

**St. Margaret's Girls' College, Hong Kong**  
**2017 - 2018**  
**School Fee Remission Scheme**

**A. Assessment Criteria for the School Fee Remission Scheme**

**(a) Method of Assessment**

Our School will refer to the “Adjusted Family Income” (AFI) mechanism used by the SFAA as the means test to assess the eligibility of a student for fee remission and to establish the assistance level. The AFI mechanism is based on the following formula:

$$\text{AFI} = \frac{\text{Gross annual income of the family}}{\text{Number of family members} + 1}$$

- Gross annual income of the family includes the annual income of the applicant and his/her spouse; 30% of the annual income of each unmarried child residing with the family if applicable; and the contribution from relatives / friends if applicable. (see Table 1)
- The members of a family normally refer to the applicant, his/her spouse, each unmarried child residing with the family and the dependent parent(s) who are supported by the applicant and/or his/her spouse.
- 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.

Table 1:

Items which need to be reported	Items which do not need to be reported
1. Salary, including the salary of applicant, spouse and unmarried child residing with the family for full-time, part-time or temporary job (inclusive of Provident Fund or Mandatory Provident Fund)	1. Old age allowance
2. Double pay / Leave pay	2. Disability allowance
3. Allowance (including housing / travel / meals / education / shift allowance, etc.)	3. Long service pay / contract gratuity
4. Bonus / Commission / Tips	4. Severance pay
5. Wages in lieu of notice of dismissal	5. Loans
6. Profit from business / investment	6. Lump sum retirement gratuity / Provident Fund
7. Alimony	7. Inheritance
8. Contribution from children not residing with the family / relatives / friends (including money or contribution to housing / water / electricity / gas or other expenses)	8. Charity donations
9. Interest from bank deposits, stocks and shares	9. Comprehensive Social Security Assistance
10. Rental income	10. Retraining allowance
11. Monthly pension / Widow's and/or children's compensation	11. Insurance / accident / injury indemnity

**(b) Assistance Level**

For the academic year, 2017 - 2018, the level of assistance will be as follows:

Table 2

AFI	Maximum Level of Assistance <i>(The School Authority reserves the right to the final decision of School Fee Remission)</i>
0 – 12,867	70%
12,868 – 25,735	60%
25,736 – 38,603	50%
38,604 – 56,894	40%
56,895 – 74,644	30%
> 74,644	Ineligible

Please note that the AFI is not the average monthly income of a family.

Here are two examples:

**Family A:**

Total number of family members: 4 (Father, mother, son and daughter)

Total annual income of the father: \$144,000

The mother, the son (student) and the daughter (student) have no income.

$$AFI = \frac{\text{Gross annual income of the family}}{\text{Number of family members} + 1}$$

$$AFI = \frac{\$144,000}{4 + 1}$$

$$AFI = \$28,800$$

Refer to Table 2, this student will get 60% of fee remission (maximum).

**Family B:**

Total number of family members: 3 (Mother, son and daughter)

Total annual income of the mother: \$160,000

Total annual income of the son: \$144,000

The daughter is a student with no income.

$$AFI = \frac{\text{Gross annual income of the family}}{\text{Number of family members} + 1}$$

$$AFI = \frac{\$160,000 + (\$144,000 \times 0.3)^*}{3 + 2^{**}}$$

$$AFI = \$40,640$$

\* 30% of the annual income of each unmarried child residing with the family.

\*\* 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.

Refer to Table 2, this student will get 50% of fee remission (maximum).

## Documents to be Submitted

- (a) Copy of identity documents of the applicants and his/her family, together with:
- (b) Copy of “Eligibility Assessment Result” issued by the Student Financial Assistance Agency.
- (c) (For single parent families) – Copy of supporting documents for separation/divorce or spouse’s Death Certificate.
- (d) (For families currently in receipt of the Comprehensive Social Security Assistance (CSSA)) – Copy of the “Certificate of Comprehensive Social Security Assistance Recipients (for Medical Waivers)” issued by the Social Welfare Department.
- (e) (For families with special conditions) – Copy of document proof on financial hardship / medical expenses.
- (f) Documentary proof on total income of the specified period, details are as follows:

Salaried employed person	<ol style="list-style-type: none"> <li>(1) Tax Demand Note issued by the Inland Revenue Department; if not available</li> <li>(2) Employer’s Return of Remuneration and Pension Form; if not available</li> <li>(3) Salary Statement; if not available</li> <li>(4) Bank transaction record showing payment of salary, allowance, etc. together with the page showing the name of bank account holder (please highlight the entries with colour and remark); if not available</li> <li>(5) Income Certificate certified by the employer</li> </ol>
Self-employed driver or person running a business (including sole proprietorship / partnership / limited business)	<ol style="list-style-type: none"> <li>(1) Profit and Loss Account verified by a Certified Public Accountant; if not available</li> <li>(2) Profit and Loss Account prepared on your own; if not available</li> <li>(3) Personal Assessment Notice</li> </ol>
A salaried employed or self-employed person who cannot produce any income proof	<ol style="list-style-type: none"> <li>(1) Self-prepared Income Breakdown detailing the monthly income throughout the year and explaining why income proof cannot be produced.</li> </ol>
Landlord with rental income	<ol style="list-style-type: none"> <li>(1) Tenancy Agreement; if not available</li> <li>(2) Bank transaction record showing rental income together with the page showing the name of bank account holder. (Please highlight the entries with colour and remark.)</li> </ol>

## B. Application for the School Fee Remission Scheme

Each student is given an Application Form upon registration. Applicants are required to submit the completed application form together with all necessary supporting documents to the Administration Office from 1 August to 31 August 2017. For enquiry, please call 2549 0301.

### **C. Handling of Personal Data**

- (a) It is the responsibility of the applicant to complete the application form fully and truthfully and to provide all supporting documents.
- (b) The personal data provided in the application and any supplementary information will be used by the School for:
  - (i) Processing the application
  - (ii) Authentication of the application
- (c) If necessary, our school will contact the employers of the applicants and his / her family members, to authenticate the information provided in the application.
- (d) All documents submitted are not returnable.

**Any misrepresentation and concealment of facts will lead to disqualification and restitution in full of the fee remission granted.**