

Diocesan Boys' School

Student Financial Assistance Scheme

(2024–2025)

Guidance Notes

- The "Guidance Notes" is written in both English and Chinese. In case of any inconsistency, the English version shall prevail.
- Please note that all information is subject to revision without notice.

Table of Content

PART I	GENERAL INFORMATION						
	1.	Introduction	2				
	2.	Eligibility	2				
	3.	Application Procedures	2				
	4.	Form of Financial Assistance	3				
	5.	Method of Assessment	5				
	6.	Provision / Handling of Personal Data	6				
	7.	Documentary Evidence Required	7				
	8.	Declaration	8				
	9.	Other Special Family Information	9				
	10.	Deadline for Application	9				
	11.	Submission of Application	9				
	12.	Notification of Result	9				
	13.	Appeals	9				
	14.	Enquiries	9				
PART II	NOT	ES ON COMPLETING THE APPLICATION FORM & OTHER					
	DOC	CUMENTS	10				
	1.	Application Form					
	2.	Letter of Consent for Income Verification & Cover Sheet	16				
	3.	Cover Sheet for Supporting Documents	17				
	4.	Copies of Hong Kong Identity (HKID) Cards	17				
	5.	Income Certificate	17				
	6.	Income Statements	17				
	7.	Dependent Parent(s) Information Form	17				
PART III	SAM	IPLE FAMILIES					
PART IV	NOT	ES ON SUBMISSION OF APPLICATION					
PART V	SAM	IPLES	21				
APPENDIX:	INC	OME FROM ALL SOURCES	30				

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
- 2.3 Needy students, including those from families receiving Comprehensive Social Security Assistance (CSSA) and those receiving financial assistance provided by the Student Finance Office of the HKSAR Government, could apply for the above schemes, including school fee remission.

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 2024 to June 2025 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 2024	to December 2024	HK\$360	HK\$360
Period 2: January 2025	to March 2025	HK\$360	HK\$360
Period 3: April 2025	to June 2025	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 from the HKSAR government, the maximum reimbursement provided will be the remaining difference after deduction of government subsidy in that academic year.
 (Decent refer to D10, Further 2 and 4 in Dert III CAMPLE FAMILIES)

(Please refer to P.19 – Examples 3 and 4 in Part III SAMPLE FAMILIES.)

(3) Reimbursement would be made available upon presentation of <u>original</u> <u>receipts</u> to the Chief Financial Officer's Office. The deadline for the submission of receipts is 31 December 2024.

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\$2,500 for school uniform purchased only from the suppliers stated below.

School Uniform		Cupalier
Item	Quantity	Supplier
School tie	1	
House vest	1	
PE shorts	1	School tuck shop
School metal badge	1	
School blazer badge	1	
White shirts (long-sleeve)	2	
White shirts (short-sleeve)	2	
Trousers	4	
Blazer	1	Any local school uniform supplier
Sweater / Cardigan	1	
Overcoat	1	
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 <u>original</u> <u>receipts</u> to the Chief Financial Officer's Office. The deadline for the submission of receipts is 31 December 2024.

5. Method of Assessment

- 5.1 All applicants are subject to income assessment. The *Gross Annual Family Income* mechanism will be used to assess eligibility for receiving financial assistance from the Scheme.
- 5.2 The Gross Annual Family Income of the family means the annual income* of the applicant and the applicant's spouse (please refer to Appendix on P.30 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 *Gross Annual Family Income* and total number of *Family Members*. This is set out in Table 1. (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 eight.
- 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.

	· · · · · · · · · · · · · · · · · · ·									
	\geq		Gross Annual Family Income (HK dollars)							
		3	\$0 to \$280,000	\$280,001 to \$320,000	\$320,001 to \$380,000	\$380,001 to \$480,000	> \$480,000			
a	Number	4	\$0 to \$350,000	\$350,001 to \$400,000	\$400,001 to \$475,000	\$475,001 to \$600,000	> \$600,000			
Criteria	of	5	\$0 to \$420,000	\$420,001 to \$480,000	\$480,001 to \$570,000	\$570,001 to \$720,000	> \$720,000			
Ö	Family	6	\$0 to \$490,000	\$490,001 to \$560,000	\$560,001 to \$665,000	\$665,001 to \$840,000	> \$840,000			
	Members	7	\$0 to \$560,000	\$560,001 to \$640,000	\$640,001 to \$760,000	\$760,001 to \$960,000	> \$960,000			
		8	\$0 to \$630,000	\$630,001 to \$720,000	\$720,001 to \$855,000	\$855,001 to \$1,080,000	> \$1,080,000			
	(1) Fee 100% Remission Scheme: Fee Remission		100% Fee Remission	75%50%Fee RemissionFee Remission		25% Fee Remission	No fee remission			
Results	(2) Others:			le for Low Cost Lunch & School Unit	Not eligible					

Table 1: Eligibility Criteria for Fee Remission Scheme, Low Cost Lunch Scheme,Textbook Subsidy Scheme and School Uniform Subsidy Scheme

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, and / or provision of false and misleading information 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 Required supporting documents include:
 - (1) Photocopies of Hong Kong Identity Card or other identity documents of:
 - the applicant;
 - the applicant's spouse;
 - the student applicant; and
 - other family members listed in Part D of the "Application Form" (SFASA001).
 - (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.
 - If applicants are unable to provide the supporting documents, please explain in writing and submit the signed document.
 - (3) Photocopies of documentary evidence of *Gross Annual Family Income* for the period 1 April 2023 to 31 March 2024, 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. (including the page with the name of bank account holder; please highlight the relevant entries and other deposit entries and make necessary remarks); if not available
- "Income Certificate" (SFASA006) certified by the employer. (*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) (Refer to Part V–Sample 8.); or
 - "Income Statement (Form A)" (SFASA007) with self-prepared Profit and Loss Account
 - (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) (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 / passbook (including the page with the name of bank account holder; please highlight the relevant entries and other deposit entries and make necessary remarks)
- E. Other income: Rental income
 - Tenancy Agreement; if not available
 - Bank transaction record showing rental income (including the page with the name of bank account holder; please highlight the relevant entries and other deposit entries and make necessary 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)
- G. Others
 - Any unmarried child residing with the family aged 18 or above on 1 April 2023 and under education during 1 April 2023 to 31 March 2024 should provide copies of supporting documents, e.g. student ID card
- 7.2 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. In addition, the School may require applicants and family member(s) to provide taxation documents and income proofs of 2022/23 and 2023/24 issued by the Inland Revenue Department for reference and verification.
- 7.3 If necessary, the School may require the applicant to provide documentary proof of items not listed in Appendix or 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.
- 7.4 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.

Diocesan Boys' School Student Financial Assistance Scheme Guidance Notes (2024-2025)

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 2024-2025	Deadline		
Grade 7 to Grade 12	11 June 2024		

Late application will not be considered.

