



漢華中學 Hon Wah College

學費資助計劃

School Fee Remission Scheme

### 目的 Aim

本計劃旨在幫助經濟有困難的家庭繳交子女之學費，不讓學生因家境困難而失去入讀本校的機會。本校每學年自學費收入中撥出不少於 10% 作為學費減免/獎學金之撥備。The School Fee Remission Scheme is installed to offer assistance to families with financial difficulties in paying school fees for their children, so as to avoid depriving students' opportunity to education. A minimum of 10% of the school fees received each academic year will be reserved and used for this purpose.

### 申請資格 Eligible Candidates

獲本校通知取錄之新生或舊生，家境清貧者，均可由家長提出申請。Newly enrolled students or current students come from families with financial difficulties are eligible to apply with submission made by parents.

### 申請辦法 Application Procedures

1. 可在學校網頁 (<https://www.honwah.edu.hk/admission/assistance/>) 下載或到校務處領取申請表。Application forms can be downloaded from the school website (<https://www.honwah.edu.hk/en-hk/assistance/>) or obtained from the General Office.
2. 申請人須於學年開始前提交申請。如插班生或家庭經濟突然出現困難的學生，可於學期中向學校提出申請，由學校酌情處理。一般而言，每月 23 日或之前提交之合資格申請，可望於翌月開始獲得減免。Applications should be submitted by the applicants before the start of the academic year. Students who are admitted to School amid the term or whose families are experiencing sudden financial difficulties may submit applications in the middle of the term for processing at school's discretion. In general, eligible applications submitted on or before the 23<sup>rd</sup> day of each month, remission may be granted from the following month.
3. 申請人須將填妥之申請表連同入息或綜援/學生資助處批核結果證明文件寄回或逕交校務處。Completed application forms with income proof or supporting documents regarding the application results of CSSA / SFO should be returned to the General Office by post or in person.
4. 如有接受其他計劃或基金資助，須詳述獲得資助的情況，並提交證明文件。Applicants who receive other subsidies/ grants/ allowances should provide supporting documents in their application.

### 評估準則 Assessment Criteria

1. 以下三類之申請將獲簡化程序優先處理：Streamlined procedures and priority will be given to the following three types of applications:
  - (1) 來自領取綜援家庭之學生，可獲全額學費減免；Applicants receiving Comprehensive Social Security Assistance (CSSA) will be granted FULL school fee remission.
  - (2) 獲學生資助處評估資助幅度為全額者，可獲全額學費減免；Applicants receiving full financial assistance by SFO will be granted FULL school fee remission.
  - (3) 獲學生資助處評估資助幅度為半額者，可獲半額學費減免。Applicants receiving half financial assistance by SFO will be granted HALF school fee remission.
2. 家庭經濟困難，如未有接受以上任何一項資助，本校將參考「學生資助處」採用之「調整後家庭收入」"Adjusted Family Income(AFI)" 機制進行入息審查，以評定申請人的資助資格及幅度。算式如下：Applications of students come from families with financial difficulties or without receiving any of the above assistance will be dealt with in accordance with the "Adjusted Family Income" (AFI) mechanism adopted by SFO as the means test to assess the eligibility of a family for student financial assistance and its assistance level. The AFI mechanism is based on the following formula:

$$\text{「調整後家庭收入」(AFI)} = \frac{\text{家庭全年總收入}}{\text{家庭成員人數} + (1)}$$

Gross annual income of the family  
Number of family members + (1)

## 註：Notes

- (i) 家庭全年總收入包括申請人及其配偶的全年收入，與申請人家庭同住的未婚子女的全年收入的30%(如適用)，以及親友給予的津助(如適用)。Gross annual income of the family includes the annual income of the applicant and his/her spouse; 30% of the annual income of unmarried child /children residing with the family if applicable; and the contribution from relatives /friends if applicable.
- (ii) 家庭成員通常是指申請人、申請人的配偶、與申請人家庭同住的未婚子女，以及由申請人及/或其配偶供養的父母。The members of a family normally refer to the applicant, his/her spouse, unmarried child /children residing with the family and the dependent parent(s) who are supported by the applicant and /or his/her spouse.
- (iii) 二至三人的單親家庭，公式中除數的 (+1) 將會增加至 (+2)。For single-parent families of 2 to 3 members, the "plus 1 factor" in the divisor of the AFI formula will be increased to 2.
- (iv) 下表詳列 2024/25 學年的「調整後家庭收入」組別的資助幅度。請注意「調整後家庭收入」並不是家庭每月的平均收入。The AFI eligibility benchmarks for various levels of assistance in 2024/25 school year are listed in the table below. (Please note that the AFI is not the average monthly income of a family.)

