

HKMA David Li Kwok Po College

Guidance Notes on the Financial Assistance Scheme 2024/25

1 Objective of the scheme

The scheme aims to help students who need financial assistance so that they will not be deprived of the chance to study at our College solely because of financial difficulties in paying school fees. Successful applicants will be granted full or half-level assistance.

2 Content of the scheme

- 2.1 In accordance with EDB's requirement, our College reserves at least 10% of its total school fee income to run a fee remission/scholarship scheme.
- 2.2 A simulation test is available on our College's web page to facilitate parents to estimate the level of fee remission their children might receive if they are successful in their application. Please note that the test is for estimation purposes only.

3 Eligibility Criteria

Family who are receiving Comprehensive Social Security Assistance (CSSA) or assistance under the Student Financial Assistance Scheme (SFAA) can apply for assistance under the College's Financial Assistance Scheme. Cases involving extenuating circumstances will also be considered.

4 Application Procedure

- 4.1 The applicant should complete an application form which is obtainable at the College's General Office or the College website from **Monday, 20 May 2024**. He/she must be the father, mother or legal guardian of a currently enrolled student of our College. If he/she has more than one child studying at the College, only one application needs to be submitted.
- 4.2 The completed application form should be submitted, together with **a copy of the CSSA approval letter issued by Social Welfare Department covering the period from 1 April 2023 to 31 March 2024, or the SFAA eligibility certificate issued by the Student Finance Office for the 2024-25 school year**, to the College's General Office no later than **Friday, 16 August 2024**. For any new SFAA applicant, the SFAA eligibility certificate concerned should be handed in to the school once it is available. The details are set out in the **Appendix**.
- 4.3 Applicants will be notified of the results of their applications by post **in early September 2024**.

5 Processing of Application

- 5.1 The College will assess the eligibility for and the level of assistance to be granted based on the information and the supporting documents provided by the applicant. Insufficient information (including failure to submit the certificates as mentioned) will render the application deferred or disqualified for further processing.
- 5.2 Personal data provided in the application form and any other supplementary information provided at the request of the College will be used by the College for processing of the application.
- 5.3 The personal data of the applicant and those of his/her family members provided via the application form may be disclosed to government bureaux/departments or other organizations concerned for the purpose stated in paragraph 5.2 above.
- 5.4 If necessary, the College will contact the employers of the applicant and his/her family members to authenticate the information provided in the application.
- 5.5 Any misrepresentation and concealment of facts will lead to disqualification or restitution in full of the assistance granted.
- 5.6 All documents submitted are not returnable. However, the applicant has the right to obtain 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 request being made in writing to the College and payment of administrative charges involved.

6 Remarks

The College reserves the right to review the rules and policies of its Financial Assistance Scheme from time to time.

7 Enquiries

General enquiries about the College's Finance Assistance Scheme can be made to the General Office on 2626 9100. Enquiries concerning special cases should be directed to our School Accountant Ms Lydia Wong, who can also be contacted on 2626 9100.

Notes on Application for Assistance from both Student Finance Office and the College

1 Existing Beneficiaries of Assistance from Student Finance Office

Existing beneficiaries will receive an application form by post from the Student Finance Office (SFO) in late March 2024. Parents who wish to apply for assistance for the 2024/25 school year should complete the application form according to the Guidance Notes on Household Application concerned. They should then return the completed application form together with all necessary supporting documents to the SFO directly by post on or before **31 May 2024**.

Applicants will receive a result notification letter from the SFO in early August 2024. For successful applicants, they will be granted either full/half-level school fee reduction as appropriate.

For any application submitted to the SFO after 31 May 2024, the result will only be known after August 2024. If the applicant has also applied for assistance under the College's Financial Assistance Scheme, he/she will need to pay school fees in full until the result of the application lodged to SFO is known. Subject to the production of an eligibility certificate from the SFO, the College will reimburse the paid school fees based on the level of assistance granted by the SFO (full/half-level assistance) via his/her autopay account.

2 New Applicants for Assistance from Student Finance Office

For new applicants (including those newly admitted S1 students) who wish to apply for financial assistance from the SFO, they can obtain the application form through:

- i. any Home Affairs Office; or
- ii. the College's General Office; or
- iii. the SFO's website: www.wfsfaa.gov.hk/sfo/en/index.htm.

The SFO will not release the results of applications from new applicants until mid-October 2024. Therefore, applicants who have also applied for financial assistance from the school should settle the school fees for September and October while awaiting the results. If eventually they are able to produce an eligibility certificate from the SFO, the College will reimburse the paid school fees based on the level of assistance granted by the SFO (full/half-level assistance) via their autopay accounts.

- 3** If the applicants have difficulties in paying school fees before the results from the SFO are known, they can contact our School Accountant Ms Lydia Wong on 2626 9100 for assistance.