



STUDENT FINANCIAL ASSISTANCE AGENCY

學生資助辦事處

APPLICATION FOR KINDERGARTEN AND CHILD CARE CENTRE FEE REMISSION (KCFR)

GUIDANCE NOTES (2011/12)

幼稚園及幼兒中心學費減免申請指引 (2011/12)

申請人如需此指引的中文版本，請向幼稚園/幼兒中心索取。

A - General Information

1. Kindergarten and Child Care Centre Fee Remission Scheme

The Kindergarten and Child Care Centre Fee Remission Scheme (KCFRS) provides parents-in-need with financial assistance in the form of fee remission for their children to receive pre-primary services. In the 2011/12 school year, parents of children attending Nursery (K1), Lower (K2) and Upper (K3) classes in eligible local non-profit-making kindergartens / kindergarten-cum-child care centres / schools offering kindergarten classes (hereafter collectively referred to as kindergartens) may receive fee subsidy through the Pre-primary Education Voucher Scheme (PEVS) introduced since 2007. The fee subsidy under PEVS for each eligible child is \$16,000 in the 2011/12 school year. Kindergarten children of needy families who require financial assistance on top of the fee subsidy from PEVS may apply for fee remission under the KCFRS. In addition, KCFRS will provide assistance to children who are receiving whole-day child care services in child care centres.

2. Eligibility

(a) The student-applicants must be:

(i) Hong Kong residents with right of abode, right to land or valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong (please provide relevant supporting documents as listed in Part C 'Note 1' item 3);

and

(ii) (1) Nursery, Lower and Upper classes in Kindergarten (K1 to K3)

➤ at least 2 years and 8 months old as at 31 August 2011 (i.e. born on or before 31 December 2008) and studying in kindergartens of which their school year starts in August or September. Those who were born on or after 1 January 2009 are not eligible to apply for KCFRS for kindergarten classes in the 2011/12 school year, even when they reach the age of 3 during the school year. Their parents should submit applications in the 2012/13 school year instead; and

➤ attending Nursery (K1), Lower (K2) and Upper (K3) classes in kindergartens registered with the Education Bureau (EDB). The kindergarten should be a non-profit-making kindergarten, offering local curriculum and eligible for voucher redemption. Parents may refer to <http://www.chsc.hk/kindergarten/en/index.htm> for information on the list of kindergartens joining the PEVS and eligible for voucher redemption.

or

(2) Child Care Centre (group aged 0-2)/Child Care Centre (group aged 2-3)

➤ receiving whole-day care services in child care centres (day crèches, day nurseries or relevant classes in kindergarten-cum-child care centres) registered with EDB/Social Welfare Department (SWD).

(b) Pre-primary children in receipt of the Comprehensive Social Security Assistance (CSSA) can apply direct to the Student Financial Assistance Agency (SFAA) for joining PEVS since the 2009/10 school year, as with other children at the age appropriate for pre-primary education, so as to receive fee subsidy from the voucher. If financial assistance on top of the subsidy from the voucher is required to cover the tuition fee, parents of these CSSA children should apply to the Social Security Field Unit of the Social Welfare Department (SWD) for special grants under the CSSA Scheme. To avoid double subsidies, children in receipt of special grant under CSSA to cover kindergarten fees will not be provided with fee remission from KCFRS for the same period.

(c) Since the introduction of PEVS in 2007, needy parents with children attending kindergartens can enjoy fee subsidy from PEVS during the validity period of the Certificate of Eligibility for PEVS. In addition, they may apply for financial assistance on top of the subsidy from PEVS under KCFRS each year within (and is limited to) the validity period of the Certificate.

3. Income Assessment Mechanism

(a) All applications are subject to means test. To qualify for the whole-day rate of fee remission for children receiving whole-day child care services (i.e. groups aged 0-2 and 2-3), the applicant's family must also pass the 'social needs' test (please refer to the Appendix and item 4 below) during the same assessment period. Please note that with effect from the 2011/12 school year, children attending whole-day kindergarten when applying for the whole-day rate of fee remission do not need to go through the 'social needs' test so as to enhance parents' choice of pre-primary education.

(b) The Adjusted Family Income (AFI) mechanism will be used to assess the applicants' eligibility for and level of assistance.

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

The AFI eligibility benchmarks for full, ¾ and ½ remission are as follows:

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



AFI between (HK\$)		Assistance Level
0	to 29,738	Full remission (100%)**
29,739	to 36,427	¾ remission (75%)
36,428	to 57,502	½ remission (50%)
Over 57,502		No remission

* 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.

