark blue blazer	1	
Pullover	1	
Black leather shoes	1	

- (3) The maximum quantity that can be reimbursed for each item is listed in the above table.
- (4) Reimbursement would be made available upon presentation of **original receipts** to the Financial Controller's Office. The deadline for the submission of receipts is 31 December 2018.

5. Method of Assessment

- 5.1 All applicants are subject to income assessment. The *Annual Family Income* mechanism will be used to assess eligibility for receiving financial assistance from the Scheme.
- 5.2 The *Annual Family Income* of the family means the annual income* of the applicant and the applicant's spouse (please refer to Appendix for details), 30% of the annual income* of any unmarried children residing with the family, and the contributions from other children, relatives and friends.
- 5.3 *Family Members* refer to the applicant, the applicant's spouse, the unmarried children residing with the family and the dependent parents.
- 5.4 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 to 2. (For other combinations of income and family members, see para. 5.6.)
- 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.

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

Table 1: Criteria for Eligibility of Fee Remission Scheme

Level of Fee Remission	Annual Family Income (HK dollars)		
	Total no. of Family Members: 3	Total no. of Family Members: 4	Total no. of Family Members: 5
100% fee remission	\$0 to \$232,000	\$0 to \$290,000	\$0 to \$348,000
75% fee remission	\$232,001 to \$272,000	\$290,001 to \$340,000	\$348,001 to \$408,000
50% fee remission	\$272,001 to \$320,000	\$340,001 to \$400,000	\$408,001 to \$480,000
25% fee remission	\$320,001 to \$400,000	\$400,001 to \$500,000	\$480,001 to \$600,000
No fee remission	Above \$400,000	Above \$500,000	Above \$600,000

Table 2: Criteria for Eligibility of Low Cost Lunch Scheme, Textbook Subsidy Scheme & School Uniform Subsidy Scheme

Annual Family Income (HK dollars)		
Total no. of Family Members: 3	Total no. of Family Members: 4	Total no. of Family Members: 5
\$0 to \$400,000	\$0 to \$500,000	\$0 to \$600,000

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 and / or 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 willful misrepresentation and / or 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 / her. He / she can also obtain copies of his / her 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 addressed to the Headmaster in writing.

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

7.3 Photocopies of documentary evidence of *Annual Family Income* for the period 1 April 2017 to 31 March 2018, e.g.:

A. Income of salaried employed person

- Employer's Return of Remuneration and Pensions Form (I.R. 56); if not available
- Salary Statement; if not available
- Tax Demand Note issued by the Inland Revenue Department (I.R.C. 6401); if not available
- Bank transaction record showing payment of salary, allowance, etc. (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks.); if not available
- "Income Certificate" (SFASA006) certified by the employer.
(For sample, please refer to Part V–Sample 5.)

B. Income of self-employed driver, or person running business (including sole proprietorship business / partnership business / limited company)

- Profit and Loss Account verified by a Certified Public Accountant; if not available
- "Income Statement (Form C)" (SFASA009)
(For sample, please refer to Part V–Sample 8.); or
- "Income Statement (Form A)" (SFASA007) with self-prepared Profit and Loss Account
(For sample, please refer to Part V–Sample 6.); and
- Personal Assessment Notice (if applicable).

C. Income of salaried employed or self-employed person (except category B above) who cannot produce any income proofs

- "Income Statement (Form B)" (SFASA008)
(For sample, please refer to Part V–Sample 7.)

D. Other income: Interest from fixed deposits, stocks, shares and bonds, etc

- Dividend advice; or
- Interest advice; or
- Bank deposits advice / statements / pass book (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks.)