11. Submission of Application

- 11.1 All applications should be submitted to the <u>Chief Financial Officer's Office by hand</u> within office hours. All applicants must meet the deadline.Office hours: Monday to Friday 9 a.m. to 12:30 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 <u>an A4-sized envelope which is sealed and signed</u> 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 2024.

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

- 14.1 For enquiries, please contact Mr. Cheung at 2768 5623 during office hours (Monday to Friday: 9 a.m. to 12:30 p.m. and 2 p.m. to 5 p.m.).
- 14.2 Website: https://www.dbs.edu.hk/index.php?s=students&m=welfare

PART II NOTES ON COMPLETING THE APPLICATION FORM & OTHER DOCUMENTS

1. Application Form

- Please complete all the boxes of this application in <u>BLOCK LETTERS</u> using a <u>black</u> <u>or dark blue</u> ball pen.
- A signature is required against each amendment.

1.1 PART A- APPLICANT'S PARTICULARS

1. Name in I	Inglish	CHANM	AN CHI	NG		
2. Name in (Chinese	陳文青				
3. HKID Car	d Number	A 7 6 5 7	3 2 (1)			
4. Date of B	rth	1 9 7 7 Year	0 4 Mont	h 02Day		
5. Sex		1 ('1 ' Male, '	2' Female)			
6. Marital St	atus	('1' Married,	' 2' * <u>Divorced</u>	Separated / Single	e <u>/Widowed</u>)	
			* Delete whe document.		lease provide copies of n need <u>not</u> be filled.	supporting
7. Relations	hip with Student	(1 (1 Parent,	' 2' Legal guard	ian <i>–Please speci</i>	fy:	<u> </u>
8. Residenti	al Phone No.	234567	89			
9. HK Mobile	e Phone No.	929374	6 5 (The scho	ol may contact the ap	plicant by phone or SMS.)	
10. Office/ Ot	her Contact No.	234362	55 Ext.			
11. Residenti	al Address	Flat / Room A			in a Hong Kong] \
		Floor 8			one number. The ay contact the	
		Block			y phone or SMS.	
		ame of building T				<u>, , , , , , , , , , , , , , , , , , , </u>
				· · · · · · ·		$\frac{1}{1}$
	1	Estate / Village T				
	No. and	Name of Street 1		TINNRO		
		District K		NG		N
		District code** 0	9	\setminus		N
Right-justify the Hong Kong Identity Card N	follow	to the ving table for ict code'.	each word.	pace between Punctuation not necessary.	If the applican student's pare explanation is	nt, a written
**District co	de					
	al and Western	District	10.	Tsuen Wan Dis		
	Chai District rn District		11. 12.	Tuen Mun Dist Yuen Long Dis		
	ern District		12.	North District		
	sim Mong Distr	ict	14.	Tai Po District		
	Shui Po Distrio		15.	Sai Kung Distr	ict	
	on City District		16.	Sha Tin Distric		
08. Wong	Tai Sin District		17.	Kwai Tsing Dis		
09. Kwun	Tong District		18.	Islands District	· · · · · · · · · · · · · · · · · · ·	

1.2 PART B—	STUDENT APPLICANT'S PARTICULARS
1. Name of Student in Englis	SH CHAN CHUNG MING PETER
2. Name of Student in Chine	se 陳 中 明
3. HKID Card Number	Z 1 2 3 3 5 6 (7)
4. Date of Birth	2 0 0 8 Year 0 5 Month 1 2 Day
5. Class	For <u>New</u> Student (2024–2025): Grade
	For Current Student (2023–2024): Grade 10 Class P
6. Do you give consent to th	e School to contact y ('Y' Yes, 'N' No)
the above student regard	
	If yes, Mobile Phone No.: 9218 9327
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)

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

Student in the academic year 2024–2025	Fee Remission Scheme	Low Cost Lunch Scheme	Textbook Subsidy Scheme	School Uniform Subsidy Scheme
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11	\checkmark	\checkmark	~	✓
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 normally 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.
- Item Nos. 7 to 10 Dependent Parents
 Dependent Parents refer 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 2023 to 31 March 2024; and
 - (3) for a <u>continuous period of not less than 6 months</u> from 1 April 2023 to 31 March 2024:
 - (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 <u>totally supported</u> by the applicant / applicant's spouse.
 - Remark: The applicant / applicant's spouse should continue to support the dependent parents in the academic year 2024–2025 and the form of support should be similar to that in the assessment year. As the number of *Family Members* affects directly the level of assistance the applicant is eligible for, the School has the right to request the submission of supporting documents, such as tenancy agreement, residential address proof, or receipt of payment for an elderly home for verification of the dependence of parents, or request the applicant to explain in detail the status of parents' dependence for the School's consideration.

PART D— PARTICULARS OF FAMILY MEMBERS (Continued)

		nt is now single, divor deceased, leave this i		d		the <i>Family Mem</i> ife, unemployed		
		а	b	с	d	е	f	
No.	Family member	Name in English (As shown in the HKID Card)	Relationship with Applicant	Age	HKID Card Birth Registration Certificate No.	Present occupation	Name of F Employer ∕ Fir	
I. `	Applican	t and Applicant's Spou	se	1	N	4	1	
1.	Applicant	Chan Man Ching	Applicant	47		Clerk	ABC Co	. Ltd
2.	Spouse Wong Mei Mei Spouse 45 B896745(3) Housewife /							
-	ou give cons arding this ap	sent to the School to con	tact your spous	se	y ('Y' Yes,	" N ' No)		
reya	arung uns ap	plication			 If yes, Mo	bile Phone No.:	9876 5	432
II.	Unmarrie	d Children Residing wi	ith the Family					
3.	Child-1	Chan Chung Ming Peter	Student Applicant	16		Student	Diocesan Bo	ys' Scho
4.	Child-2	Chan Tai Ming	*Son / Daughter	23	<i>C</i> 732729(3)	Purchasing officer Easy Tradin		g Co. L1
5.	Child-3		*Son / Daughter					
6.	Child-4		*Son / Daughter					
III.	Depende	nt Parents						For Of
7.	Dependent Parent-1	Chan Kin Hong	*Applicant's parent Spouse's parent	62	A123456(7)	<u>One</u> "Deper Parent(s) In		
8.	Dependent Parent-2		*Applicant's parent Spouse's parent			Form" (SFASA010) should be completed <u>for each</u> 'Dependent		
9.	Dependent Parent-3		*Applicant's parent Spouse's parent			Parent'. Please refer t 1.4 in Part II c	of the	
10.	Dependent Parent-4		*Applicant's parent Spouse's parent			Guidance Not definition of "I Parent".		
			· •			•		

For Office Use

*Please delete where appropriate.

+1

1.5 PART E- FAMILY INCOME

- 1. Please provide the *Gross Annual Family Income* during the period 1 April 2023 to 31 March 2024 and give documentary proofs.
- 2. Types of income that are to be reported are listed in Appendix.

