

2018-19 Fee Remission and Scholarship Schemes

Our school provides various kinds of fee remission and various kinds of scholarship and subsidy:

- (a) Fee Remission Scheme
- (b) Scholarship Schemes
 - (i) Scholarship for High Achievers in Internal Examination
 - (ii) Scholarship for High Achievers in External Examination
 - (iii) Honor Scholarship for HKDSE Examination
 - (iv) Subsidy for Exchange Program / Overseas forum / International competition
 - (v) Scholarship for Outstanding Achievement in Extra Curricular Activities
 - (vi) Subsidy for Summer Internship

For further enquiries about the schemes, please contact respective teachers in-charge at 2462 3932:

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|---|-------------------|
| (a) Scholarship for Academic Achievements | Mr. Leung Yin Wai |
| (b) Fee Remission | Mr. Leung Yin Wai |
| (c) ECA Scholarship | Ms. Lau Sau Yee |
| (d) Subsidy for Exchange Program / Overseas forum / International competition | Ms. Chiu Lai Nga |
| (e) Subsidy for Summer Internship | Mr. Tsang Fu Wing |
| (f) Overall in-charge and other enquiries | Mr. Leung Yin Wai |

The Fee Remission Scheme

- A. The Fee Remission Scheme aims at providing financial assistance for eligible parents and enabling students to receive secondary education in Po Leung Kuk Ngan Po Ling College.
- B. Eligibility for Fee Remission
 - 1. The applicant must be a parent or legal guardian of a student who has been enrolled to study in Po Leung Kuk Ngan Po Ling College in current academic year.
 - 2. For students who studied in our school in previous year, applicants must have applied School Textbook Assistance (TA) Scheme / Student Travel Subsidy (STS) Scheme / Subsidy Scheme for Internet Access Charges (SIA) provided by the Student Financial Assistance Agency, and have received the current year Eligibility Certificates (ECs) from the Student Financial Assistance Agency.
 - 3. Newly admitted students do not need to apply for the ECs before the application for this remission scheme.
- C. Method of Assessment
 - 1. **For students who have applied for our school fee remission in 2017-2018**, the method will follow the assessment mechanism by the Student Financial Assistance Agency for the current school year. The level of assistance for school fee remission only follows the Eligibility Level (either HALF or FULL) assessed by the Student Financial Assistance Agency.

2. **For applicants in 2018-19 onwards,**

The level of assistance will be determined by a two-tier means test involving the family income and accommodation status.

- (a) if applicants have the Eligibility Certificates (ECs) from the Student Financial Assistance Agency of the current year, the level of assistance for school fee remission will be taken reference to the Eligibility Level (either HALF or FULL) assessed by the Student Financial Assistance Agency.
- (b) if applicants do not have the Eligibility Certificates (ECs) of the current year from the Student Financial Assistance Agency, our school will follow the formula adopted by the Student Financial Assistance Agency to calculate the Adjusted Family Income (AFI) as a means to assess the eligibility for assistance and the level of assistance.

(i) The AFI mechanism is based on the following formula:

$$\text{AFI} = \frac{\text{Gross Income of the family in the preceding year}}{\text{Number of family members} + (1) *}$$

*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.

- (ii) The members of a family normally refer to the applicant, the spouse, the unmarried children and the depending parents residing with the family.
- (iii) Gross Family Income of the family includes the annual income of the applicant and the spouse; 30% of the annual income of unmarried children residing with the family; the contributions from other children and relatives/friends, and other income if applicable. Please refer to Appendix 1 (Items of Family Income).
- (iv) The AFI eligibility benchmarks for various levels of assistance in the 2018-19 school year are listed in the table below. Please note that the AFI is not the average monthly income of a family.

2018 / 19 school year - AFI Groups between (HK\$)	Level of Assistance
0 – 39,182	Full*
39,183 – 75,764	Half
> 75,764	Ineligible

* AFI thresholds for full level of assistance for 3-member and 4-member families are \$47,434 and \$43,460 respectively in the 2017/18 school year. 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.

- (c) The resulting amount will then be further adjusted based on the accommodation status as shown in the following table:

Accommodation Status	Original assistance level	Adjusted assistance level
Living in privately owned property	100%	50%
	50%	25%
Living in privately rented property	100%	80%
	50%	40%
Living in public housing	100%	100%
	50%	50%

- (d) The school has the sole discretion in granting any financial assistance and the amount thereof; the decision of the school is final.