E. Other income: Rental income

- Tenancy Agreement; if 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.); if not available
- Property Tax Assessment Notices

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

- Relevant document(s)

- 7.4 Applicants should provide income proof and those of the family member(s) under employment. If "Income Certificate" (SFASA006), "Income Statement (Form A)" (SFASA007), "Income Statement (Form B)" (SFASA008) or "Income Statement (Form C)" (SFASA009) are provided as the income proof, the School may still require the applicant to concurrently provide the bank passbook, salary statement or other income proof for reference.
- 7.5 If necessary, the School may seek further clarification for amounts that were used for maintaining the living of the family but have not been accounted for in the application, such as saving, loans. The School may also request the applicant to produce documentary proof including bank savings records, duly signed declaration from the debtor, etc. In case no valid proof is provided, the amounts for maintaining the living of the family may be taken as part of the family income.
- 7.6 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

Student in the academic year 2018-2019	Deadline
Grade 7 to Grade 12	26 June 2018

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: Monday to Friday 9 a.m. to 12:45 p.m. and 2 p.m. to 5 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 that have submitted all necessary information with supporting documents on or before the deadline will be informed of the result of their application in writing by August 2018.

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 Ms. So.

Telephone No.: 2768 5623

Office hours: Monday to Friday 9 a.m. to 12:45 p.m. and 2 p.m. to 5 p.m.

PART II NOTES ON COMPLETING THE APPLICATION FORM & OTHER DOCUMENTS

1. Application Form

- Please complete all the boxes of this application in **BLOCK LETTERS** using a **black** or **dark blue** ball pen.
- A signature is required against amendments.

1.1 PART A— APPLICANT'S PARTICULARS

1. Name in English	C H A N M A N C H I N G	
2. Name in Chinese	陳 文 青	
3. Hong Kong Identity Card No.	A 7 6 5 7 3 2 (1)	
4. Date of Birth	1 9 7 1 Year	0 4 Month 0 2 Day
5. Sex	1 ('1' Male, '2' Female)	
6. Marital Status	1 ('1' Married, '2' * Divorced / Separated / Single / Widowed)	
* Delete where appropriate. Please provide copies of supporting document. Spouse information need <u>not</u> be filled.		
7. Relationship with Student	1 ('1' Parent, '2' Legal guardian –Please specify: _____)	
8. Residential Phone No.	2 3 4 5 6 7 8 9	
9. HK Mobile Phone No.	9 2 9 3 7 4 6 5 (The school may contact the applicant by phone or SMS.)	
10. Office/ Other Contact No.	2 3 4 3 6 2 5 5 Ext. _____	
11. 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** 09 Region 2 ('1' Hong Kong, '2' Kowloon, '3' New Territories)	

Please fill in a Hong Kong mobile phone number. The school may contact the applicant by phone or SMS.

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.

**District code

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

1.2 PART B— STUDENT'S PARTICULARS

1. Name of Student in English	C H A N C H U N G M I N G P E T E R																														
2. Name of Student in Chinese	陳 中 明																														
3. Hong Kong Identity Card No.	Z 1 2 3 3 5 6 (7)																														
4. Date of Birth	2 0 0 2 Year						0 5 Month		1 2 Day																						
5. Mobile Phone No.	9 8 7 6 5 4 3 2																														
6. Class	<u>For New Student (2018–2019):</u>													Grade																	
	<u>For Current Student (2017–2018):</u>													Grade		10		Class		P											
7. Do you give consent to the School to contact the above student regarding this application?														Y		('Y' Yes, 'N' No)															

Right-justify the Hong Kong Identity Card No.

*Enter student's name in English and Chinese 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— APPLICATION OF SCHEME(S)

- Please select the scheme(s) that you would like to apply.
- Please tick '✓' the appropriate box(es).

Student in the academic year 2018–2019	Fee Remission Scheme	Low Cost Lunch Scheme	Textbook Subsidy Scheme	School Uniform Subsidy Scheme
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11	✓	✓	✓	✓
Grade 12				

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

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.
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 photocopies of documentary proof to establish the student's single-parent status, e.g. supporting documents for divorce / separation, death certificate of the spouse of the applicant, etc.
4. Item Nos. 7 to 8— Dependent Parents
Dependent Parents refers to the parents of the applicant / applicant's spouse who meet the following requirements:
 - (1) they are not receiving CSSA; and
 - (2) they are not in employment throughout the assessment year from 1 April 2017 to 31 March 2018; and
 - (3) for a continuous period of not less than 6 months from 1 April 2017 to 31 March 2018:
 - (i) they have resided / been residing with the applicant's family and supported by the applicant or his / her spouse; or
 - (ii) they have taken up permanent residence at another premises owned or rented by the applicant / applicant's spouse; or
 - (iii) they have been living in their own premises, rented 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)

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.