	**Please delete	e where appropriate.	*P	lease fill in actual figu	ire without decimal	places.
N	o. Actu	al Income during the	Financial Year	[.] 1 April 2023 – 31 M	arch 2024	Total*
1.	Applicant and	d Applicant's spouse		•		
1	. Applicant	•• •				
4	If the Applicant	: was unemployed ∕ was a	a housewife∕ha	s retired during 1 April :	2023 to 31 March 2024	1, please specify <i>:</i>
	Status: **	Unemployed / Housewife	. / Retired / O	thers:		
	Period: Y	Y-MM-DD From 2 3	04-01 To	24-05-09		
	Income from Employment / Self- employment	Period YY-MM-DD	From 2 3 - 0 5 - 1 To 2 4 - 0 3 - 3		From - - To - -	
	or Business	Occupation	Clerk			
	Profits	P1 Gross income	\$ 120,000	\$	\$	
	(including full- time, part-time or	Q1 Mandatory contribution by employee(If applicable)	# 1 ('1' or '2')	# (' 1 ' or ' 2 ')	# (' 1 ' or ' 2 ')	\$117000 <i>B</i>
	temporary job)	# '1' MPF '2' Provident Fund	\$ 6,000	\$	\$	$(B = R_1 + S_1 + T_1 + U_1)$
		R Net ($R_1 = P_1 - Q_1$)	\$ 114,000	\$	\$	
	Other Income	S Interests from fixed deposits, stocks, shares & bonds, etc.	\$ 3,000			
		T Rental income	\$ O			
		(Please specify)	\$ O			
2	. Applicant's sp					
	Status: **0	vas unemployed / was a h	e / Retired / Ot	•	23 to 31 March 2024, 	please specify:
	Period: Y	Y - M M - D D From 2 4 -	02-27 To	2 4 - 0 3 - 3 1		
	Income from Employment / Self-	Period YY-MM-DD	From 23-04-0 To 24-01-2	1 From 2 4 -0 1 -2 2 2 1 To 2 4 -0 1 -2 2		
	employment or	Occupation	Sole trader	Part-time cashier	n	
	Business Profits	P2 Gross income	\$ 50,000	\$ 5,000	\$	
	(including full- time, part-time or temporary job)	time, part-time or employee(If applicable) #		#1('1' or '2') \$ 0	#('1' or '2') \$	103000C (C= R ₂ +S ₂ +T ₂ +U ₂)
		R ₂ Net ($R_2 = P_2 - Q_2$)	\$ 50,000	\$ 5,000	\$	
	Other Income	Sz Interests from fixed deposits, stocks, shares & bonds, etc.	\$ O			
		T ₂ Rental income	\$ 48,000 、			
		<i>U</i> ₂ Others (Please specify) \$ 0				
				Part I Total Annual	Income: $B + C = D$	\$220000D
	For business, enter the total incomes for the year which is ended within the period 1 April 2023 to 31 March 2024 if the annual accounts are made up to any day other than 31 March.					

PART E- FAMILY INCOME (Continued)

			٦				
	-	le copies of supporting				f this page) signed b	
6	document, e.g.	student ID card.		may be addeo	l if there is insufficien	nt space to provide th	e information.
No.		al Income during the			April 2023 – 31 Ma	arch 2024	Total*
П.		hildren Residing with		•			/
	You must com	plete this part for unma	rried	l children residi	ing with the family	<u>age 18 or above</u> on	1 April 2023.
1	Name in Englis	sh: Chan Tai Ming					
<u> </u>	_	-					
		LChildren Residing with th		-	• •	3 to 31 March 2024, pl	ease specify:
		Unemployed Under e					
	Period: Y	Y - M M - D D From 2 3 -	04	-01 To 2	3 - 0 6 - 3 0		
	Income from		From	23-07-01	From	From	
	Employment / Self-	Period Y Y - M M - D D	То	24-03-31	To	To	
	employment or	Occupation	Pur	chasing officer			
	Business Profits	P3 Gross income		0,000	¢	¢	
	(including full-	Q ₃ Mandatory contribution		-	\$	\$	
	time, part-time or	by employee (If applicable)	# 1	(' 1 ' or ' 2 ')	#('1' or '2 ')	#('1' or '2 ')	\$ 76000E
	temporary job)	# ' 1 ' MPF ' 2 ' Provident Fund	\$4	,000	\$	\$	$(E = R_3 + S_3 + T_3 + U_3)$
		R ₃ Net ($R_3 = P_3 - Q_3$)	\$ 7(5,000	\$	\$	
	Other Income	S3 Interests from fixed	* ~		1		-
		deposits, stocks, shares & bonds, etc.	\$ O		-		
		Rental income	\$ O		_		
		U ₃ Others (Please specify)	\$ O				
2.	Name in Englis	· · · ·					1
	If the Unmarried	I Children Residing with th	e Fai	mily was unemplo	oyed during 1 April 20	023 to 31 March 2024,	please specify:
	Status: **	Unemployed / Under ed	ucat	ion ## / Others:			
	Period Y	Y-MM-DD From -		- To			
	Income from		From		From	From	
	Employment / Self-	Period Y Y - M M - D D	То		To	То	
	employment or	Occupation					
	Business Profits		\$		\$	\$	
	(including full-	Q4 Mandatory contribution		1			
	time, part-time or	by employee (If applicable)	#	(' 1 ' or ' 2 ')	#('1 ' or '2 ')	#(' 1 ' or ' 2 ')	\$F
	temporary job)	# '1' MPF '2' Provident Fund	\$		\$	\$	
		R Net ($R_4 = P_4 - Q_4$)	\$		\$	\$	(F= R4 +S4 +T4 +U4)
	Other Income	SA Interests from fixed				1	-
		deposits, stocks, shares & bonds, etc.	\$				
		T4 Rental income	\$				
		U ₄ Others	¢				1
		(Please specify)	\$				
				F	Part II Total Annual	Income: E + F = G	\$ 76000G
				•			

1.6 PART F- OTHERS

1.	Have you applied for the Diocesan Boys' School Student Financial Assistance (Y ('Y ' Yes, 'N ' No)
2.	Are you receiving subsidy from the Comprehensive Social Security Assistance ('Y' Yes, 'N' No) (CSSA) Scheme? If yes, please provide the CSSA reference number.
	Note: Student-applicant approved to receive grants for textbooks and school uniforms under the CSSA Scheme should avoid applying for the same assistance in this application.
3.	Have you applied / Are you going to apply for the CSSA Scheme?
	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

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

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 The applicant, the applicant's spouse and the unmarried children residing with the family should complete and sign <u>one</u> "Letter of Consent for Income Verification" (SFASA003) for <u>each</u> of their employment during the period 1 April 2023 to 31 March 2024. The School reserves the right to defer or disqualify the application if the applicant fails to submit the letter (SFASA003).
- 2.3 For <u>each</u> letter (SFASA003), the applicant and applicant's family members should provide information on a <u>contact person</u> who can be contacted by the School to verify the income stated in the application.
- 2.4 "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 2024 2025.
- 2.5 The applicant can make extra copies of letter (SFASA003) if necessary.
- 2.6 Please put ALL the letters (SFASA003) under "Cover Sheet for Letter of Consent for Income Verification" (SFASA002) and staple them, including the cover sheet.
- 2.7 Please complete either the English version or the Chinese version of the cover sheet (SFASA002) and the letter (SFASA003).

