



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.

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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**

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.
(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 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		Supplier
Item	Quantity	
School tie	1	School tuck shop
House vest	1	
PE shorts	1	
School metal badge	1	
School blazer badge	1	
White shirts (long-sleeve)	2	Any local school uniform supplier
White shirts (short-sleeve)	2	
Trousers	4	
Blazer	1	
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 **original receipts** 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.

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

		Gross Annual Family Income (HK dollars)					
Criteria	Number of Family Members	3	\$0 to \$280,000	\$280,001 to \$320,000	\$320,001 to \$380,000	\$380,001 to \$480,000	> \$480,000
		4	\$0 to \$350,000	\$350,001 to \$400,000	\$400,001 to \$475,000	\$475,001 to \$600,000	> \$600,000
		5	\$0 to \$420,000	\$420,001 to \$480,000	\$480,001 to \$570,000	\$570,001 to \$720,000	> \$720,000
		6	\$0 to \$490,000	\$490,001 to \$560,000	\$560,001 to \$665,000	\$665,001 to \$840,000	> \$840,000
		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
Results	(1) Fee Remission Scheme:	100% Fee Remission	75% Fee Remission	50% Fee Remission	25% Fee Remission	No fee remission	
	(2) Others:	Eligible for Low Cost Lunch Scheme, Textbook Subsidy Scheme & School Uniform Subsidy Scheme				Not eligible	

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.

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 Chief Financial Officer's Office by hand 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 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 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 **BLOCK LETTERS** using a **black** or **dark blue** ball pen.
- A signature is required against each amendment.

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. HKID Card Number	A 7 6 5 7 3 2 (1)																									
4. Date of Birth	1 9 7 7			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** 0 9																										

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 APPLICANT'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. 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 <input type="text"/>						
	For <u>Current</u> Student (2023–2024):					Grade <input type="text" value="10"/> Class <input type="text" value="P"/>						
6. Do you give consent to the School to contact the above student regarding this application?	<input type="text" value="Y"/> ('Y' Yes, 'N' No)		If yes, Mobile Phone No.: <input type="text" value="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)

- Please select the scheme(s) that you would like to apply.
- Please tick '✓' 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	✓	✓	✓	✓
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.
4. 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 continuous period of not less than 6 months 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 totally supported 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)

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.

		<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	
No.	<i>Family member</i>	Name in English (As shown in the HKID Card)	Relationship with Applicant	Age	HKID Card/ Birth Registration Certificate No.	Present occupation	Name of Present Employer/ Firm/ School	
I. Applicant and Applicant's Spouse								
1.	Applicant	Chan Man Ching	Applicant	47	X	Clerk	ABC 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)	If yes, Mobile Phone No.: <input type="text" value="9876 5432"/>		
II. Unmarried Children Residing with the Family								
3.	Child-1	Chan Chung Ming Peter	Student Applicant	16	X	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							FOR OFFICE USE	
7.	Dependent Parent-1	Chan Kin Hong	*Applicant's parent/ Spouse's parent	62	A123456(7)	One "Dependent Parent(s) Information Form" (SFASA010) should be completed for each 'Dependent Parent'. Please refer to Section 1.4 in Part II of the Guidance Notes for the definition of "Dependent Parent".	<input type="checkbox"/>	
8.	Dependent Parent-2		*Applicant's parent/ Spouse's parent				<input type="checkbox"/>	
9.	Dependent Parent-3		*Applicant's parent/ Spouse's parent				<input type="checkbox"/>	
10.	Dependent Parent-4		*Applicant's parent/ Spouse's parent				<input type="checkbox"/>	
Total no. of Family Members:							5	A

FOR OFFICE USE +1

*Please delete where appropriate.