No.	Family member	a Name (As shown in the Hong Kong Identity Card)	b Relationship with Applicant	c Age	d H.K.I.D. Card No./ Birth Registration Certificate No.	e Present occupation	f Name of Present Employer / Firm / School
I. Applicant and Applicant's Spouse							
1.	Applicant	Chan Man Ching	Applicant	47		Clerk	C & D Co. Ltd
2.	Spouse	Wong Mei Mei	Spouse	45	B896745(3)	Housewife	/
Do you give consent to the School to contact your spouse regarding this application? <input checked="" type="checkbox"/> y ('Y' Yes, 'N' No) <div style="float: right;">If yes, Mobile Phone No.: 9876 5432</div>							
II. Unmarried Children Residing with the Family							
3.	Child-1 (Student Applicant)	Chan Chung Ming Peter	Student Applicant	16		Student	Diocesan Boys' School
4.	Child-2	Chan Tai Ming	Son / Daughter*	23	C732729(3)	Purchasing officer	Easy Trading Co. Ltd.
5.	Child-3		Son / Daughter*				
6.	Child-4		Son / Daughter*				
III. Dependent Parents (Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Dependent Parents".)						Status For a continuous period of not less than 6 months from 1 April 2017 to 31 March 2018:	
7.	Dependent Parent-1	Chan Kin Hong	Father	62	A123456(7)	<input checked="" type="checkbox"/> '1', '2' or '3'	'1' Has resided / been residing with the applicant's family and supported by the applicant or his / her spouse. '2' Has taken up permanent residence at another premises owned or rented by the applicant or his / her spouse.
8.	Dependent Parent-2					<input type="checkbox"/> '1', '2' or '3'	'3' Has been living in his / her own premises, rented premises or residing in elderly homes and is totally supported by the applicant or his / her spouse.
Total no. of Family Members:							5 A

FOR OFFICE USE +1

*Please delete where appropriate.

1.5 PART E— FAMILY INCOME

- Please provide the *Annual Family Income* during the period 1 April 2017 to 31 March 2018 and give documentary proofs.
- Types of income that are to be reported are listed in Appendix.

No.	Actual Income during the Financial Year 1 April 2017 – 31 March 2018				Total Please fill in actual figure without decimal places.
I. Applicant and Applicant's spouse					
1. Applicant					
If the Applicant was unemployed / was a housewife / has retired during 1 April 2017 to 31 March 2018, please specify:					
Status: *Unemployed / Housewife / Retired / Others: _____ (*Please delete where appropriate.)					
Period: YY-MM-DD From 17-04-01 To 17-05-09					
Income from Employment /Self-employment or Business Profits (including part-time income)	Period YY-MM-DD	From 17-05-10 To 18-03-31	From - - - To - - -	From - - - To - - -	<div>\$117000B</div> <div>(B = R₁ + S₁ + T₁ + U₁)</div>
	Occupation	Clerk			
	P ₁ Gross income	\$ 120,000	\$	\$	
	Q ₁ # '1' MPF or '2' Provident Fund Mandatory contribution by employee (If applicable)	#1 ('1' or '2') \$ 6,000	# ('1' or '2') \$	# ('1' or '2') \$	
	R ₁ Net (R ₁ = P ₁ – Q ₁)	\$ 114,000	\$	\$	
Other Income	S ₁ Interests from fixed deposits, stocks, shares & bonds, etc.	\$ 3,000			
	T ₁ Rental income	\$ 0			
	U ₁ Others (Please specify)	\$ 0			
2. Applicant's spouse					
If the Spouse was unemployed / was a housewife / has retired during 1 April 2017 to 31 March 2018, please specify:					
Status: *Unemployed / Housewife / Retired / Others: _____ (*Please delete where appropriate.)					
Period: YY-MM-DD From 18-02-27 To 18-03-31					
Income from Employment /Self-employment or Business Profits (including part-time income)	Period YY-MM-DD	From 17-04-01 To 18-01-21	From 18-01-22 To 18-02-26	From - - - To - - -	<div>\$103000C</div> <div>(C = R₂ + S₂ + T₂ + U₂)</div>
	Occupation	Sole trader	Part-time cashier		
	P ₂ Gross income	\$ 50,000	\$ 5,000	\$	
	Q ₂ # '1' MPF or '2' Provident Fund Mandatory contribution by employee (If applicable)	# ('1' or '2') \$ /	#1 ('1' or '2') \$ 0	# ('1' or '2') \$	
	R ₂ Net (R ₂ = P ₂ – Q ₂)	\$ 50,000	\$ 5,000	\$	
Other Income	S ₂ Interests from fixed deposits, stocks, shares & bonds, etc.	\$ 0			
	T ₂ Rental income	\$ 48,000			
	U ₂ Others (Please specify)	\$ 0			
Part I Total Annual Income: B + C = D				<div>\$220000D</div>	