3. Cover Sheet for Supporting Documents

- 3.1 Please tick ' \checkmark ' 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.
- 3.4 Please complete either the English version or the Chinese version of the cover sheet (SFASA004).

4. Copies of Hong Kong Identity (HKID) Cards

- 4.1 Please paste the HKID 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 HKID 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 document, 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.

7. Dependent Parent(s) Information Form

- 7.1 One form should be completed for each 'Dependent Parent'.
- 7.2 Please complete either the English version or the Chinese version of the statements (SFASA010).
- 7.3 The applicant can make extra copies of the form (SFASA010) if necessary.

PART III SAMPLE FAMILIES

		Example 1	Example 2
		A family comprises the applicant,	A single-parent family comprises
		the applicant's spouse, the	the applicant, the student
		student applicant, an unmarried	applicant and an unmarried
		son living with the family and a	daughter living with the family.
		dependent parent residing with	
		the family.	
Actual	income during	Applicant : \$280,000	Applicant : \$460,000
the fina	ancial year	Applicant's spouse : \$250,000	/ : /
1 April		Student applicant : /	Student applicant : /
31 Mar	rch 2024	An unmarried son living with the family : \$90,000	An unmarried daughter
		A dependent parent : ///////////////////////////////////	/ : /
Total n		5	3 + 1 = 4 **
-	Members* I Family Income	(280,000+250,000)+(90,000x30%) = \$557,000	\$460,000
	nt in the academic 024–2025	Grade 7	Grade 12
The Sc	hool Textbook		
	ance Scheme of	× Ineligible	× Ineligible
	SAR Government		
ce Schemo	Fee Remission Scheme	√ 50%	√ 50%
Il Assistance cial Assistance	Low Cost Lunch Scheme	✓ Eligible	✓ Eligible
Student Financial Assistance Scheme Form of Financial Assistance	Textbook Subsidy Scheme	✓ Eligible Max. Subsidy = \$4,500	✓ Eligible Max. Subsidy = \$4,500
DBS Stude For	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 2024/25 school year have not been released, the grant rates of 2023/24 school year are used.

		Evenue 2	Evenue 4
		Example 3	Example 4
		A family comprises the applicant,	A family comprises the applicant,
		the applicant's spouse, the student	the applicant's spouse, the
		applicant and two unmarried	student applicant and an
		daughters living with the family.	unmarried son living with the family.
Actual incom	e during	Applicant : \$228,000	Applicant : \$340,000
the financial	year	Applicant's spouse : /	Applicant's spouse : /
1 April 2023 -		Student applicant : /	Student applicant : /
31 March 202	4	Two unmarried daughters	An unmarried son
		living with the family	living with the family
Total no. of <i>Family Memb</i>	ers*	5	4
Annual Famil	y Income	\$228,000	\$340,000
Student in the year 2024–202		Grade 10	Grade 11
The School Te Assistance Se the HKSAR G	cheme of	Full Grant: \$6,108 ^	Half Grant: \$2,797 ^
	Fee Remission Scheme	√ 100%	√ 100%
DBS Student Financial Assistance Scheme Form of Financial Assistance	Low Cost Lunch Scheme	✓ Eligible	✓ Eligible
ent Financia rm of Financ	Textbook Subsidy Scheme	✓ Eligible No Subsidy (\$4,500 –\$6,108^ < \$0)	✓ Eligible Max. Subsidy = \$1,703 (\$4,500 – \$2,797^ = \$1,703)
DBS Stude	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 2024/25 school year have not been released, the grant rates of 2023/24 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 2023/24 provided by the HKSAR government:

	Grade 7 to 9	Grade 10	Grade 11	Grade 12
Full Grant	\$6,100	\$6,108	\$5,594	\$3,522
Half Grant	\$3,050	\$3,054	\$2,797	\$1,761

The grant rate in 2024/25 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 HKID 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 (HKID) 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)
 - "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
 - 7. "Dependent Parent(s) Information Form" (SFASA010)– if applicable
- Prepared copies of all relevant documentary evidence.
 please make sure that the information shown in the copies is clear
- Enclosed the following <u>inside</u> an A4-sized envelope:
 - 1. the completed "Application Form" (SFASA001)
 - 2. "Copies of Hong Kong Identity (HKID) Cards" (SFASA005).
 - 3. a set of supporting documents stapled under the "Cover Sheet for Supporting Documents" (SFASA004)
 - 4. a set of "Letter of Consent for Income Verification" (SFASA003) stapled under the "Cover Sheet for Letter of Consent for Income Verification" (SFASA002)
- Stated '<u>Student Financial Assistance Scheme</u>' on the envelope.
- Sealed and signed the envelope.

PART V SAMPLES

Diocesan Boys' S Student Financial Assist (2024–2025	ance Scheme
COVER SHEET FOR LETTER OF CONSEN	IT FOR INCOME VERIFICATION
 The applicant, the applicant's spouse and the ur should complete <u>one</u> "Letter of Consent for Inco their employment during the period 1 April 2023 The School reserves the right to defer or disqua submit the letter (SFASA003). 	me Verification" (SFASA003) for <u>each</u> of to 31 March 2024.
 Please put ALL the letters (SFASA003) under the sheet. 	nis sheet and staple them, including this
To be completed by the applicant: "Letter of Consent for Income Ver	ification" (SFASA003)
Completed and signed by	Number of letters
Applicant	1
Applicant's Spouse	0
Unmarried Children Residing with the Family	1
Total	2
I, Chan Man Ching	(Name of Applicant),
the parent / legal guardian of Chan Chung A	
have submitted the above documents with the applic	ation form.
Signature of A	pplicant: Date:1 June 2024
SFASA002 (2024/05)	

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

Sample 2: "Letter of Consent for Income Verification" (SFASA003) (Completed and signed by the applicant)