** AFI thresholds for full level of assistance for 3-member and 4-member families are \$36,000 and \$33,120 respectively. 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.

Gross annual income of the family includes the annual income of the applicant and his/her spouse; 30% of the annual income of unmarried children residing with the family; the contributions from other children not residing with the family and relatives/friends, and other income if applicable.

Family members normally refer to the applicant, his/her spouse, the unmarried children and the parents residing with the applicant's family/the dependent parents. Please refer to Part C 'Note 2' on page 12 of the Guidance Notes for the definition of “dependent parent”.

(d) Computation Method of Fee Remission:

(i) Nursery, Lower and Upper classes in Kindergarten (K1 to K3)

Starting from the 2011/12 school year, the percentage of fee remission under KCFRS will be calculated after deducting the voucher subsidy. The SFAA will compute the fee remission for the applicants in accordance with the level of assistance assessed using the AFI formula. The actual fee remission will be 50%, 75% or 100% of the difference between the actual fee or the fee remission ceiling, whichever is the less, and the voucher value dedicated towards fee subsidy. Detailed calculation is as follows:

$$\text{Half-day class monthly fee remission} = \frac{[\text{Annual tuition fee or fee remission ceiling (whichever is the less)} - \text{voucher value dedicated towards fee subsidy}] \times \text{level of assistance}}{\text{No. of operating months of the kindergarten}}$$

Whole-day class monthly fee remission =

$$\frac{[\text{Annual tuition fee or fee remission ceiling (whichever is the less)} - \text{voucher value dedicated towards fee subsidy}] \times \text{level of assistance}}{\text{No. of operating months of the kindergarten}} + \underbrace{[\text{Actual monthly meal charge or maximum meal allowance (whichever is the less)} \times \text{level of assistance}]}$$

Tuition Fee Subsidy

Meal Allowance

(ii) Child Care Centre (group aged 0-2)/Child Care Centre (group aged 2-3)

The monthly fee remission will be 50%, 75% or 100% of the actual fee or the fee remission ceiling, whichever is the less. The formula used to calculate the fee remission amount is as follows:

Monthly fee remission = Monthly fee inclusive of meal charge or fee remission ceiling (whichever is the less) x level of assistance

(e) The voucher value dedicated towards fee subsidy for each eligible student-applicant in the 2011/12 school year is \$16,000. The maximum meal allowance for whole-day kindergarten classes, and the fee remission ceilings for various levels of KCFRS will be available soon after the commencement of the 2011/12 school year on the SFAA's website <http://www.sfaa.gov.hk>.

(f) Please refer to Part B for the details of computation of fee remission and examples of income assessment. Besides, starting from the 2011/12 school year, the SFAA provides a calculator on the webpage to enable applicants to obtain a rough assessment of the amount of financial assistance he/she might obtain under KCFRS. For details, please refer to <http://www.sfaa.gov.hk/eng/schemes/kinder.htm>. The actual amount of fee remission receivable, nevertheless, will depend on the information and proofs submitted by the applicant.

4. Application for whole-day fee assistance - 'Social Needs' Assessment

(a) Applicant with children receiving whole-day child care services (i.e. groups aged 0 to 2 and 2 to 3) must pass the AFI means test and the 'social needs' test within the same assessment period (please refer to the Appendix) in order to qualify themselves for the fee remission. Otherwise, they will be ineligible for any fee remission. Those receiving half-day child care services are not eligible to apply for KCFRS.