For business, enter the total incomes for the year which is ended within the period 1 April 2017 to 31 March 2018 if the annual accounts are made up to any day other than 31 March.

Enter the total rental income of property, land, carpark, vehicle or vessel, or the total annual income from subletting the property occupied by the family.

PART E FAMILY INCOME (Continued)

No.	Actual Income during the Financial Year 1 April 2017 – 31 March 2018	Total		
II. Unmarried Children Residing with the Family (If applicable) Additional sheet (e.g. photocopy of this page) signed by the applicant may be added if there is insufficient space to provide the information.				
1. Name: Chan Tai Ming				
If the Unmarried Children Residing with the Family was unemployed during 1 April 2017 to 31 March 2018, please specify: Status: *Student / Others : _____ (*Please delete where appropriate.) Period: YY-MM-DD From 17-04-01 To 17-07-31				
Income from Employment / Self-employment or Business Profits (including part-time income)	Period YY-MM-DD From 17-08-01 To 18-03-31	From - - - To - - - From - - - To - - -	\$ 76000 E (E = R ₃ + S ₃ + T ₃ + U ₃)	
	Occupation	Purchasing officer		
	P ₃ Gross income	\$ 80,000		\$
	Q ₃ # '1' MPF or '2' Provident Fund Mandatory contribution by employee (If applicable)	# 1 ('1' or '2') \$ 4,000		# ('1' or '2') \$
	R ₃ Net (R ₃ = P ₃ - Q ₃)	\$ 76,000		\$
Other Income	S ₃ Interests from fixed deposits, stocks, shares & bonds, etc.	\$ 0		
	T ₃ Rental income	\$ 0		
	U ₃ Others (Please specify)	\$ 0		
2. Name:				
If the Unmarried Children Residing with the Family was unemployed during 1 April 2017 to 31 March 2018, please specify: Status: *Student / Others: _____ (*Please delete where appropriate.) Period: YY-MM-DD From - - - To - - -				
Income from Employment / Self-employment or Business Profits (including part-time income)	Period YY-MM-DD From - - - To - - -	From - - - To - - - From - - - To - - -	\$ F (F = R ₄ + S ₄ + T ₄ + U ₄)	
	Occupation			
	P ₄ Gross income	\$		\$
	Q ₄ # '1' MPF or '2' Provident Fund Mandatory contribution by employee (If applicable)	# ('1' or '2') \$		# ('1' or '2') \$
	R ₄ Net (R ₄ = P ₄ - Q ₄)	\$		\$
Other Income	S ₄ Interests from fixed deposits, stocks, shares & bonds, etc.	\$		
	T ₄ Rental income	\$		
	U ₄ Others (Please specify)	\$		
Part II Total Annual Income: E + F = G \$ 76000 G				

1.6 PART F— OTHERS

1. Have you applied for the Diocesan Boys' School Student Financial Assistance Scheme (2017–2018)?	<input checked="" type="checkbox"/> Y ('Y' Yes, 'N' No)
2. Are you receiving subsidy from the Comprehensive Social Security Assistance (CSSA) Scheme? If yes, please provide the CSSA reference number.	<input type="checkbox"/> N ('Y' Yes, 'N' No) ↓ CSSA reference number: <input type="text"/>
3. Are you going to apply for the Comprehensive Social Security Assistance (CSSA) Scheme?	<input type="checkbox"/> 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

- Please write down any additional information that assists the vetting process of the application.
e.g. special financial hardship
- Use a separate sheet if necessary.