		For Office Use	
PRIVATE & CONFIDENTIA	Ĺ	Application No.	- 2
A signature is required a	against each amendment.		
Employee's Information	(During the period 1 April 2023 –	31 March 2024)	
Name (<i>Mr.</i> / Ms.)*	: Chan Man Ching	(As printed on the HKID	Card)
HKID card no.	: A765732(1)		
Mobile phone no.	: 9293 7465		
Office / Other contact no.	: 2343 6255	CANNYLL	ĺ.
Job position	: Clerk		
Department / Branch	Administration Department		
Period of employment	: From 10 May 2023	to Present	
Employer's Information			
Company name	ABC Company		
Contact person (Mr. / Ms.)*	: Lee Yiu Shing		
Job position	: Human Resources Manager		
Department / Branch	: Human Resources Department		
Contact phone no.	: 2343 6371		
Contact email	: lws@abc.com		
Correspondence address	s: 89 Queen's Road, Central, Hon	ng Kong	
2025) for a family member, I verification regarding my <u>inc</u>	ncome Verification Diocesan Boys' School Student Fina give consent to the school to obtain <u>ome</u> during the period <u>1 April 2023 to</u> ation for the release of such informat	information and conduct nece <u>o 31 March 2024</u> . I hereby co	ssar
Thank you for your assistant			
Yours faithfully,			
Signature of Employee :	Channe		
	Chan Man Ching	(As printed on the HKID	Card
-	1 June 2024		
Date	1 June 2024 u.hk/index.php?s=welfare&m=sfas		

Sample 3: "Letter of Consent for Income Verification" (SFASA003) (Completed and signed by the applicant's family member)

		For Office Use Application No.
PRIVATE & CONFIDENTIA	L	- 2
A signature is required	against each amendment.	
Employee's Information	(During the period 1 April 2023	– 31 March 2024)
Name (Mr. / Ms.)*	: Chan Tai Ming	(As printed on the HKID Card)
HKID card no.	: C732729(3)	
Mobile phone no.	: 9988 1122	
Office / Other contact no.	: 2593 1667	CNMYL
Job position	: Purchasing Officer	
Department / Branch	Purchasing Department	
Period of employment:	: From 1 July 2023	to Present
Employer's Information		
Company name	Easy Trading Co. Ltd.	
Contact person (Mr. / Ms.)*	: Wong Yu Sun	
Job position	: Financial Manager	
Department / Branch	Financial Department	
Contact phone no.	: 2593 8778	
Contact email	: ctm@et.com	
Correspondence addres	s: 6/F, Nobel Building, 59 King's	s Road, Hong Kong
2025)** for a family mem necessary verification rega	Income Verification Diocesan Boys' School Student F ber, I give consent to the school rding my <u>income</u> during the period ent and authorization for the release o	to obtain information and conduct <u>1 April 2023 to 31 March 2024</u> .
Thank you for your assistar		
Yours faithfully,	1	
	Tarithy	
Signature of Employee :	Chan Tai Mina	(As printed on the HKID Card
Name of Employee : Date :	Chan Tai Ming	(As printed on the HAID Card
Date .	1 June 2024	
** Website: https://www.dbs.ec	du.hk/index.php?s=welfare&m=sfas	
** Website: https://www.dbs.ec SFASA003 (2024/05)	du.hk/index.php?s=welfare&m=sfas	

n	
	Diocesan Boys' School Student Financial Assistance Scheme (2024–2025)
	COVER SHEET FOR SUPPORTING DOCUMENTS
2. Please :	tick '√' the appropriate boxes and complete the following table. sign in the space provided. put ALL the supporting documents under this sheet and staple them, including this sheet.
	<i>pleted by the applicant:</i> Checklist of Documentary Evidence to be Submitted with the Application
	y Documentary evidence of Annual Family Income
enginary cop	for the period 1 April 2023 to 31 March 2024:
Ø	 A. Income of salaried employed person (1) Employer's Return of Remuneration and Pensions Form (I.R. 56); if not available
	 (2) Salary Statement; if not available (3) Tax Demand Note issued by the Inland Revenue Department (I.R.C. 6401); if not available
	 (4) Bank transaction record# showing payment of salary, allowance, etc; if not available (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) (6) Profit and Loss Account verified by a Certified Public Accountant; if not available
	(7) "Income Statement (Form C)" (SFASA009); or
	 (8) "Income Statement (Form A)" (SFASA007) with self-prepared Profit and Loss Account; and (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 (10) "Income Statement (Form B)" (SFASA008)
_	D. Other income: Interest from fixed deposits, stocks, shares and bonds, etc.
	(11) Dividend advice; or (12) Interest advice; or
	(13) Bank deposits advice / statements / pass book #
☑	<i>E. Other income: Rental income</i> (14) Tenancy Agreement ; if not available
	 (15) Bank transaction record showing rental income # (16) Property tax assessment notices.
	 F. Other income: Alimony / living expenses from ex-spouse / monthly pension / widow's & children compensation / gratuity, etc. (17) Relevant document(s)
Original / cop	y Proof of single-parent family status:
	(18) E.g. Supporting documents for divorce / separation, death certificate of spouse, etc.
	Others: (19) (Please specify:)
# Including the	e page with the name of bank account holder; please highlight the relevant entries and other deposit entri
	essary remarks.
l,	Chan Man Ching (Name of Applicant
	legal guardian of <u>Chan Chung Ming Peter</u> (Name of Student ted the above documents with the application form.
	Signature of Applicant:

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

Sample 5: "Income Certificate" (SFASA006)

 For <u>salaried employed</u> person who cannot bank statement showing payment of sala This certificate is to be completed by the <u>l</u> telephone number of the employer. Employer's signature is required against 	Employer. It must bear the company chop a
C732729(3)	n Tai Ming the HKID Ca
C732729(3)	
outside Hong Kong, including allowance, bot is HK [#] \$	80,000 nt Fund mandatory contribution by employ 4,000
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 : 1 June 2024

Sample 6: "Income Statement (Form A)" (SFASA007)

NMPLE		For OFFICE USE
	OME STATEMENT (FORM A the Student Financial Assistance Scher	
business: Name of <i>Family Member</i> running	per # who is a Sole proprietor or Pa	
the following company (Owner)	: Wong Mei Mei : Applicant / Spouse / Unmarried	(As shown in the HKID Ca
Relationship with applicant*		Child Residing with the Fam
HKID Card No. Company name	: <u>B896745(3)</u>	
Nature of business	: Beauty Fashion : Garment retail	
Company address	: 10, Granville Road, Tsim Sha Ts	ui Kowloon
Form of business ownership*	: Sole proprietorship / Partnership	50 C
	Alf it is a partnership, please specify the	profit sharing ratio: %
Please explain the income in Box	A in detail:	
Please refe	r to the attached Profit & Loss ac	count.
I declare that the above information Signature of <i>Family Member</i> running the above company:	n is true and complete. Signature of Applica Name of Applica	
Signature of Family Member running the above company:	Signature of Applica	
Signature of <i>Family Member</i> running the above company: (if not the applicant)	Signature of Applica Name of Applica Da the Guidance Notes for the definition of "Fai	ant: Chan Man Ching ate: 1 June 2024