- (b) As applicant families must pass the ‘social needs’ test to qualify for the whole-day fee remission for children receiving child care services, applicants should complete the ‘Social Needs’ Assessment Form for Kindergarten and Child Care Centre Fee Remission (SFAA 235) in addition to the application form/Form B/Form C and return the completed form, together with the application form/Form B/ Form C and the supporting documents to the KCFR Section of SFAA through the kindergartens-cum-child care centres/child care centres. The applicants can obtain the ‘Social Needs’ Assessment Form for Kindergarten and Child Care Centre Fee Remission (SFAA 235) from the kindergartens-cum-child care centres /child care centres.
- (c) The applicant may choose to enclose the completed ‘Social Needs’ Assessment Form for Kindergarten and Child Care Centre Fee Remission (SFAA 235) and the supporting documents in a sealed envelope for submission to SFAA through the school concerned.
- (d) The ‘Social Needs’ Assessment Form (SFAA 235) together with the supporting documents should be submitted for student-applicants who are receiving whole-day child care services and wish to apply for whole-day fee remission every year. Details of the assessment criteria and examples of supporting documents are available at the Appendix. Should applicants fail to provide the required documents and proofs, they would not be able to pass the ‘social needs’ test, and would not be eligible for fee remission under KCFRS.
- (e) For Category (1) of the ‘social needs’ assessment criteria, the period of employment of the applicant/applicant’s spouse should normally cover the entire assessment period from 1 April 2010 to 31 March 2011. However, SFAA will also consider cases whereby the parents of the student-applicants can only meet the 120/104 working hours criteria for a period after the normal assessment period up to the time of application for KCFRS (at least one month or more prior to applications) and can provide proof, such as appointment letters or employment certifications with salaries and working hours, to support such claims. Based on the changes of the applicant/applicant’s spouse, SFAA will consider assessing the applicant family’s ‘Adjusted Family Income’ and ‘social needs’ according to the applicant’s latest projected annual family income and situation. (SFAA will adopt the same assessment period in conducting overall assessment of the applicant’s AFI and social needs, having regard to his/her family’s latest circumstances.) Only those who can pass the means test and the ‘social needs’ test at the same time can receive whole-day fee remission.

5. Application for Assistance

- (a) The applicants may obtain application forms and relevant documents from the kindergartens/child care centres in which their children are studying/receiving whole-day child care services.
- (b) The applicant should complete the application form in person. There are two types of application forms. Please check before submitting the application form:
 - (i) Application Form (SFAA 45) is a general application form applicable to all student-applicants applying for KCFRS.
 - (ii) Form B (SFAA 212) is a simplified application form. **An applicant should choose to fill in Form B (SFAA 212) under the following circumstances:**
 - The student-applicant’s sibling who is attending kindergarten/child care centre has already submitted the Application for Kindergarten and Child Care Centre Fee Remission (SFAA 45) and other relevant documentary proofs to SFAA for the 2011/12 school year; or
 - The student-applicant’s sibling who is attending primary/secondary school has successfully applied/has already submitted application (pending results) for the primary/secondary student financial assistance from SFAA for the 2011/12 school year.
- (c) To enable fee remission to be disbursed to applicants at the earliest possible time, for applicants who have successfully applied for financial assistance for their other children attending primary or secondary schools or kindergartens/child care centres for the same school year, SFAA may adopt the information provided in the application for financial assistance for the primary/secondary students or the other children attending kindergartens/child care centres to assess their application for KCFRS and to determine the assistance level, regardless of whether the application is by means of the Form (SFAA 45) or Form B (SFAA 212). To facilitate this cross-referencing, parents should apply for the above-mentioned schemes with the same applicant and the same identity document number.

- (d) Fresh applications should be made every year and only one application form, either Application Form (SFAA 45) or Form B (SFAA 212), should be submitted in respect of each student-applicant for each school year. Duplicate applications may lead to delay in application processing.
- (e) The applicant must be the parent of the student-applicant. Otherwise a detailed written explanation on why the application is not submitted by the student-applicant's parent together with documentary proof is required. SFAA will only continue to process the application if the reasons given are acceptable.
- (f) The applicant should return the completed application form together with supporting documents to the kindergartens/child care centres concerned. The kindergartens/child care centres will forward their applications to SFAA for processing.
- (g) Application processing may be delayed if applicants fail to provide detailed and accurate information or the required supporting documents are missing. Such applications will automatically become invalid when applicants fail to provide the necessary information within 30 calendar days from the date of request for additional information. In addition, all applications with insufficient information will automatically become invalid when school year ends.
- (h) To protect personal data from unauthorized disclosure, an applicant may choose to enclose the completed application form and the supporting documents in a sealed envelope for submission to SFAA through the kindergarten/child care centre concerned. Please state clearly on the envelope the names of the kindergarten/child care centre and the student-applicant. Before submission, the applicant should obtain from the kindergarten a 'Form A', complete Part I 'Particulars of Student-applicant' and return the form together with the sealed envelope to the kindergarten/child care centre concerned.
- (i) In case any student-applicant who has applied for/is receiving fee remission drops out and later transfers to another school or resumes class in the same school with a break in fee remission provision during the school year, the parent should complete a Form C (Application Renewal Form for student-applicant who has changed school/resumed class within the same school year) obtainable from the new kindergarten/child care centre so as to continue to receive fee remission. The parent should return the completed form to the SFAA through the new kindergarten/child care centre. If the student-applicant has received fee remission for a particular month from the previous kindergarten/child care centre, he will not be awarded fee remission for the same month from the new kindergarten/child care centre.
- (j) KCFRS aims to provide financial assistance to students only for the period that they are studying in kindergartens/children receiving whole-day child care services in child care centres. Hence, to qualify for the month's fee remission, the student-applicant must have paid the tuition fee and has attended the kindergarten/child care centre in that month. If a student-applicant has been absent from kindergarten/child care centre for an entire month, under normal circumstances, the SFAA will cease payment for his fee remission for the month(s) of non-attendance.