1.8 PART H— DECLARATION

- Please read carefully through the paragraphs and sign in the space provided.
- Please complete either the English version or the Chinese version of the Declaration.

2. Letter of Consent for Income Verification & Cover Sheet

- 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.
- The applicant, the applicant's spouse and the unmarried children residing with the family should complete and sign one "Letter of Consent for Income Verification" (SFASA003) for each of their employment during the period 1 April 2017 to 31 March 2018. The School reserves the right to defer or disqualify the application if the applicant fails to submit the letter (SFASA003).
- 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.
- "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 2018 – 2019.
- The applicant can make extra copies of letter (SFASA003) if necessary.
- 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.

5. Income Certificate

- 5.1 For salaried employed person who 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. It must bear the company chop and telephone number of 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 person running business (including sole proprietorship / partnership business). The profit and loss account of the business which bears the company chop should also be attached.
- 6.2 "Income Statement (Form B)" (SFASA008) is for person who cannot provide income proofs such as hawker, construction worker, renovation worker, casual worker, cleaner, etc.
- 6.3 "Income Statement (Form C)" (SFASA009) is for self-employed 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 FAMILIES

		<u>Example 1</u>	<u>Example 2</u>
		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.	A single-parent family comprises the applicant, the student applicant and an unmarried daughter living with the family.
Actual income during the financial year 1 April 2017 - 31 March 2018		Applicant : \$280,000	Applicant : \$390,000
		Applicant's spouse : \$144,000	/ : /
		Student applicant : /	Student applicant : /
		An unmarried son living with the family : \$90,000	An unmarried daughter living with the family : /
		A dependent parent residing with the family : /	/ : /
Total no. of Family Members*		5	3 + 1 = 4 **
Annual Family Income		(280,000+144,000)+(90,000x30%) = \$451,000	\$390,000
Student in the academic year 2018–2019		Grade 7	Grade 12
The School Textbook Assistance Scheme of the HKSAR Government		✗ Ineligible [#]	✗ Ineligible [#]
DBS Student Financial Assistance Scheme Form of Financial Assistance	Fee Remission Scheme	✓ 50%	✓ 50%
	Low Cost Lunch Scheme	✓ Eligible	✓ Eligible
	Textbook Subsidy Scheme	✓ Eligible Max. Subsidy = \$4,500	✓ Eligible Max. Subsidy = \$4,500
	School Uniform Subsidy Scheme	✓ Eligible	✓ Eligible

* "Application Form" (SFASA001)– Part D Particulars of *Family Members*: Box A

** As it is a single-parent family, the total number of *Family Members*, is for the purposes of calculation, increased by one additional member.

As details of the School Textbook Assistance Scheme provided by the HKSAR government of 2018/19 school year have not been released, the method of assessment and grant rates of 2017/18 school year are used.

		Example 3 A family comprises the applicant, the applicant's spouse, the student applicant and two unmarried daughters living with the family.	Example 4 A family comprises the applicant, the applicant's spouse, the student applicant and an unmarried son living with the family.
Actual income during the financial year 1 April 2017 - 31 March 2018	Applicant	: \$228,000	Applicant : \$240,000
	Applicant's spouse	: /	Applicant's spouse : /
	Student applicant	: /	Student applicant : /
	Two unmarried daughters living with the family	: /	An unmarried son living with the family : /
Total no. of Family Members*	5		4
Annual Family Income	\$228,000		\$240,000
Student in the academic year 2018–2019	Grade 10		Grade 11
The School Textbook Assistance Scheme of the HKSAR Government	Full Grant#: \$5,606 [^]		Half Grant#: \$2,505 [^]
DBS Student Financial Assistance Scheme Form of Financial Assistance	Fee Remission Scheme	✓ 100%	✓ 100%
	Low Cost Lunch Scheme	✓ Eligible	✓ Eligible
	Textbook Subsidy Scheme	✓ Eligible No Subsidy (\$4,500 – \$5,606 [^] < \$0)	✓ Eligible Max. Subsidy = \$1,995 (\$4,500 – \$2,505 [^] = \$1,995)
	School Uniform Subsidy Scheme	✓ Eligible	✓ Eligible

* “Application Form” (SFASA001)– Part D Particulars of *Family Members*: Box A

As details of the School Textbook Assistance Scheme (TA Scheme) provided by the HKSAR government of 2018/19 school year have not been released, the method of assessment and grant rates of 2017/18 school year are used.