D. Application Procedures

1. Application for fee remission has to be made for every academic year.
2. Application forms can be obtained from the school office from 1 September 2018.
3. (a) **For students with Eligibility Certificate (EC)**, the application form, attached with the photocopy of the 2018-19 Eligibility Certificate (EC) from the Student Financial Assistance Agency, should be duly completed and submitted to the school office during office hours in person.
- (b) **For newly admitted students without Eligibility Certificate (EC)**, the application form should be duly completed and submitted to the school office with all required documents (Refer to Appendix 2, Supporting Documentary Required) in person.
4. If proper documentary proofs cannot be provided or the documents provided cannot substantiate the reported income / accommodation status of the family concerned (e.g. claim for prolonged unemployment is not substantiated or only self-written statement of income is provided), adjustments will be made on the level of assessment.
5. **The deadline of the application will be on 30th September 2018.**
6. The school will verify all applications after the closing date. If necessary, interview may be arranged.

7. Under normal circumstances, our school will not accept any application for school fee remission submitted after the above deadline. Our school may give special consideration to cases with exceptional circumstances.

8. Families who have sudden financial difficulties during the year can apply for the contingency fund. They have to write a letter to the principal to explain the financial situation with sufficient supporting documents.

E. Vetting Procedures

A Fee Remission Committee comprising the Principal, 2 members of Career Guidance Committee and the social workers would consider the applications for fee remission and for contingency fund.

F. Release of Results

1. Result will be announced to each applicant in November.

G. Method of Payment

1. For paid school fee

The amount of fee remission will be reimbursed through auto pay/ by crossed cheque.

2. For unpaid school fee

The school fee will be waived by the amount of fee remission.

H. Appeals

1. The applicant, who is unsatisfied with the decision of the Fee Remission Committee concerning his/her application, may apply for a review with sufficient grounds in writing within 10 days from the date of release of result.

Appendix 1 - Items of Family Income

- Applicants should provide information on the total annual income during the period 1st April 2017 to 31st March 2018 in last financial year with documentary proofs.
- Items of income to be reported are listed as below.

Income to be reported	Income need not be reported
1. Salary (including the salary of applicant, applicant's spouse and student-applicant's unmarried sibling(s) residing with the applicant for full-time, part-time or temporary jobs, excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee)	1. Scholarships
2. Double pay/Leave pay	2. Disability and Old age allowance
3. Allowance (including overtime work / living / housing or rent / transport / meals / education / shift allowance, etc.)	3. Long service payment/contract gratuity
4. Bonus / Commission / Tips	4. Severance pay
5. Wages in lieu of notice of dismissal	5. Loans
6. Business profits and other income earned by means of self-employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered, etc.	6. Retirement gratuity / provident fund
7. Alimony	7. Inheritance
8. Contribution from any person(s) not residing with applicant's family to any of the applicant's family member(s) (including money or contribution of housing / remittance(s) / contribution for mortgage repayment / rent / water / electricity / gas or other living expenses)	8. Charity donations received
9. Interests from fixed deposits, stocks, shares and bond, etc.	9. Retraining allowance
10. Rental income(including Hong Kong, the Mainland and overseas)	10. Traffic accident / Insurance / Injury indemnity
11. Monthly pension/widow's & children's compensation	11. MPF / Provident Fund contribution by employee

Appendix 2 - Supporting Documents Required

1. Completed application form, together with relevant supporting documents, should be returned to the school office in person as soon as possible.

2. Supporting documents include:
 - (a) Photocopies of identity card or other identity document of :
 - ◆ the applicant;
 - ◆ the applicant's spouse (if applicable);
 - ◆ other family members (if applicable);

 - (b) Photocopies of documentary evidence on annual income for the period in last financial year with documentary proofs.
 1. Salary employed person
 - ◆ Salary Statement; or
 - ◆ Tax Demand Note; or
 - ◆ Copy of bank transaction records showing payment of salary; or
 - ◆ Income Certificate.

 2. Sole proprietor or partner of partnership business
 - ◆ Profit and Loss Account; or
 - ◆ Personal Assessment Notice.

 3. Casual workers who cannot produce any income proofs
 - ◆ A letter to explain why income proofs cannot be submitted and declare the amount of income

 - (c) Photocopies of relevant documents concerning single-parent families, e.g. supporting documents for divorce/separation, death certificate of the spouse, etc.

 - (d) Supporting documents for accommodations status, e.g. Purchase and Sales agreement, Tenancy agreement, Demand for Rates, annual Mortgage Repayment Schedule, Payment Notifications from Hong Kong Housing Authority.

Scholarship for High Achievers in Internal Examination

Aims

This scholarship scheme is aimed at

- (1) recognizing and encouraging achievements in internal examinations.
- (2) attracting and retaining students with high caliber.