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

T		For Office Use			
		Application No.			
C NAME LE					
	OME STATEMENT (FOR				
[For the application	of the Student Financial Assistance S	Scheme (2024-2025)]			
worker, causal worker, cleane	 For person who cannot provide income proofs such as hawker, construction worker, renovation worker, causal worker, cleaner, etc. A signature is required against each amendment. Information on the Family Member #: Name of Family Member engaged in the following business : Cheung Siu Ming (As shown in the HKID Card) Relationship with applicant* : Applicant. Spouse / Unmarried Child Residing with the Family HKID Card No. : K234567(8) Nature of Industry : Construction Position : Construction Position : Construction Worker Actual Income: I fyou 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 2023 Year 2024 April : HK\$ 3,075 September : HK\$ 3,075 January : HK\$ 3,075 June : HK\$ 3,075 November : HK\$ 3,075 March : HK\$ 3,075 July : HK\$ 3,075 December : HK\$ 3,075 March : HK\$ 3,075 July : HK\$ 3,075 December : HK\$ 3,075 July : HK\$ 3,075 				
 A signature is required agains 	st each amendment.				
Name of Family Member		(As shown in the HKID Card)			
		rried Child Residing with the Family			
	dented the set of the				
	a spacific month places fill in fa	o not loovo onv month blank			
		ann - Shannan Sannan ann an Sannan an San Sannan - Sannan - Sann			
Year 2023		Year 2024			
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 ticl Ø By Cash / Cash cheo By Cheque / Direct C	credit (Please provide a copy of the tr	ansaction record including the page with der; please highlight the relevant entries			
Reason for not being able to pro	vide income proof: (Please tick 'v	' the appropriate box.)			
I have no fixed emplo	yer.				
	ed for has wound up and I cannot do not have any other income pro				
Others, please specif					
I declare that the above information	-50				
	0				
engaged in the above business:	D. Miny Signature of A	pplicant: fin Mon			
(if not the applicant)	Name of A	pplicant: Cheung Tai Man			
		Date: 1 June 2024			
* Please delete where appropriate.	of the Guidance Notes for the definition of	of "Family Member".			
SFASA008 (2024/05)					