[^] For students receiving subsidy under the TA Scheme from the HKSAR government, the maximum reimbursement provided will be the remaining difference after deduction of government subsidy in that academic year.

Grant Rates of TA Scheme 2017/18 provided by the HKSAR government:

	Grade 7 to 9	Grade 10	Grade 11	Grade 12
Full Grant	\$5,274	\$5,606	\$5,010	\$3,266
Half Grant	\$2,637	\$2,803	\$2,505	\$1,633

The grant rate in 2018/19 may be adjusted in accordance with updates of the government's scheme.

PART IV NOTES ON SUBMISSION OF APPLICATION

Before submission of application, please check the following:

- ☐ Completed all parts of the “Application Form” (SFASA001) .
- ☐ Pasted 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.8 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.

Sample 2: "Letter of Consent for Income Verification" (SFASA003)

(Completed and signed by the applicant)

FOR OFFICE USE														
Application No.														

PRIVATE & CONFIDENTIAL

- A signature is required against amendments.

Employee's Information (During the period 1 April 2017 – 31 March 2018)

Name (Mr. / Ms.)* : Chan Man Ching (As shown in the H.K.I.D. Card)

H.K.I.D. Card No. : A765732(1)

Job Position : Clerk

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: 10 May 2017 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

** Please delete where appropriate.*

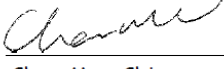
Dear Sir/ Madam,

Re: Letter of Consent for Income Verification

In connection with the application for the Student Financial Assistance Scheme (2018-2019)** 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 2017 to 31 March 2018. 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 Man Ching (As shown in the H.K.I.D. Card)

Date : 1 June 2018

FOR OFFICE USE

Date : _____

**** Student Financial Assistance Scheme (2018-2019)**

Scheme(s) applied:

(a) Fee Remission Scheme	<input type="checkbox"/>	(c) Textbook Subsidy Scheme	<input type="checkbox"/>
(b) Low Cost Lunch Scheme	<input type="checkbox"/>	(d) School Uniform Subsidy Scheme	<input type="checkbox"/>

SFASA003 (2018/05)

Sample 3: "Letter of Consent for Income Verification" (SFASA003)

(Completed and signed by the applicant's family member)

FOR OFFICE USE														
Application No.														

PRIVATE & CONFIDENTIAL

- A signature is required against amendments.

Employee's Information (During the period 1 April 2017 – 31 March 2018)

Name (Mr. / Ms.)* : Chan Tai Ming (As shown in the H.K.I.D. Card)

H.K.I.D. Card No. : C732729(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: 1 August 2017 to: Present

Employer's Information

Contact Person (Mr. / Ms.)* : 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

** 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 (2018-2019)** 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 2017 to 31 March 2018. 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 2018

FOR OFFICE USE

Date : _____

**** Student Financial Assistance Scheme (2018-2019)**


Scheme(s) applied:

(a) Fee Remission Scheme	<input type="checkbox"/>	(c) Textbook Subsidy Scheme	<input type="checkbox"/>
(b) Low Cost Lunch Scheme	<input type="checkbox"/>	(d) School Uniform Subsidy Scheme	<input type="checkbox"/>

SFASA003 (2018/05)

Sample 4: "Cover Sheet for Supporting Documents" (SFASA004)

FOR OFFICE USE											
Application No.											
										1	8
										1	9



Diocesan Boys' School
Student Financial Assistance Scheme
(2018–2019)

COVER SHEET FOR SUPPORTING DOCUMENTS


SAMPLE

1. Please tick '✓' the appropriate boxes and complete the following table.
2. Please sign in the space provided.
3. Please put ALL the supporting documents under this sheet and staple them, including this sheet.
4. Please refer to "List of Supporting Documents" for Chinese translation of the names of the following documents on the back of the page.