2024/25 學年的「調整後家庭收入」數值介乎(元) 2024/25 school year – AFI Groups between (HK\$)	資助幅度 Level of Assistance
0 – 44,495	全額* FULL
44,496 – 86,039	半額 Half
> 86,039	不合資格(申請不成功) Ineligible

\* 2024/25 學年 3 人家庭和 4 人家庭可獲全額資助的「調整後家庭收入」上限分別為 53,868 元和 49,559 元。就 2 人和 3 人單親家庭而言，有關家庭會分別視為 3 人和 4 人家庭，以決定可獲全額資助的「調整後家庭收入」上限及計算「調整後家庭收入」。AFI thresholds for full level of assistance for 3-member and 4-member families are \$53,868 and \$49,559 respectively in the 2024/25 school years. For 2-member single-parent families and 3-member single-parent families, they are regarded as 3-member families and 4-member families respectively for determining the AFI thresholds for full level of assistance and calculation of AFI.

3. 減免幅度：經學校審查後，決定發放全額學費減免、半額學費減免的資助，或不予資助。Amount of remission: Full, half, or nil fee remission will be decided and granted after perusal by the school authority.

## 批核及上訴 Approval and Appeal

1. 批核委員會負責審批所有申請。委員會成員包括校長及兩位行政主任。The Approval Committee is responsible for approving all applications. Members of the Committee comprise the Principal and two Administrative Officers.
2. 上訴委員會成員包括校監、副校長及一位行政主任。Members of the Appeal Committee comprise the Supervisor, Vice Principal, and one Administrative Officer.
3. 申請人可就學費減免申請失敗或不滿學費減免幅度提出上訴，惟上訴必須於收到批核結果後十四個工作天內，以書面形式向上訴委員會提出申請。Applicants may file a written appeal request with the Appeal Committee against a decision of an unsuccessful application or approved amount of remission within 14 working days after receipt of the application result.
4. 上訴結果由上訴委員會以書面形式於收到上訴申請後十四個工作天內通知申請人。Applicants will be informed of the outcome in writing by the Appeal Committee within 14 working days after receipt of the appeal request.
5. 本校擁有審批最終決定權。It is at the final discretion of the School to grant approval for fee remission.

## 其他 Others

受助學生家庭經濟情況好轉時，應向學校報告，以調整學費資助數額。Families who receive fee remission from the School should notify the School once their financial status has improved, such that necessary adjustment will be in the amount of fee remission.

## 查詢 Enquires

歡迎致電 2817 1746 查詢 Please contact us at 2817 1746 for any enquiries.



漢華中學 Hon Wah College  
2024 - 2025 年度學費資助申請表格  
2024 - 2025 School Fee Remission Application Form  
(申請人必須是申領資助學生的父母或監護人)  
(Applicant must be parent / guardian of remission recipient)

由學校填寫

For Office Use Only

申請編號 Application No.

H     24/25

第一部分 Section 1 學生資料 Particulars of Student

中文姓名 Chinese Name		班別 Class	
英文姓名 English Name		身份證號碼 / 出生證明書號碼 I.D. No. / Birth Certificate No.	

第二部分 Section 2 申請人資料 Particulars of Applicant

中文姓名 Chinese Name		身份證號碼 HKID Card No.	
英文姓名 English Name		聯絡電話 Contact no.	
通訊地址 Correspondence Address			

第三部分 Section 3 同住家庭成員資料 Particulars of Family Members

姓名 Name	與學生關係 Relationship with Student	年齡 Age	工作機構 或 就讀全日制學校名稱 (年級) Current Employment or Attending Full-time Education	其他 Others
	申請人 Applicant			
	申請人配偶 Spouse			

第四部分 Section 4 家庭收入資料 Family Gross Annual Income

請填報你及家人於 2023 年 4 月 1 日至 2024 年 3 月 31 日期間的收入及有關資料。如是家庭主婦、已退休或失業等，請註明情況及有關時段。所有未能提供證明文件之申請個案，恕不受理。Please provide information on the occupation employer and income of the applicant and family member(s) during the period from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024. If you / your family member(s) has retired, was unemployed or was a housewife during the period, please specify the status and relevant duration.