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 where appropriate.**

***Please fill in actual figure without decimal places.**

No.	Actual Income during the Financial Year 1 April 2023 – 31 March 2024			Total*
I. Applicant and Applicant's spouse				
1. Applicant				
If the Applicant was unemployed / was a housewife / has retired during 1 April 2023 to 31 March 2024, please specify:				
Status: **Unemployed / Housewife / Retired / Others: _____				
Period: YY-MM-DD From 23-04-01 To 24-05-09				
Income from Employment / Self-employment or Business Profits <small>(including full-time, part-time or temporary job)</small>	Period	YY-MM-DD	From 23-05-10 To 24-03-31	From _____ To _____
	Occupation		Clerk	
	<input checked="" type="checkbox"/> Gross income		\$ 120,000	\$ _____
	<input checked="" type="checkbox"/> Mandatory contribution by employee (if applicable) # '1' MPF		# 1 ('1' or '2')	# _____ ('1' or '2')
	# '2' Provident Fund		\$ 6,000	\$ _____
<input checked="" type="checkbox"/> Net ($R_1 = P_1 - Q_1$)		\$ 114,000	\$ _____	\$ 117000 B $(B = R_1 + S_1 + T_1 + U_1)$
Other Income				
<input checked="" type="checkbox"/> Interests from fixed deposits, stocks, shares & bonds, etc.		\$ 3,000		
<input type="checkbox"/> Rental income		\$ 0		
<input type="checkbox"/> Others (Please specify)		\$ 0		
2. Applicant's spouse				
If the Spouse was unemployed / was a housewife / has retired during 1 April 2023 to 31 March 2024, please specify:				
Status: **Unemployed / Housewife / Retired / Others: _____				
Period: YY-MM-DD From 24-02-27 To 24-03-31				
Income from Employment / Self-employment or Business Profits <small>(including full-time, part-time or temporary job)</small>	Period	YY-MM-DD	From 23-04-01 To 24-01-21	From 24-01-22 To 24-02-26
	Occupation		Sole trader	Part-time cashier
	<input checked="" type="checkbox"/> Gross income		\$ 50,000	\$ 5,000
	<input checked="" type="checkbox"/> Mandatory contribution by employee (if applicable) # '1' MPF		# _____ ('1' or '2')	# 1 ('1' or '2')
	# '2' Provident Fund		\$ /	\$ 0
<input checked="" type="checkbox"/> Net ($R_2 = P_2 - Q_2$)		\$ 50,000	\$ 5,000	\$ _____
Other Income				\$ 103000 C $(C = R_2 + S_2 + T_2 + U_2)$
<input checked="" type="checkbox"/> Interests from fixed deposits, stocks, shares & bonds, etc.		\$ 0		
<input checked="" type="checkbox"/> Rental income		\$ 48,000		
<input type="checkbox"/> Others (Please specify)		\$ 0		
Part I Total Annual Income: $B + C = D$				\$ 220000 D

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.

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)

##Please provide copies of supporting document, e.g. student ID card.

Additional sheet (e.g. photocopy of this page) signed by the applicant may be added if there is insufficient space to provide the information.

No.	Actual Income during the Financial Year 1 April 2023 – 31 March 2024	Total*
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II. Unmarried Children Residing with the Family
 You must complete this part for unmarried children residing with the family age 18 or above on 1 April 2023.

1. Name in English: Chan Tai Ming

If the Unmarried Children Residing with the Family had no income during 1 April 2023 to 31 March 2024, please specify:

Status: ~~** Unemployed~~ / Under education ## / ~~Others:~~ _____

Period: YY-MM-DD From 23-04-01 To 23-06-30

Income from Employment / Self-employment or Business Profits (including full-time, part-time or temporary job)	Period YY-MM-DD	From <u>23-07-01</u> To <u>24-03-31</u>	From - - - To - - -	From - - - To - - -	\$ 76000 E (E = R ₃ + S ₃ + T ₃ + U ₃)
	Occupation	Purchasing officer			
	<u>P</u> ₃ Gross income	\$ 80,000	\$	\$	
	<u>Q</u> ₃ Mandatory contribution by employee (If applicable) # '1' MPF # '2' Provident Fund	\$ 4,000	\$	\$	
<u>R</u> ₃ Net (R ₃ = P ₃ - Q ₃)	\$ 76,000	\$	\$		
Other Income	<u>S</u> ₃ Interests from fixed deposits, stocks, shares & bonds, etc.	\$ 0			
	<u>T</u> ₃ Rental income	\$ 0			
	<u>U</u> ₃ Others (Please specify)	\$ 0			

2. Name in English:

If the Unmarried Children Residing with the Family was unemployed during 1 April 2023 to 31 March 2024, please specify:

Status: ~~** Unemployed~~ / ~~Under education ##~~ / ~~Others:~~ _____

Period YY-MM-DD From - - - To - - -

Income from Employment / Self-employment or Business Profits (including full-time, part-time or temporary job)	Period YY-MM-DD	From - - - To - - -	From - - - To - - -	From - - - To - - -	\$ 0000 F (F = R ₄ + S ₄ + T ₄ + U ₄)
	Occupation				
	<u>P</u> ₄ Gross income	\$	\$	\$	
	<u>Q</u> ₄ Mandatory contribution by employee (If applicable) # '1' MPF # '2' Provident Fund	\$	\$	\$	
<u>R</u> ₄ Net (R ₄ = P ₄ - Q ₄)	\$	\$	\$		
Other Income	<u>S</u> ₄ Interests from fixed deposits, stocks, shares & bonds, etc.	\$			
	<u>T</u> ₄ Rental income	\$			
	<u>U</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 (2023–2024)?	<input checked="" type="checkbox"/> (‘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"/> (‘Y’ Yes, ‘N’ No) CSSA reference number: <input type="text"/>
<i>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.</i>	
3. Have you applied / Are you going to apply for the CSSA Scheme?	<input type="checkbox"/> (‘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.

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 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).
- 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 2024 – 2025.
- 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.
- 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 '✓' 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

		<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 2023 - 31 March 2024		Applicant : \$280,000	Applicant : \$460,000
		Applicant's spouse : \$250,000	/ : /
		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+250,000)+(90,000x30%) = \$557,000	\$460,000
Student in the academic year 2024–2025		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 2024/25 school year have not been released, the grant rates of 2023/24 school year are used.

