



香港浸會大學附屬學校王錦輝中小學

Hong Kong Baptist University Affiliated School Wong Kam Fai Secondary and Primary School

Application for Fee Remission
學費減免申請表

Form: FIN – 01a-_____

PART A Applicant's particulars 第一部 申請人資料

Name of Parent 家長姓名 (English 英文) :	(Chinese 中文) :
Gender 性別: Male / Female ; 男 / 女	
HKID No. 香港身份證號碼 :	Date of Birth 出生日期:
Marital Status 婚姻狀況: Married / Divorced / Separated / Widowed / Single 已婚/ 離婚/ 分居 / 單親/ 寡居/ 未婚	
Relationship with student 與學生的關係: Parent / Legal guardian ; 父母 / 合法監護人	
Occupation 職業:	
Home Tel. No. 住宅電話 :	Mobile no.手提電話 :
Office Tel. No. 辦公室電話 :	Email 電郵 :
Company Name 公司名稱 :	
Company Address 公司地址 :	

PART B Student's particulars 第二部 學生資料

Name of Student 學生姓名 (English 英文) :	(Chinese 中文) :
Gender 性別: Male / Female ; 男 / 女	
HKID No. 香港身份證號碼 :	Date of Birth 出生日期:
Class 班別: For New Student 新生 For Current Student 就讀學生	Grade _____ Grade _____
Do you give consent to the School to contact the above Student regarding the application? \ 你是否同意學校就是次申請資料聯絡 貴子女?	_____ (Yes / No ; 是/ 否)



PART C Family Members / Dependent particulars

第三部 家庭成員 / 受撫養的其他家屬資料

Name 姓名	Residing with applicant (Yes/No) 與申請人同住 (是/否)	Relationship 關係	Age 年齡	Present occupation 現時職業	Name of Present Firm / School 現時受僱公司/ 就讀學校名稱

PART D Application of other subsidy 第四部 其他資助的申請

1. Have you applied for the School's Financial Assistance last year? 你去年有申請學校的助學金嗎?	Yes / No*
2. Are you receiving subsidy from the Comprehensive Social Security Assistance (CSSA) Scheme? If yes, please provide the CSSA reference number. 你是否正接受綜合社會保障援助(綜援)計劃的資助? 如有, 請提供綜合社會保障援助計劃編號。	Yes / No* <u>If yes, CSSA no.:</u> _____
3. Are you going to apply for the Comprehensive Social Security Assistance (CSSA) Scheme? 你將會申請綜合社會保障援助(綜援)計劃的資助嗎?	Yes / No*
4. Are you receiving subsidy from Student Finance Office? 你是否正接受學生資助辦事處的資助?	Yes / No*

*Please delete where appropriate 請刪去不適用者



PART E Principal Family Residence 第五部 主要居住資料

Home Address 住宅地址：	
Size 面積:	square feet 平方呎
<input type="checkbox"/> Private flat/house rented 租用之私人公寓/平房 / Others, please state 其他，請列明: _____ <i>If rent by the Applicant, please fill in the following and submit relevant evidences from 1 April of last year to 31 March of current year 如為申請人租住之物業，請填寫下列各項並提供去年4月1日至本年3月31日的證明文件：</i> Tenancy period 租約期: _____ Rent 租金 (Including management fee 包括管理費) 每月 HK\$ _____ / month	
<input type="checkbox"/> Private flat/house self/relative-owned 自置/親人購置之私人公寓/平房 <i>If owned by the Applicant, please submit relevant evidences.</i>	

Part F Family Income 第六部 家庭收入

Family Income from 1 April of last year to 31 March of current year (documentary evidence required)

去年4月1日至本年3月31日的家庭收入（必須提供證明文件）

	Applicant 申請人	Applicant's Spouse 申請人配偶
Sources of income 收入來源	Amount (HK\$) 金額（港幣）	Amount (HK\$) 金額（港幣）
Salary 薪金		
Profit from business 經商盈利		
Interests from fixed deposits and investments 定期存款、股票債券等利息收入		
Rental income/ Profit from Properties 租金收入/物業收益		
Other Income (Please specify) 其他收入來源（請詳細列出）		
Total Income 總收入		



Part G Declaration on the Value of Assets (excluding Principal Family Residence)

Owned by the Applicant and Applicant's Spouse as at 31st March of the current year (documentary evidence required)

第七部 申請人及其配偶的資產價值聲明（主要居所除外）

（以本年度年 3 月 31 日計算）（必須提供證明文件）

Nature of Assets 資產類別	Applicant 申請人	Applicant's Spouse 申請人配偶
	Estimated / Actual Net Values as at 31st March or nearest date, please specify 估計/實際淨值	Estimated / Actual Net Values as at 31st March or nearest date, please specify 估計/實際淨值
	Amount (HK\$) 金額 (港幣)	Amount (HK\$) 金額 (港幣)
Bank deposits 銀行存款		
Properties owned (excluding the value of principal family residence) 名下物業 (自住物業除外)		
Vehicle 車輛		
Stocks / bonds / mutual funds / saving plans / alternative investments 股票 / 債券 / 共同基金 / 儲蓄計 劃 / 其他投資		
Other (Please specify) 其他 (請詳細列出)		
Total Value 總值		



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PART H Additional Information by Applicant 第八部 申請人提供的額外資料

Report of extenuating circumstances, and other relevant information to be considered

申請人之困難情況及其他應考慮之資料

明敏
辨求
力行 篤信



PART I DECLARATION 第八部 聲明

I have read and fully understood the Guidelines of Financial Assistance Application of Hong Kong Baptist University Affiliated School Wong Kam Fai Secondary and Primary School.

