

GOOD HOPE SCHOOL (SECONDARY SECTION)

GUIDANCE NOTES ON APPLICATION FOR FEE REMISSION

WARNING: The personal data in the application will form the sole basis of determining the appropriate level of financial assistance to be awarded to the applicant. 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, Chapter 210.

1. Eligibility:

- (a) The applicant must pass the means test, and
- (b) The student-applicant must be a Hong Kong resident.

2. Points to note:

- (a) It is obligatory for an applicant to supply his personal data to Good Hope School (Secondary Section) as required in the application. Insufficient information and misrepresentation of facts will render his application disqualified for further processing.
- (b) Initially, Good Hope School (Secondary Section) will assess the eligibility of and grant assistance to an applicant based on the data (including family income and dependants) provided by means of his application. The School will then conduct investigation, including home visits, for authentication of the application data and based on the findings, may make adjustments to the assistance entitled. Any wilful misrepresentation and concealment of facts will lead to disqualification, restitution in full of the total assistance received and amount remitted as well as possible prosecution.
- (c) The personal data provided by means of this application and any supplementary information as required will be used by the School for the activities relating to the handling and vetting of the information supplied and data preparation necessary for the assessment of financial assistance.
- (d) All the data submitted by applicants are not returnable. However, an applicant has the right to obtain access and make corrections to the personal data provided by him in this application. An applicant can obtain a copy of the personal data provided by him subject to the payment of necessary administrative charges. Such requests should be addressed to the Principal.
- (e) If applicants wish to amend any information in their applications submitted or to provide supplementary information (e.g. updating the family members' information, claiming additional unmarried child residing with the family), they should notify the School in writing. The notification should be duly signed and submitted together with the relevant supporting documents to the School.
- (f) If there is overpayment due to error of calculation or assessment, applicants are liable to refund the overpaid amount.

3. Notes on completing the form:

- (a) Applicants should write clearly in black or blue ink when completing the application forms.
- (b) Each student-applicant should forward one application form.
- (c) The applicant must be the student's parent. If both parents are deceased or unable to exercise their guardianship, the applicant must be the guardian registered in the school record. If so, reasons should be given in Item 2 of Part VII.
- (d) Applicants should note the following points when completing the application forms:

Part II Particulars of Applicant

- (i) If the applicant is not the parent of the student, please refer to paragraph 3(c) above.

Part III Particulars of Other Family Members

- (i) Do not enter particulars of the student-applicant and the applicant.
- (ii) "Dependent Children" refers to children attending day schools or aged below 18.
- (iii) "Dependent Parents" refers to the parents being supported by the applicant or his / her spouse, including spouse's parents. Please note paragraph (ii) above.

Part IV Occupation & Income

- (i) "Annual Income" includes earnings from full-time / part-time / casual jobs (please specify the kind of work) and other sources such as contribution from other members of family, rent from property, etc. However, Old Age / Disability Allowance or Severance Pay, etc. should be excluded.
- (ii) Applicants having special financial difficulties should explain their situation in Item 2 of Part VII.

4. Notes on forwarding the application form:

- (a) The completed application form and supporting documents **should be returned to the Secondary School within 2 weeks of the distribution date on the form.** Supporting documents include:
 - (i) Copies of HKID cards of the student-applicant, the applicant and his / her spouse
 - (ii) Documentary evidence on annual income of the applicant and his / her spouse:
 - Salaried employed person:
 - Salary Statement or
 - Tax Demand Note or
 - Bank statement showing payment of salary or
 - Wages or Income Certificate, etc.
 - Sole proprietor or partner of partnership business:
 - Profit and Loss Account or
 - Personal Assessment Notice, etc.
 - Self-employed person/employee with no fixed income and cannot produce any proof of income:
 - Income Statement
 - Attached documents (if applicable): self-explanatory letters, medical certificates, documents issued by SWD, etc.
- (b) The applicant may be requested to attend an interview with the Principal or responsible staff of the School and to give evidences on family income and identity.
- (c) By signing and returning the application form, the applicant has authorized the School to collect, process and verify the data related to the application and to approach any person or organization concerned to verify or disclose the respective data.
- (d) Should you have any enquires, please contact Ms Shan Yeung at 2321 0250.