



中華基督教青年會中學
Chinese YMCA Secondary School

Application for Fee Subsidy

For Office Use

Part I: Student Particulars

Name in Chinese	Name in English	Class	Number

Part II: Applicant Particulars (Parents / Guardian)

Name in Chinese	Name in English	Relationship with the Student
Telephone Number		Email
Home	Mobile	

Part III: Information on All Family Members¹

Single Parent² Yes No

Name	HK ID ³	Relationship with the Applicant	Current Status Full-Time Student / Employment	Amount ⁴ of Support Provided by the Applicant %
		Applicant		

1. Family members are defined as parents, unmarried siblings and grandparents of the student.
2. Please put a ✓ in the appropriate box.
3. Copies of Identity Card are required (Please cut and paste the copy of the HK Smart ID card on Appendix 1).
4. The amount is presented in the % of the total expenses.

Part IV: Family Income (Twelve months period preceding the month of your application) (Documentary evidences required,

please fill in either Appendix 2a or 2b)

	Item	Amount (HK\$)
1.	Total annual income of the applicant	
2.	Total annual income of applicant's spouse	
3.	30% of total annual income of unmarried children residing with the family	
Gross Total Annual Income: 1+2+3		

Are you currently receiving Comprehensive Social Security Assistance Scheme? Yes No

Please put a \checkmark in the appropriate box.

(You can provide additional information and/or special circumstances on separate sheets if necessary.)

Part V: Applicant's bank account information for school fee refund (if necessary)

(The Account must be under the applicant's name and please provide copy of the bank statement/first page of bank book)

Account holder's name is English :	
Applicant's bank account no. :	
Bank Code	Bank Account Number
(eg. Standard Chartered Bank 003; HSBC 004; Hang Seng Bank 024)	
Bank Name :	

Part VI: Declaration

I, _____ (name), declare that the information in this application form and the supporting documents provided by me are true, complete and accurate to the best of my knowledge. I am aware that Chinese YMCA Secondary School (the School) will rely on the information provided by me to determine the eligibility and the percentage of fee subsidy to be offered under the Scheme. I also understand that any commission / misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.

I authorize the School to handle the personal data/information provided in this application and I will undertake to inform my family members of such an arrangement. I also give consent to the School to release my and my family members' personal data to various authorities concerned for the purpose of processing my application or verifying the information provided in this application.

I agree to let the School check and counter-check this application. If I refuse to co-operate, I undertake to refund all the fee subsidy already received by me.

Signature of the Applicant	HKID Number	Date

Part VI: Method of Assessment and Levels of Assistance

Students who have had their applications officially approved will receive subsidies worth from half to full amount of the school tuition fees in installments.

1. The school will use the “Adjusted Family Income”(AFI) mechanism, currently used by the Student Financial Assistance Agency, HKSAR, as the means test to assess the eligibility of an applicant’s family for the student-applicant’s fee subsidy.

The AFI is calculated based on the following formula:

$$\text{AFI} = \frac{\text{Gross Total Annual Income of the Family}}{\text{Number of Family Members} + (1)}$$

2. *Gross Total Annual Income of the Family* includes: the total annual income of the applicant and his/her spouse; 30 % of the total annual income of unmarried child(ren) residing with the family if applicable.
3. *Family Members* refer to: the applicant, his/her spouse, unmarried child(ren) of the applicant residing with the family, the dependent parent(s) of the applicant and/or his/her spouse (who are not receiving Comprehensive Social Security Assistance).
4. In case of single-parent families, the +(1) factor in the denominator of the AFI formula will be increased to +(2).
5. The AFI eligibility benchmarks for various levels of assistance are set out in the table below. Please note that the AFI is not the average monthly income of a family.

AFI (HK\$)	Level of Assistance
0 – 51,460	Full
51,461 – 82,160	Half
≥ 82,161	Ineligible

For families with AFI above the thresholds and/or more than 5 family members, the school will consider their applications on a case-by-case basis.

6. For enquiries, please call 2540 8650 during office hours.

The school reserves the right to verify the information, through home visit or by other means, provided by the applicant in support of the application.

Copies of HK Smart ID Card

Please cut and paste the copy of the HK Smart ID Card as appropriate.

(If the HK Smart ID Card is not available, please attach copies of other valid identity documents, e.g. Hong Kong Birth Certificate, Hong Kong Re-entry Permit, Document of Identity for Visa Purposes, One-way Permit, etc.)

Copy of the HK Smart ID Card of the applicant	Copy of the HK Smart ID Card of the spouse
Copy of the HK Smart ID Card of family member	Copy of the HK Smart ID Card of family member
Copy of the HK Smart ID Card of family member	Copy of the HK Smart ID Card of family member
Copy of the HK Smart ID Card of family member	Copy of the HK Smart ID Card of family member

Income Certificate

(For salaried employed person)

This is to certify that _____ (HKID Card No. _____) is employed by this company as _____. His / Her total salary (including allowance, bonus, double pay, leave pay and other income (including Hong Kong, the Mainland and oversea), but excluding Mandatory Provident Fund / Provident Fund contribution by employee, in actual figure) during the period from _____ to _____¹ is HK\$ _____. (Please specify the currency if salary paid is not HK\$: _____)

Signature of Employer: _____

Name of Employer : _____

Company Chop: _____

Telephone No: _____

Company Address: _____

Date: _____

(Note: The original copy of this Certificate must bear the company chop and telephone number of the employer. Employer's initial is required against any deletion / amendment.)

¹ Twelve months period preceding the month of your application.

#Please delete the inappropriate sentence.

WARNING: The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

Self-prepared Income Breakdown

(For hawker / construction worker / renovation worker / casual worker / cleaner who cannot provide income proof)

WARNING: The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

Name of the family member engaged in the following business : _____

(Each self-prepared income breakdown should contain the income information of ONE family member only.)

The relationship between this family member and the applicant: *Applicant / Spouse / Child (*please delete the inappropriate items)

Nature of Industry (e.g. Construction) : _____

Position (e.g. construction worker) : _____

Actual Income (Twelve months period preceding the month of your application, please fill in actual figure. If you do not have any income in a specific month, please fill in \$0. Do not leave any month blank.)

(YY/MM)	Income(HK\$)	(YY/MM)	Income(HK\$)	(YY/MM)	Income(HK\$)
1.		5.		9.	
2.		6.		10.	
3.		7.		11.	
4.		8.		12.	

Total Annual Income HK \$: _____ (Please specify the currency if money paid is not HK\$: _____)

Payment method (Please put "✓" in the appropriate box. More than one item may be selected)

- A. By Cash / Cash cheque
- B. By Cheque / direct credit (Please provide a copy of the transaction record together with the page showing the name of the bank account holder, circle the entries and highlight the total amount with color for verification. For any entries other than income, please also make necessary remarks next to them, or else the school may include the amount in calculating your family income.)

Reason for not being able to provide income proof (Please put "✓" in the appropriate box.)

- A. I have no fixed employer.
- B. The company I worked for has wound up and I cannot obtain documentary proof from the ex-employer and do not have other income proof.
- C. Other, please specify: _____

Declaration: I declare that the above information is true and complete.

Signature of family member engaged in the above business (if not the applicant) : _____

Applicant Name: _____ Applicant HKID No: _____

Applicant Signature: _____ Date : _____