申請人及家庭成員 Applicant and Family Members	職業 Occupation	工作機構 Employer / Organization	每月總收入(\$) Monthly Income (\$)	#全年總收入(\$) #Total Annual Income (\$)	
(a) 申請人 Applicant					
(b) 申請人配偶 Spouse					
(c)					
(d)					
(e) 其他收入*(如適用): Other income (if applicable):					
總計: (a) + (b) + (c) + (d) + (e)					
申請人及家庭成員是否正接受其他基金援助? Are you / your family member(s) receiving or applying for other subsidy schemes?			<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	
如是, 請註明: If yes, please specify:	<input type="checkbox"/> 綜援 CSSA	<input type="checkbox"/> 學生資助處全額資助 Full financial assistance by SFO	<input type="checkbox"/> 學生資助處半額資助 Half financial assistance by SFO	<input type="checkbox"/> 其他 Other	<input type="checkbox"/> 申請中 In application

# 須填報的收入: 薪酬、雙糧、假期工資、津貼、花紅、獎金、佣金、小賬、經商/投資利潤、股票利息、租金收入、因被撤職而領取的代通知金等。Total annual income includes: salary, double pay, leave pay, job allowance, bonuses, commission, tips, income from rendering services, profits from business, profits from investment, interest from fixed deposits, stock and shares, rental income, wages in lieu of notice of dismissal, etc.

\* 其他收入包括: 租金/贍養費/親友津助/每月領取的退休金/孤兒寡婦金/恩恤金 Other income include Rental / alimony / contribution from relatives or friends / monthly pension / widow's and children's compensation

## 第五部分 Section 5 其他有關家庭狀況的特別資料 Other Special Family Information

如學生家庭有特殊的經濟困難，請詳述情況及提供有關證明文件。如有需要，另附頁補充。If student's family is in special financial difficulty, please state details of the situation and submit supporting documents. Please use supplementary sheets if necessary.

## 第六部分 Section 6 聲明 Declaration

本人已完全明白及同意與申請學費減免有關的安排。I have read and fully understood the Fee Remission Scheme.

現謹此聲明 I hereby declare that:

1. 本人證明這份申請表內填報的資料及本人提交的證明文件均屬實無訛，否則將承擔法律責任。  
I understand that the information in this application and the supporting documents provided in this application are true and complete. Any misrepresentation or concealment of facts is an offence and is liable to legal proceedings.
2. 本人同意學校可向有關人士及機構查核及透露本人在此申請表內填報的個人資料。  
I authorize the School to check and access the eligibility and assistance level of my family based on the information provided in this application.
3. 本人已知會本申請表內所列的家庭成員，他們的個人資料已提供予漢華中學作申請學費減免之用。  
I have informed the family members listed in this application form that their information has been provided to the School for the purpose of this application.
4. 本人所填報的資料，如有改變，定必立即通知學校。  
In case of any change of the relevant information, I will report to the School as soon as possible.
5. 本人明白所提交的一切證明文件概不發還。  
I understand that all documents submitted are not returnable.

### 警告 Warning

本校會根據申請人提供的個人資料評定申請人的資助資格及可獲資助幅度。如以欺騙手段取得財產/金錢利益，即屬違法。根據《盜竊罪條例》(香港法例第 210 章)，任何人如觸犯上述罪行，一經定罪，最高可被判監禁十年。

The information supplied by the applicant in this application form will be used by the School to determine the appropriate level of financial assistance to be granted. Applicants are reminded that it is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits an offence and is liable, on conviction, to imprisonment for a maximum of 10 years under the Theft Ordinance (Laws of Hong Kong, Chapter 210).

填表日期 Date: \_\_\_\_\_

申請人簽署 Signature of Applicant: \_\_\_\_\_

### 個人資料收集聲明 Handling of Personal Data

申請人必須在申請表格提供其個人資料。如提供的資料不足，本校可能無法處理有關申請。所收集的個人資料只用作辦理學費減免申請事宜。申請人有權按照《個人資料(私隱)條例》查閱及改正其個人資料。申請人遞交的資料於學生離校或三年後銷毀。An applicant must complete the application form fully and truthfully. If the application form is not duly completed or if the applicant fails to submit the necessary supporting documents without a good reason, the application may not be considered. The information provided in the application will only be used by the School for processing and assessing the eligibility of the applicant for fee remission. However, with reference to the Personal Data (Privacy) Ordinance, an applicant has the right to obtain access and make corrections to the information provided by him / her. The information submitted by the applicant will be destroyed upon student's withdrawal from School or after three years.

### 學校專用 For Office Use Only

<input type="checkbox"/> 不合資格 Ineligible	<input type="checkbox"/> 全額資助 FULL <input type="checkbox"/> 半額資助 Half	日期：
備註： Notes:	\$ _____ /月 Monthly, \$ _____ /全年 Total Amount 由 Fr _____ 年 Y _____ 月 M to _____ 年 Y _____ 月 M	校長簽署 Principal's endorsement