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

INCOME STATEMENT (FORM C) [For the application of the Student Financial Assistance Scheme (2024-2025)] • For self-employed taxi driver / lorry driver / minibus driver, etc. • A signature is required against each amendment. Information on the Family Member *: Name of Family Member engaged in the following business : Cheung Tai Man (As shown in the HKID Carl Relationship with applicant* : Applicant / Spouse / Unmarried Child Residing with the Famil HKID Card No. : K123456(7) Occupation* : Taxi driver / Corry driver / Minibue driver, / Others: Vehicle Ownership* : Vehicle owner / Vehicle lessee License number : (For M April 2023 to 31 March 2024) Income 1. Rent (for vehicle owner only) : HK\$ / (please specify all items & breakdown of amounts) (please specify all items & breakdown of amounts) Total Income (A) : HK\$ 168,000 3. Others : HK\$ / (please specify) : HK\$ / (1. Ser applicable to vehicle lessee : HK\$ / (1. Vehicle rental fee : HK\$ / 9,200 2. Fuel charges : HK\$ / (1. Vehicle rental fee : HK\$ / 1. Vehicle rental fee : HK\$ / 3. Insurance premium : HK\$ / 4. Maintenance fee : HK\$ / 5. License fees : HK\$ / 6. Others (please specify) : HK\$ 103,200 Net profit** = Total Income (A) - Total Expenditure (B) = HK\$ 64,800	NAPLE	7			2 4
 For self-employed taxi driver / lorry driver / minibus driver, etc. A signature is required against each amendment. Information on the Family Member *: Name of Family Member engaged in the following business : Cheung Tai Man (As shown in the HKID Carrent Relationship with applicant* : Applicant / Spouse / Unmarried Child Residing with the Earlier HKID Card No. : K123456(7) Occupation* : Taxi driver / Corry driver / Minibue driver / Others: Vehicle Ownership* : Vehicle owner / Vehicle lessee License number : (For n1 April 2023 to 31 March 2024) Income 1. Rent (for vehicle owner only) : HK\$ Profit from operating business : HK\$ 168,000 Others : HK\$ 168,000 Others : HK\$ 168,000 Expenditure (excluding vehicle in the form of the second of amounts) Total Income (A) : HK\$ 168,000 Insurance premium : HK\$ / 14\$ applicant : HK\$ / 168,000 Insurance premium : HK\$ / 168,000 Insura	All				
 A signature is required against each amendment. Information on the Family Member engaged in the following business : Cheung Tai Man (As shown in the HKID Car Relationship with applicant* : Applicant/Spouse/Unmarried Child Residing with the Famil HKID Card No. : K123456(7) Occupation* : Taxi driver / Lony driver / Minibue driver / Others: Vehicle Ownership* : Vehicle owner / Vehicle lessee License number : (For n 1 April 2023 to 31 March 2024) Income 1. Rent (for vehicle owner only) : HK\$ / (please specify all items & breakdown of amounts) Total Income (A) : HK\$ 168,000 Insurance premium : HK\$ / (Naintenance fee : HK\$ / 2. Fuel charges : HK\$ 24,000 Insurance premium : HK\$ / 4. Maintenance fee : HK\$ / 5. License fees : HK\$ / 6. Others (please specify) : HK\$ 103,200 Net profit** = Total Income (A) - Total Expenditure (B) = HK\$ 64,800 	[For t	the application of	the Student Financial Assista	ance Scheme (2	024-2025)]
Name of Family Member engaged in the following business : Cheung Tai Man (As shown in the HKID Carl Relationship with applicant* Relationship with applicant* : Applicant / Spouse / Unmarried Child Residing with the Eamily HKID Card No. Occupation* : K123456(7) Occupation* : Taxi driver / Corry driver / Minibus driver / Others: Vehicle Ownership* : Vehicle owner / Vehicle lessee License number : (From 1 April 2023 to 31 March 2024) Income 1. Rent (for vehicle owner only) : 2. Profit from operating business : HK\$ 3. Others : HK\$ (please specify all items & breakdown of amounts) : HK\$ Total Income (A) : : HK\$ 168,000 3. Others : : HK\$ (please specify all items & breakdown of amounts) : : : Total Income (A) : : HK\$: : (1 & Vehicle rental fee : : HK\$: : (1 & 2 are applicable to vehicle lossee, : : : :				etc.	
Relationship with applicant* : Applicant / Spouse / Unmarried Child Residing with the Earling HKID Card No. : K123456(7) Occupation* : Taxi driver / Lorry driver / Minibue driver / Others: Vehicle Ownership* : Taxi driver / Lorry driver / Minibue driver / Others: Vehicle Ownership* : Taxi driver / Lorry driver / Minibue driver / Others: Vehicle Ownership* : Vehicle owner / Vehicle lessee License number : (For vehicle owner only) Table of Income and Expenditure (From 1 April 2023 to 31 March 2024) Income 1. Rent (for vehicle owner only) : HK\$ 2. Profit from operating business : HK\$ 3. Others : HK\$ (please specify all items & breakdown of amounts) Total Income (A) : HK\$ 1. Vehicle rental fee : HK\$ 2. Fuel charges : HK\$ 3. Insurance premium : HK\$ 4. Maintenance fee : HK\$ 5. License fees : HK\$ 6. Others (please specify) : HK\$ 7. Vehicle owner : HK\$ 6. Others (please specify) : HK\$ 6. Others (please specify) : HK\$ 6. Others (ple	Name of Family Me	ember			
HKID Card No. : K123456(7) Occupation* : Taxi driver / Lorry driver / Minibue driver, / Others: Vehicle Ownership* : Taxi driver / Lorry driver / Minibue driver, / Others: Vehicle Ownership* : Vehicle owner / Vehicle lessee License number : (For vehicle owner only) Table of Income and Expenditure (From 1 April 2023 to 31 March 2024) Income 1. Rent (for vehicle owner only) 2. Profit from operating business : 3. Others : (please specify all items & breakdown of amounts) : Total Income (A) : HK\$ 1. Vehicle rental fee : 2. Fuel charges : 3. Insurance premium : 4. Maintenance fee : 5. License fees : 6. Others (please specify) : 7. Total Expenditure (B) : HK\$ 6. Others (please specify) : 3. Insurance (A) - Total Expenditure (B) : 4. Maintenance fee <	engaged in the follo	owing business	: Cheung Tai Man		(As shown in the HKID Card
Occupation* : Taxi driver / Lony driver / Minibue driver / Others: Vehicle Ownership* : Vehicle owner / Vehicle lessee License number : Vehicle owner / Vehicle lessee Table of Income and Expenditure (From 1 April 2023 to 31 March 2024) Income 1. Rent (for vehicle owner only) : HK\$ 2. Profit from operating business : HK\$ 3. Others : HK\$ (please specify all items & breakdown of amounts) Total Income (A) : HK\$ 168,000 3. Insurance premium : HK\$ 4. Maintenance fee : HK\$ 5. License fees : HK\$ 6. Others (please specify) : HK\$ 5. License fees : HK\$ 6. Others (please specify) : HK\$ 79,200 : HK\$ 2. Fuel charges : HK\$ 3. Insurance premium : HK\$ 4. Maintenance fee : HK\$ 5. License fees : HK\$ 6. Others (please specify) : HK\$ 70tal Expenditure (B) : HK\$ 103,200	Relationship with a	pplicant*	: Applicant / Spouse / U	Inmarried Chil	d Residing with the Eamily
Vehicle Ownership* : Vehicle owner / Vehicle lessee License number : (For 1 April 2023 to 31 March 2024) Table of Income and Expenditure (From 1 April 2023 to 31 March 2024) Income 1. Rent (for vehicle owner only) : HK\$ 2. Profit from operating business : HK\$ 168,000 3. Others : HK\$ 168,000 Chers : HK\$ 168,000 1. Vehicle rental fee : HK\$ Expenditure 1. Vehicle rental fee : (excluding vehicle mortgages) : Insurance premium : (1 & 2 are applicable to vehicle lessee : HK\$ ////////////////////////////////////	HKID Card No.		: K123456(7)		
License number	Occupation*		: Taxi driver <u>/Lony drive</u>	r/Minibus d r	iver <u>Other</u> s:
Table of Income and Expenditure (From 1 April 2023 to 31 March 2024) Income 1. Rent (for vehicle owner only) : HK\$ 2. Profit from operating business : HK\$ 168,000 3. Others : HK\$ 168,000 3. Others : HK\$ 168,000 Total Income (A) : Expenditure (excluding vehicle mortgages) 1. Vehicle rental fee : HK\$ 79,200 2. Fuel charges : HK\$ 24,000 2 3. Insurance premium : HK\$ ////////////////////////////////////	Vehicle Ownership	*	: Vehicle owner / Vehicle	e lessee	
Income 1. Rent (for vehicle owner only) : HK\$ 2. Profit from operating business : HK\$ 3. Others : HK\$ (please specify all items & breakdown of amounts) Total Income (A) : HK\$ 1. Vehicle rental fee : HK\$ Total Income (A) : HK\$ 1. Vehicle rental fee : HK\$ 2. Fuel charges : HK\$ 2. Fuel charges : HK\$ 2. Fuel charges : HK\$ 3. Insurance premium : HK\$ 4. Maintenance fee : HK\$ 5. License fees : HK\$ 6. Others (please specify) : HK\$ Total Expenditure (B) : HK\$ Net profit** = Total Income (A) - Total Expenditure (B) =	License number		;		(For vehicle owner only
Income 1. Rent (for vehicle owner only) : HK\$ 2. Profit from operating business : HK\$ 3. Others : HK\$ (please specify all items & breakdown of amounts) Total Income (A) : HK\$ 1. Vehicle rental fee : HK\$ Total Income (A) : HK\$ 1. Vehicle rental fee : HK\$ 2. Fuel charges : HK\$ 2. Fuel charges : HK\$ 2. Fuel charges : HK\$ 3. Insurance premium : HK\$ 4. Maintenance fee : HK\$ 5. License fees : HK\$ 6. Others (please specify) : HK\$ Total Expenditure (B) : HK\$ Net profit** = Total Income (A) - Total Expenditure (B) =	Table of Income a	nd Expenditure	(From 1 April 2023 to	31 March 202	4)
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3. Others : HK\$ 3. Others : HK\$ (please specify all items & breakdown of amounts) Total Income (A) : HK\$ Total Income (A) : HK\$ 1. Vehicle rental fee 2. Fuel charges 2. Fuel charges 3. Insurance premium 3. Insurance premium 4. Maintenance fee 5. License fees 6. Others (please specify) Total Expenditure (B) : HK\$ Total Income (A) – Total Expenditure (B) =	Income	2. Profit from	operating business	: HK\$	168,000
Total Income (A) : HK\$ 168,000 Expenditure (excluding vehicle mortgages) 1. Vehicle rental fee : HK\$ 79,200 2. Fuel charges : HK\$ 24,000 3. Insurance premium : HK\$ (1 & 2 are applicable to vehicle lessee, 2 to 5 are applicable to vehicle owner) 4. Maintenance fee 5. License fees : HK\$ 6. Others (please specify) : HK\$ Total Expenditure (B) : HK\$ 103,200	meome				1
Expenditure (excluding vehicle mortgages) 1. Vehicle rental fee : HK\$ 79,200 2. Fuel charges : HK\$ 24,000 3. Insurance premium : HK\$ / (1 & 2 are applicable to vehicles lessee, 2 to 5 are applicable to vehicle owner) 4. Maintenance fee : HK\$ / 5. License fees : HK\$ / / 6. Others (please specify) : HK\$ / Total Expenditure (B) : HK\$ 64,800		(please spec	Set and an analysis	AND INTERNATION OF A DAMAGE AND A	1(8.000
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(excluding vehicle mortgages) 2. Fuel charges : HK\$ 24,000 (1 & 2 are applicable to vehicles lessee, 2 to 5 are applicable to vehicle owner) 4. Maintenance fee : HK\$ 5. License fees : HK\$ ////////////////////////////////////	Expenditure			10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -	
(1 & 2 are applicable to vehicles lessee, 2 to 5 are applicable to vehicle owner) 4. Maintenance fee : HK\$ 5. License fees : HK\$ ////////////////////////////////////	(excluding vehicle			AND OF 201245	24,000
to vehicles lessee, 2 to 5 are applicable to vehicle owner) 5. License fees : HK\$ 6. Others (please specify) : HK\$ Total Expenditure (B) : HK\$ Net profit** = Total Income (A) - Total Expenditure (B) = HK\$	/				1
to vehicle owner) 6. Others (please specify) : HK\$ Total Expenditure (B) : HK\$ 103,200 Net profit** = Total Income (A) – Total Expenditure (B) =	to vehicles lessee,			5	1
Total Expenditure (B) : HK\$ 103,200 Net profit** = Total Income (A) - Total Expenditure (B) = HK\$ 64,800			5.0		1
Net profit** = Total Income (A) - Total Expenditure (B) = HK\$ 64,800			and a second and a second and a second as		103 200
			iotai Expenditu	те (в) . пкֆ	103,200
Remark:	Net profit** =	Total Income (A	4) – Total Expenditure	(B) = HK\$	64,800
	Remark:				
			n is true and complete.		
I declare that the above information is true and complete.			Signature	of Applicant:	Sintro
I declare that the above information is true and complete. Signature of Family Member engaged in the above business:	(if not the applicant)		Name	of Applicant:	Cheung Tai Man
Signature of Family Member engaged in the above business:				Date:	1 June 2024
Signature of Family Member Signature of Applicant: engaged in the above business:		NCI 12 12 12 10 10 10 10 10 10			
Signature of Family Member Signature of Applicant: Signature of Applicant: Signature of Applicant: Cheung Tai Man (if not the applicant) Date: 1 June 2024	m	1: AA: D. AH	f the Guidance Notes for the defi	nition of "Family I	Nember".
Signature of Family Member Signature of Applicant: engaged in the above business:					