To be completed by the applicant:

Checklist of Documents Evidence to be Submitted with the Application	
Original / copy	Photocopies of documentary evidence of <i>Annual Family Income</i> for the period 1 April 2017 to 31 March 2018:
	A. Income of salaried employed person
<input checked="" type="checkbox"/>	(1) Employer's Return of Remuneration and Pensions Form (I.R. 56); if not available
<input type="checkbox"/>	(2) Salary Statement; if not available
<input type="checkbox"/>	(3) Tax Demand Note issued by the Inland Revenue Department (I.R.C. 6401); if not available
<input type="checkbox"/>	(4) Bank transaction record showing payment of salary, allowance, etc. (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks.); if not available
<input checked="" type="checkbox"/>	(5) "Income Certificate" (SFASA006) certified by the employer
	B. Income of self-employed driver, or person running business (including sole proprietorship business / partnership business / limited company)
<input type="checkbox"/>	(6) Profit and Loss Account verified by a Certified Public Accountant; if not available
<input type="checkbox"/>	(7) "Income Statement (Form C)" (SFASA009); or
<input checked="" type="checkbox"/>	(8) "Income Statement (Form A)" (SFASA007) with self-prepared Profit and Loss Account; and
<input type="checkbox"/>	(9) Personal Assessment Notice (if applicable).
	C. Income of salaried employed or self-employed person (except category B above) who cannot produce any income proofs
<input type="checkbox"/>	(10) "Income Statement (Form B)" (SFASA008)
	D. Other income: Interest from fixed deposits, stocks, shares and bonds, etc
<input type="checkbox"/>	(11) Dividend advice; or
<input type="checkbox"/>	(12) Interest advice; or
<input type="checkbox"/>	(13) Bank deposits advice / statements / pass book (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks.)
	E. Other income: Rental income
<input checked="" type="checkbox"/>	(14) Tenancy Agreement; if not available
<input type="checkbox"/>	(15) 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.)
<input type="checkbox"/>	(16) Property tax assessment notices.
	F. Other income: Alimony / living expenses from ex-spouse / monthly pension / widow's & children compensation / gratuity, etc.
<input type="checkbox"/>	(17) Relevant document(s)
Original / copy	Photocopies of proof of single-parent family status:
<input type="checkbox"/>	(18) E.g. Supporting documents for divorce / separation, death certificate of spouse, etc.
	Others:
<input type="checkbox"/>	(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: 

Date: 1 June 2018

* Please delete where appropriate.

SFASA004 (2018/05)

Sample 7: "Income Statement (Form B)" (SFASA008)

FOR OFFICE USE											
Application No.											

INCOME STATEMENT (FORM B)
[For the application of the Student Financial Assistance Scheme (2018-2019)]

- For person who cannot provide income proofs such as hawker, construction worker, renovation worker, casual worker, cleaner, etc.
- A signature is required against amendments.

Information on the Family Member #:
 Name of Family Member engaged in the following business : Cheung Siu Ming *(As shown in the H.K.I.D. Card)*

Relationship with applicant* : ~~Applicant~~ / ~~Spouse~~ / Unmarried Child Residing with the Family

H.K.I.D. Card No. : K234567(8)

Nature of Industry : Construction

Position : Construction Worker

Actual Income:

- If you do not have any income in a specific month, please fill in \$0. Do not leave any month blank.
- In addition, for payment made in arrears, for instance, if the payment date of your salary for April is in May, you should fill in the salary amount in the month of April, etc.

Year 2017		Year 2018	
April :HK\$ 3,075	September :HK\$ 3,075	January :HK\$ 3,075	
May :HK\$ 3,075	October :HK\$ 3,075	February :HK\$ 3,075	
June :HK\$ 3,075	November :HK\$ 3,075	March :HK\$ 3,075	
July :HK\$ 3,075	December :HK\$ 3,075		
August :HK\$ 3,075			
Total Annual Income HK\$: 36,900			

Payment method: (Please tick '✓' the appropriate box. More than one item may be selected.)

☒ By Cash / Cash cheque

☐ By Cheque / Direct Credit *(Please provide a copy of the transaction record together with the page showing the name of the bank account holder, highlight the entries with colour and remarks for verification)*

Reason for not being able to provide income proof: (Please tick '✓' the appropriate box.)

☒ I have no fixed employer.

☐ The company I worked for has wound up and I cannot obtain documentary proof from the ex-employer and do not have any other income proof.

