

GOOD HOPE SCHOOL

GUIDANCE NOTES ON APPLICATION FOR INTERNAL SUBSIDIES (2018 – 2019)

REMINDER: 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 upon indictment to imprisonment for a maximum of 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).

You are also reminded that if any person being required or authorised by law to make any statement on oath for any purpose and being lawfully sworn (otherwise than in a judicial proceeding) wilfully makes a statement which is material for that purpose and which he knows to be false or does not believe to be true, he shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for seven years and to a fine under the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong).

1. Eligibility:

- (a) The applicant must pass the means test, and
- (b) The student must be a Hong Kong resident.
- (c) Students with and without fee remission granted are eligible for application.

2. Points to note:

- (a) It is obligatory for an applicant to supply his personal data and supporting documents to Good Hope School as required in the application. Insufficient information and misrepresentation of facts will render his application disqualified for further processing.
- (b) Initially, Good Hope School 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 subsidies 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.
- (e) In the event that there is overpayment due to error of calculation or assessment, you are required to refund the amount overpaid (including amounts that may have been overpaid in previous academic year(s)) and, if necessary, forfeit the amount that may be payable. Any overpayment of financial assistance made shall be refunded immediately upon demand.
- (f) **Personal Data (Privacy) Ordinance**
In accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), you have the right to request access to and correction of the personal data supplied in your application. 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 children 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.
- (g) The personal data and information provided by means of the application form will be used by the School relating to the following activities:

- (i) to assess your eligibility and grant assistance,
- (ii) to conduct investigation, including a home visit, for authentication of your application data; and
- (iii) to assess your eligibility for other financial assistance and scholarships.

- (h) The amount of Internal Subsidies will be in line with the months of school fee payable. There will be 10 months of school fees so 10 months of Internal Subsidies. An application made within the application period announced by the School will have all the 10 months of Subsidies released when they are approved. In case of an Internal Subsidies recipient withdrawing before the end of the school year, part or all of the Internal Subsidies need to be returned to the School. The part returned will equal to the average amount of Internal Subsidies granted \times number of months remaining in the 10 months after the withdrawal date is officially approved.

average amount of Internal Subsidies granted = total amount of Internal Subsidies granted / 10

- (i) If there is any inconsistency between the Chinese and English versions, the English version shall prevail.

3. Notes on completing the form:

- (a) For non fee remission recipients/ applicants, fill in Form A for Internal Subsidies; for fee remission recipients/ applicants, fill in Form B for Internal Subsidies.
- (b) Applicants should write clearly in black or blue ink when completing the application forms.
- (c) Each student should forward one application form.
- (d) 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 Declaration of the application form.
- (e) Non fee remission recipients/ applicants should note the following points when completing the Application Form A:

Part II Particulars of Applicant

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

Part III Particulars of Other Family Members

- (i) Do not enter the particulars of the student 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.

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 the family, rent from property, etc. However, Old Age / Disability Allowance or Severance Pay, etc. should be excluded. For details, please refer to Note 1 in Part D of the Internal Subsidies Reckoner.
- (ii) Applicants having special financial difficulties should explain their situation in Item 2 of Declaration of the application form..

4. Notes on forwarding the application form:

- (a) The completed application form and supporting documents **should be returned to the School Office.**
- (b) Non fee remission recipients/ applicants should submit the relevant supporting documents, including:
 - (i) Copies of the HKID cards of the student, the applicant and his / her spouse
 - (ii) Documentary evidence on the annual income of the applicant and his / her spouse, and other family members (if any):

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 who cannot produce any proof of income:

- Income Statement
- Attached documents (if applicable): self-explanatory letters, medical certificates, documents issued by the Social Welfare Department, etc.

(iii) Other supporting documents

- Dependent Child of school age	A copy of his / her student handbook or student card which includes his / her photo, the school's name and the school chop
- Yearly Contribution from Other Members of Family	A copy of the contribution in the relevant financial year, e.g., bank statement
- Rent	A copy of a tenancy agreement in the relevant financial year
- Mortgage	A copy of a mortgage loan monthly statement in the relevant financial year
- Comprehensive Social Security Assistance (CSSA)	A copy of the certificate of CSSA recipients issued by the Social Welfare Department in the relevant financial year
- A divorced case	A copy of the certificate issued by the District Court, including the amount of alimony (if any)
- A deceased spouse case	A copy of the death certificate issued by the Births and Deaths Registry
- Subsidies from Student Financial Office (SFO)	A copy of the notification letter showing the result from SFO (the original copy has to be submitted back to SFO)

*This list aims to be suggestive but not exhaustive

- (c) The applicant may be requested to attend an interview with the Principal or responsible staff member of the School and to give evidence on family income and identity.
- (d) 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.
- (e) Should you have any enquiries, please contact the teachers in charge of the student subsidies at 2321 0250.