Sample 9: "Dependent Parent(s) Information Form" (SFASA010)

N	N	VE				For OFFICE USE lication No.
Y					S) INFORMATIC ancial Assistance Schem	
• A :	signatu	fer to the guidance note re is required against ea should be completed fo	s for the defi ach amendm	nition of 'De ent.	pendent Parent'.	
Part	A: Dep	endent Parent's Inform	nation			
Nam	e (Mr. / I	Max)* : <u>C</u>	han Kin Ho	ng		(As printed on the HKID Card)
HKID	card no). : <u>/</u>	123456(7)			
Relat	ionship	with applicant* : A	pplicant's pa	rent 🦯 Spo	ouse's parent	
Was	the abov	e	employment	during the pe	ensive Social Security Assista riod 1 April 2023 to 31 March 3 – 31 March 2024 #	<u> </u>
Pleas	e tick 🗸	" the appropriate boxes.	Please specify	the exact pe	riod if it was less than a mon	
Year		Resided with applicant's family & supported by the applicant or applicant's spouse.		ented by the r	and the expenses were	Resided in premises owned or rented by him/her or his/her spouse and totally supported by the applicant or applicant's spouse.
	Apr May		-			×
	Jun					4
2023	Jul		_			✓ ✓
20	Aug Sep		_			✓ ✓
	Oct		_		√11 – 31 October 2023	√1 – 10 October 2023
	Nov Dec		-			
4	Jan				✓	
2024	Feb Mar		_		✓ ✓	
	Inter		→ Complet	e Part C.	→ Complete Part D.	→ Complete Part C&E.
Part	C: Info	rmation about Depend	lent Parent's	s residence		
Depe	ndent P	arent's residential address		Flat C, 4	/F, On Lok House, Ping	On Estate, Kwun Tong
Prem	ises ow	nership*			tal housing (PRH) tenant	
Nam	e of PRH	H principal tenant / owner(s		1000 000000	0205 19	
Total	rental /	mortgage payment during	the period#	: HK\$ 6,00	00	
Part	D: Info	rmation about Elderly	homo			
			nome	Fortune	Nursing Home	
Address of the elderly home Elderly home fees paid by applicant / applicant's			: 8, Fortune Street, Kwun Tong			
			: HK\$ 30,000 (11 October 2023 to 31 March 2024)			
		fees paid by others during		a sustain todat		
					period 1 April 2023 – 31	March 2024 #
		contributed by the applica				1001 511 2727 77
		contributed by others		: <u> </u>		
	lare th	at the above informati	on is true ar	nd complete	2.	
I dec		Applicant: Char	w	9 0 1	 Signature of Applicant's spor	ise: mei
		Applicant: <u>Chan Man C</u>	hina	-	Name of Applicant's spor	1000 Total 100 100 100
Sign	ame of	- pprovide				
Sign	lame of .	Date: 1 June 202	4		ח	ate: 1 June 2024
Sign: N		Date: 1 June, 202 lete where appropriate.	4		D	ate: 1 June, 2024

APPENDIX: INCOME FROM ALL SOURCES

Income from all sources

	luceure te les social		
	Income to be assessed		Income not to be assessed
	(within and outside Hong Kong)		
Examples	Income from Employment:		Financial assistance from the
	• Salary (including the salary of applicant,		Government, or payment from the
	applicant's spouse and unmarried children		assistance programme under the
	residing with the family for full-time, part-time or		Community Care Fund (such as
	temporary jobs)		Comprehensive Social Security
	 Double pay / Leave pay 		Assistance / Old age allowance /
	 Allowance (including overtime work / living / 		Old age living allowance / Disability
	housing or rent / transport / travel / meals /		allowance / Retraining allowance /
	education / shift allowance, etc.)		Work Incentive Transport Subsidy /
	 Bonus / Commission / Tips 	les	Working Family Allowance etc.)
	 Wages in lieu of notice of dismissal 	Examples	Long service payment /
	Studentship	EXa	Contract gratuity
	The maximum amount of Mandatory Provident		Severance pay
	Fund (MPF) / Provident Fund mandatory		Loans
	contribution by employee that can be deducted		Lump sum retirement gratuity
	from gross income is \$18,000 per year		/ Provident fund
	Income from Self-employment or Business Profits:		Inheritance
	 Business profits and other income earned by 		Charity donations
	means of self-employment, such as hawking,		Insurance / accident / injury
	driving taxis / minibuses / lorries, and fees for		indemnity
	services rendered, etc.		Scholarships awarded
	Other income:		·
	 Interests from fixed deposits, stocks, shares and 		
	bonds, etc.		
	Rental income of property, land, carpark, vehicle		
	or vessel		
	Others:		
	 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		
L			