Eligibility Criteria

(A) Students who have studied at our school for at least one year must:

- (1) have studied at Po Leung Kuk Ngan Po Ling College in the year of examination
- (2) be studying at Po Leung Kuk Ngan Po Ling College next academic year;
- (3) be
 - (i) best 10 in form (Form 1, 2, 3, 4 and 5)* in the overall position
 - (ii) best 3 in form in IB class (Form 4) in the overall position and got at least 40 points for the overall result
 - (iii) best 6 in form in IB class (Form 5) in the overall position and got at least 40 points for the overall resultin respective forms in the year of examination;
- (4) have been graded B or above in conduct in the year of examination.

* French and GCSE/GCE Chinese are weighed 25% less under the scholarship scheme.

(B) New Form 1 students must:

- (1) have got grade A in English, Chinese and Mathematics in P4 - P6;
 - (2) have been best 20 in the overall position in P.6 in previous academic year;
 - (3) have been graded A in conduct in previous academic year;
 - (4) be selected and approved by both the Principal and the F.1 admission team;
 - (5) have been ranked best 8 in the admission list ranked by the F.1 admission team.
- For Category A, all eligible students will be automatically nominated to this scholarship. Students are not required to submit any application form.
 - For Category B, the Principal and F.1 admission team would select eligible P.6 applicants who will be informed after the interview by both phone call and mail.
 - If the number of eligible applicants exceeds the quota, final decision will be made by both the Principal and scholarship committee/F.1 admission team.
 - The scholarship will be reimbursed through auto pay/by a crossed cheque payable to the parent/guardian of the award recipients in around December. If students have their school places forfeited in or before November, the scholarship will not be reimbursed.

Value of Scholarship

For mainstream students continuing their study in F2-6 after the examination:

Overall Position in Respective Form	Amount of Scholarship	Number of Successful Applicants	Payment Method
1-3	\$8,000 per student	3 per form	Through auto-pay/ by cheque
4-10	\$2,000 per student	7 per form	Through auto-pay/ by cheque

For IB students who enter the programme before **2017-18 academic year**:

Overall Position in the Respective Form	Amount of Scholarship	No of successful applicants	Payment Method
1-2	\$95,000 per student (100% of tuition fee)	2 in each form	Through auto-pay/ By cheque
3-4	\$47,500 per student (50% of tuition fee)	2 in each form	Through auto-pay/ By cheque
5-6	\$23,750 per student (25% of tuition fee)	2 in each form	Through auto-pay/ By cheque

For IB students who enter the programme from **2017-18 academic year** onwards:

Overall Position in the Respective Form	Amount of Scholarship	No of successful applicants	Payment Method
1	\$47,500 per student (50% of tuition fee)	1 in each form	Through auto-pay/ By cheque
2-3	\$23,750 per student (25% of tuition fee)	2 in each form	Through auto-pay/ By cheque

Please note that successful applicants will be awarded respective amounts of scholarship according to the said policy, regardless of the receipt of other types of scholarship in the same academic year.

Scholarship for High Achievers in External Examination

A. Eligibility Criteria

Applicants must:

- (1) have studied at Po Leung Kuk Ngan Po Ling College in the year of examination; and
- (2) have got good result in any of the accredited external examinations;

B. Value of Awards and Projected Amount of Scholarship

The examinations are categorized into two bands, namely Band A and Band B. Band A examinations are of higher level of difficulties and students are granted larger amount of scholarship.

C. Accredited Examinations and Details of Scholarship Scheme:

Band A Examination

1. HKDSE Examination

Students will be awarded according to the number of 5*/5** (or A in French) they get in the examination:

- \$2,000 per Grade 5** subject.
- \$1,000 per Grade 5* (or A in French) subject

2. IB Public Examination

- \$3000 for students who get 38 - 39 points in IB exam.
- \$5000 for students who get 40 - 41 points in IB exam.
- \$7000 for students who get 42 - 43 points in IB exam.
- \$10000 for students who get 44 points in IB exam.
- \$15000 for students who get 45 points in IB exam.