☐ Others, please specify: _____

I declare that the above information is true and complete.

Signature of Family Member engaged in the above business: *[Signature]*
 (if not the applicant)

Signature of Applicant: *[Signature]*
 Name of Applicant: Cheung Tai Man
 Date: 3 June 2018

Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member".
 * Please delete where appropriate.

SFASA008 (2018/05)

Sample 8: "Income Statement (Form C)" (SFASA009)

FOR OFFICE USE											
Application No.											

INCOME STATEMENT (FORM C)

[For the application of the Student Financial Assistance Scheme (2018-2019)]

SAMPLE

- For self-employed taxi driver / lorry driver / minibus driver, etc.
- A signature is required against amendments.

Information on the Family Member #:

Name of Family Member engaged in the following business : Cheung Tai Man (As shown in the H.K.I.D. Card)

Relationship with applicant* : Applicant / ~~Spouse~~ / ~~Unmarried Child Residing with the Family~~

H.K.I.D. Card No. : K123456(7)

Occupation* : Taxi driver / ~~Lorry driver~~ / ~~Minibus driver~~ / ~~Others:~~

Vehicle Ownership* : ~~Vehicle owner~~ / Vehicle lessee

License number : _____ (For vehicle owner only)

Table of Income and Expenditure (From 1 April 2017 to 31 March 2018)


Income	1.	Rent (for vehicle owner only)	:	HK\$	
	2.	Profit from operating business	:	HK\$	168,000
	3.	Others	:	HK\$	/
(please specify all items & breakdown of amounts)					
Total Income (A)			:	HK\$	168,000

Expenditure (excluding vehicle mortgages)	1.	Vehicle rental fee	:	HK\$	
	2.	Fuel charges	:	HK\$	79,200
	3.	Insurance premium	:	HK\$	/
	4.	Maintenance fee	:	HK\$	/
	5.	License fees	:	HK\$	/
	6.	Others (please specify)	:	HK\$	/
Total Expenditure (B)			:	HK\$	103,200

Net profit** = Total Income (A) – Total Expenditure (B) = HK\$ 64,800

Remark: _____

I declare that the above information is true and complete.

Signature of Family Member engaged in the above business: _____ Signature of Applicant: 

(if not the applicant) Name of Applicant: Cheung Tai Man

Date: 3 June 2018

Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Family Member".

* Please delete where appropriate.

** Loss cannot be deducted from the Annual Family Income.

SFASA009 (2018/05)

APPENDIX: INCOME FROM ALL SOURCES**Income from all sources**

Income to be assessed		Income not to be assessed	
Examples	<p><i>Income from Employment:</i></p> <ul style="list-style-type: none"> Salary (including the salary of applicant, applicant's spouse and unmarried children residing with the family for full-time, part-time or temporary job, excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee) Double pay / Leave pay Allowance (including overtime work / living / housing or rent / transport / travel / meals / education / shift allowance, etc.) Bonus / Commission / Tips Wages in lieu of notice of dismissal 	Examples	Old age allowance /
			Old age living allowance
			Disability allowance
			Long service payment /
			Contract gratuity
			Severance pay
			Loans
			Lump sum retirement gratuity /
			Provident fund
			Inheritance
			Charity donations
			Comprehensive Social Security Assistance
			Retraining allowance /
			Work Incentive Transport Subsidy /
			Working Family Allowance
			Insurance / accident / injury indemnity
			Scholarships awarded
			MPF / Provident Fund contribution by employee
	<p><i>Income from Self-employment or Business Profits:</i></p> <ul style="list-style-type: none"> Business profits and other income earned by means of self-employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered, etc. 		
	<p><i>Other income:</i></p> <ul style="list-style-type: none"> Interests from fixed deposits, stocks, shares and bonds, etc. Rental income of property, land, carpark, vehicle or vessel (including Hong Kong, the Mainland and overseas) Others: <ul style="list-style-type: none"> Contributions from any person(s) not residing with the applicant's family to any of the applicant's family member(s) (including money or contribution of housing / remittance(s) / contribution for mortgage repayment / rent / water / electricity / gas or other living expenses) Alimony Monthly pension / Widow's & Children's Compensation 		