- (1) I hereby declare that the information in this application and the supporting documents provided by me are true and complete. I understand and give consent to Hong Kong Baptist University Affiliated School Wong Kam Fai Secondary and Primary School to assess the eligibility and assistance level of my family based on the information, also conduct the investigations into my application. I also understand that any omission or misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.
- (2) I give consent and confirm that I have obtained consent from my family members to authorize the School to handle the personal data/information provided in this application. I understand that the personal data provided in the application, and any supplementary information provided on the request of the School, will be used by the School for processing and assessing the eligibility of the applicant for fee remission. All documents and materials submitted are not returnable.
- (3) I understand that the School has the right to review my application and adjust my entitlements of receiving financial assistance from the scheme if necessary.

Signature of Applicant*: _____

Date: _____

***Parent / Legal Guardian**

本人已細閱香港浸會大學附屬學校王錦輝中小學學生資助的申請指引，並完全明白其內容。現謹此聲明：

- (1) 本人所呈交的申請表、證明文件及其他文件內的資料，據本人所知，均屬正確無訛。本人知悉香港浸會大學附屬學校王錦輝中小學將根據這些資料，評定本人是否符合資格獲得計劃的資助和評估可獲得的資助金額。本人明白香港浸會大學附屬學校王錦輝中小學會就此項申請進行調查。本人亦明白如誤報或漏報資料，或以欺詐手段獲得金錢利益，均屬違法，可能會遭起訴。
- (2) 本人同意，並確定本人已獲本人的家庭成員同意，授權香港浸會大學附屬學校王錦輝中小學按申請指引處理此項申請的資料。我並承諾將此項安排告知本人的家庭成員。本人亦同意香港浸會大學附屬學校王錦輝中小學核對我及我的家庭成員的個人資料。所有相關文件將不會發還。
- (3) 本人明白香港浸會大學附屬學校王錦輝中小學有權覆檢本人的申請，並在有需要時調整本人所得的資助。

***申請人簽署:** _____

日期: _____

***家長 / 合法監護人**



Checklist of Supporting Documents 文件清單

Points to note 注意事項

1. Please submit copies of the following documents together with this checklist. 請遞交此清單及下列文件。
2. In normal circumstances, completed application forms with all supporting documents should be submitted to the Finance Office by 31st August or 31st January. Failure to produce documentation within three months (from the date of application received by the school) may lead to rejection of the application.
在一般情況下，申請表格連同所有所需文件須於 8 月 31 日或 1 月 31 日前向財務部提交。如未能在三個月內（由學校收到申請之日起計算）提交所有所需文件將可能導致申請被拒。
3. Please tick the documents being submitted 請剔出提供的文件:

<input type="checkbox"/>	Completed "Application for Fee Remission" Form (Original copy) 填妥之「學費減免申請表」(正本)
<input type="checkbox"/>	Copy of applicant's HKID Card 申請人的香港身份證副本
<input type="checkbox"/>	Proof of address (utility bill registered under applicant's name) 住址證明 (有申請人姓名的水/電/ 煤氣費單)
<input type="checkbox"/>	Copies of salary evidence of the applicant and spouse 申請人及配偶的薪俸之佐證文件副本(年薪)
<input type="checkbox"/>	Copies of 12 months' bank statements or passbooks of <u>ALL bank accounts</u> of the applicant and spouse 申請人及配偶的 <u>所有銀行戶口</u> 的 12 個月銀行月結單或存摺副本 (From 1 April of last year to 31 March of current year 去年四月一日至今年三月三十一日)
<input type="checkbox"/>	Copies of supporting documents of marital status (<u>Only applicable if the status is divorced, separated or widowed</u>) 婚姻狀況證明文件副本 (<u>只適用於狀況為離婚、分居或喪偶</u>)
<input type="checkbox"/>	Copies of supporting document issued by Student Finance Office (SFO) / Social Welfare Department (<u>Only applicable to recipient of last year's subsidy from SFO / Comprehensive Social Security Assistance</u>) 學生資助處 / 社會福利處發出的佐證文件 (<u>只適用於上年度獲發學生資助處的資助 / 綜合社會保障援助</u>)
<input type="checkbox"/>	Copies of supporting evidence of stamped tenancy agreements OR evidence of mortgage schedule of the principal family residence 主要家庭住宅的已付印花稅之租務合約或按揭佐證文件副本
<input type="checkbox"/>	Copies of supporting evidence of income from investment of the applicant and spouse (annual statement of investment accounts as at 31 March of current year) 申請人及配偶的投資所得之佐證文件副本 (年度報告截至今年三月三十一日)
<input type="checkbox"/>	Copies of supporting evidence of audited account from business of the applicant and spouse (annual return as at 31 March of this year and audit report) 申請人及配偶已核數之生意所得盈利的佐證文件副本 (年度收入截至今年三月三十一日)
<input type="checkbox"/>	Copies of supporting evidence of the valuation of non-principal residential property and evidence of outstanding mortgage schedule. 非主要家庭住宅之物業估價及按揭佐證文件副本
<input type="checkbox"/>	Copies of supporting evidence of "stamped" tenancy agreements for investment properties. 投資物業的已付印花稅之租務佐證文件副本
<input type="checkbox"/>	Car ownership of the applicant and spouse (copy of vehicle registration certificate) 申請人及配偶的汽車擁有權 (車輛登記牌照副本)