3. IELTS

Criterion: Student of F.5 or below in the current academic year

Level attained	Amount of Scholarship
7 or above	Full remission of examination fee
6 or 6.5	Half remission of examination fee

4. FCE

Criterion: Student of F3 or below in the current academic year

Level attained	Amount of Scholarship
A	Full remission of examination fee
B	Half remission of examination fee

Band B Examinations

1. GCE AS Chinese

Level attained	Amount of Scholarship
A	\$600

2. GCSE Chinese

Level attained	Amount of Scholarship
A	\$600

3. IGCSE French

Level attained	Amount of Scholarship
A	\$2,300

4. 港澳地區中小學普通話水平考試 (GAPSK)

Level attained	Amount of Scholarship
A	\$500

5. 國家語委普通話水平測試

Level attained	Amount of Scholarship
一級	\$930
二級	\$465

6. Australian National Chemistry Quiz

Level attained	Amount of Scholarship
A	\$500
B	\$250

7. IGCSE Examinations for IB students

Level attained	Amount of Scholarship
A*	\$500

Please note that successful applicants will be awarded respective amounts of scholarship according to the said policy, regardless of the receipt of other types of scholarship in the same academic year.

D. Nomination Procedure

All eligible students will be automatically nominated by teacher in-charge of respective examinations. Students are not required to submit any application.

E. Payment Arrangement

The scholarship will be reimbursed by auto-pay/a crossed cheque payable to parent of the scholarship recipient.

Honor Scholarship for HKDSE Exam

A. Eligibility Criteria

Applicants must:

- (1) have got Grade 5* in six (or above) subjects in HKDSE Exam, including English Language, Chinese Language (or A in French in HKDSE or A* in French in IGCSE), Mathematics and Liberal Studies; and
- (2) have studied F.6 at Po Leung Kuk Ngan Po Ling College in the year of examination; and
- (3) have been graded A- or above in conduct in the overall results in the year of examination; and
- (4) have successfully gained admission to an undergraduate degree program at any universities

B. Value of Awards

The 1st year tuition fee in the admitted undergraduate degree program will be fully granted to successful applicants. The maximum amount of scholarship is HK\$40,000.

Please note that successful applicants will be awarded respective amounts of scholarship according to the said policy, regardless of the receipt of other types of scholarship in the same academic year.

Scholarship for Exchange programme / Overseas forum / International competition

Aims

This scholarship scheme aims at

- Providing financial support to students with financial difficulties.
- Attracting students with high caliber to take part in the program.

Eligibility Criteria

Applicants should be

- attending in Po Leung Kuk Ngan Po Ling College in the academic year 2018-2019; and
- having outstanding achievements in extra-curricular activities or academic aspects; and/or
- having financial needs in paying the charge of joining this program.

Planned Activities in 2018-19

<u>Types of programme</u>	<u>Programme</u>
Exchange programme	➤ Shanghai Exchange Programme
	➤ Sports Summer Training Exchange Programme (PE)
Overseas forum	➤ Chemistry Symposium (Chemistry)
	➤ LJG Montpellier – France 2019 (French)
	➤ Model United Nation (Exchange Committee)
	➤ ASEAN Summit (Exchange Committee)
	➤ International Summit 2019 Pompano Beach High School (English/French)
International competition	➤ Global Natural History Day (Chemistry)
	➤ The International History Bee & Bowl Competition (History)
	➤ Intel International Science and Engineering Fair (Physics/Chemistry)
	➤ MATE ROV Competition (Physics)
	➤ Learning Across Borders (LAB) Science Competition (Science)

Vetting Procedures

A scholarship committee comprising the Principal, 1 member of each of Career Committee & Exchange Committee (Mr. Leung Yin Wai and Ms. Chiu Lai Nga) would consider all the applications.

Assessment Method

Applicants are required to fill in a form to apply for the scholarship. Interviews may be conducted to determine the amount of scholarship granted.

Release of Result

Students will be informed within one month after the deadline of the application.

Payment Arrangement

The successful applicants only need to pay the remaining fee for the programme.

Scholarship for Outstanding Achievement in External Competitions

Aims

This scholarship scheme is aimed at

- recognizing and encouraging achievements in extra-curricular activities.
- attracting and retaining students with high caliber.

Eligibility Criteria

Applicants should be

- attending in Po Leung Kuk Ngan Po Ling College in the academic year 2017-2018; and
- having outstanding achievements in extra-curricular activities.

Value of Awards

- For students represent Po Leung Kuk Ngan Po Ling College to take part in international competition, maximum of 100% of ticket and accommodation fee can be subsidized.
- For students who represent Hong Kong to take part in international competition, maximum of 50% of ticket and accommodation fee can be subsidized.

Nomination Procedure

All teachers can nominate students with outstanding achievements in extra-curricular activities by submitting the nomination form on or before 31/8/2018.

Vetting Procedures

A scholarship committee comprising the Principal, 2 members of extra-curricular activities committee would consider all the application.

Release of Result

Students will be informed in September 2018.

Payment Arrangement

Scholarship will be deducted from the school fee by installments. The school fee paid will be refunded by autopay or crossed cheque.