		Example 3	Example 4
		A family comprises the applicant, the applicant's spouse, the student applicant and two unmarried daughters living with the family.	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 2023 - 31 March 2024	Applicant	: \$228,000	Applicant : \$340,000
	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	\$340,000	
Student in the academic year 2024–2025	Grade 10	Grade 11	
The School Textbook Assistance Scheme of the HKSAR Government	Full Grant: \$6,108 [^]	Half Grant: \$2,797 [^]	
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 – \$6,108 [^] < \$0)	✓ Eligible Max. Subsidy = \$1,703 (\$4,500 – \$2,797 [^] = \$1,703)
	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)
 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
 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 inside 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 ‘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 each amendment.

Employee’s Information (During the period 1 April 2023 – 31 March 2024)

Name (*Mr./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

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 : 89 Queen’s Road, Central, Hong Kong

** Please delete where appropriate.*


Dear Sir / Madam,

Re: Letter of Consent for Income Verification

For the application of the Diocesan Boys’ School Student Financial Assistance Scheme** (2024-2025) for a family member, I give consent to the school to obtain information and conduct necessary verification regarding my income during the period 1 April 2023 to 31 March 2024. I hereby confirm my agreement and authorization for the release of such information by your company.

Thank you for your assistance.

Yours faithfully,

Signature of Employee : 

Name of Employee : Chan Man Ching (As printed on the HKID Card)

Date : 1 June 2024

** Website: <https://www.dbs.edu.hk/index.php?s=welfare&m=sfas>

SFASA003 (2024/05)

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 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

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 address : 6/F, Nobel Building, 59 King’s Road, Hong Kong

** Please delete where appropriate.*


Dear Sir / Madam,

Re: Letter of Consent for Income Verification

For the application of the Diocesan Boys’ School Student Financial Assistance Scheme (2024-2025)** for a family member, I give consent to the school to obtain information and conduct necessary verification regarding my income during the period 1 April 2023 to 31 March 2024. I hereby confirm my agreement and authorization for the release of such information by your company.

Thank you for your assistance.

Yours faithfully,

Signature of Employee : 



Name of Employee : Chan Tai Ming (As printed on the HKID Card)

Date : 1 June 2024

** Website: <https://www.dbs.edu.hk/index.php?s=welfare&m=sfas>

SFASA003 (2024/05)

Sample 4: “Cover Sheet for Supporting Documents” (SFASA004)

**Diocesan Boys' School
Student Financial Assistance Scheme
(2024–2025)**

COVER SHEET FOR SUPPORTING DOCUMENTS

FOR OFFICE USE

Application No.

					-			-	2	4	2	5
--	--	--	--	--	---	--	--	---	---	---	---	---

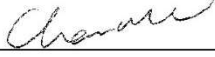
1. Please tick '✓' the appropriate boxes and complete the following table.
 2. Please sign in the space provided.
 3. Please put ALL the supporting documents under this sheet and staple them, including this sheet.

To be completed by the applicant:

Checklist of Documentary Evidence to be Submitted with the Application	
Original / copy	Documentary evidence of Annual Family Income for the period 1 April 2023 to 31 March 2024:
	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; 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 #
	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 #
<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	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:)

Including the page with the name of bank account holder; please highlight the relevant entries and other deposit entries and make necessary remarks.

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 2024

SFASA004 (2024/05)

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



FOR OFFICE USE														
Application No.														
						-				-	2	4	2	5

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 Card)

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

HKID 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 2023 to 31 March 2024)

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

Expenditure (excluding vehicle mortgages) (1 & 2 are applicable to vehicles lessee, 2 to 5 are applicable to vehicle owner)	1.	Vehicle rental fee	: HK\$	79,200
	2.	Fuel charges	: HK\$	24,000
	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: _____
(if not the applicant)

Signature of Applicant:
Name of Applicant: Cheung Tai Man
Date: 1 June 2024

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.

APPENDIX: INCOME FROM ALL SOURCES

Income from all sources

Income to be assessed (within and outside Hong Kong)		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 jobs) • 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 • Studentship • The maximum amount of Mandatory Provident Fund (MPF) / Provident Fund mandatory contribution by employee that can be deducted from gross income is \$18,000 per year 	<p>Financial assistance from the Government, or payment from the assistance programme under the Community Care Fund (such as Comprehensive Social Security Assistance / Old age allowance / Old age living allowance / Disability allowance / Retraining allowance / Work Incentive Transport Subsidy / Working Family Allowance etc.)</p>
	<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>Long service payment / Contract gratuity</p>
	<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 • 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 	<p>Severance pay</p> <p>Loans</p> <p>Lump sum retirement gratuity / Provident fund</p> <p>Inheritance</p> <p>Charity donations</p> <p>Insurance / accident / injury indemnity</p> <p>Scholarships awarded</p>