6. Date of application

- (a) The applicants should forward their applications to kindergartens/child care centres at the beginning of the 2011/12 school year or upon admission but not later than the end of the 2011/12 school year. Please note that **the effective month of fee remission will be the month in which the application form/Form C are submitted by the applicants, or the month in which the student-applicants are admitted to the kindergarten/child care centre, whichever is the later.**
- (b) All completed application forms should reach the KCFR Section of SFAA through the kindergartens/child care centres on or before the end of the 2011/12 school year.
- (c) If applicants do not receive any notification from SFAA two months after the application form has been submitted, please call the hotline of this section.

7. Provision/Handling of Personal Data

- (a) It is the responsibility of applicants to complete the application form fully and truthfully and to provide all supporting documents. SFAA will assess the eligibility of the student-applicant and the level of assistance based on the information provided by the applicants to the Agency in connection with their applications for KCFRS/applications for primary and secondary student financial assistance for the 2011/12 school year. **Insufficient information may render the application disqualified for further processing.**

- (b) The personal data provided in the application and any supplementary information provided on the request of SFAA will be used by SFAA and EDB/disclosed to the agents of SFAA and relevant government bureaux/departments for the following purposes:
- Activities relating to the processing and authentication of the application against other database of SFAA and the database of other relevant government bureaux/departments in association with the student financial assistance received by the applicant/applicant's family members to prevent double subsidies;
 - Activities relating to the matching of the personal data of the applicant and applicant's family members with other database of SFAA and the database of SWD in association with processing of the application, the granting of other student financial assistance by SFAA and SWD to prevent double subsidies;
 - Activities relating to the recovery of overpayments, if any; and
 - Statistics and research purposes.
- (c) The personal data of the applicant and his family members which an applicant has provided will only be disclosed to those parties concerned:
- (i) for the purpose mentioned in paragraph 7 (b) above; or
 - (ii) where the applicant has given his consent to such disclosure; or
 - (iii) where such disclosure is authorized or required by law.
- (d) If necessary, the SFAA will contact other government departments and organizations, including the employers of the applicant and his/her family members, to authenticate the information provided in the application. Any misrepresentation and concealment of facts will lead to disqualification, restitution in full of the assistance granted and possible prosecution.
- (e) Every year, the SFAA will select a number of the successful applications for authentication through detailed vetting or home visit. Staff of the SFAA may seek clarifications of the application data and require additional information during detailed vetting or home visit. They may also examine the originals of all supporting documents. It is the responsibility of applicants to keep all supporting documents of the application data and cooperate with the SFAA staff. Intentional obstruction to the staff of the Agency in their course of verification, willful misrepresentation and concealment of facts or failure to provide the information required may lead to disqualification, restitution in full of the assistance granted (including financial assistance offered under all financial assistance schemes administered by SFAA) and possible prosecution.
- (f) All documents submitted are not returnable. However, in accordance with Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administrative Region), the applicant has the right to obtain access and make corrections to the personal data in the application. The applicant may also obtain copies of his personal data subject to the payment of necessary administrative charges. Such request should be addressed to Assistant Controller (Administration) of SFAA.

8. Other Special Family Information

- (a) Applicants who have special financial hardship can inform SFAA in writing and submit supporting documents for special consideration.
- (b) Applicants who have to defray unavoidable medical expenses (for chronically ill or permanently incapacitated cases) for their family members during the period between 1 April 2010 and 31 March 2011 may report such cases to SFAA in writing. They should provide details of the medical expenses and produce medical certificate from a hospital/clinic/registered medical practitioner and all the relevant receipts for SFAA to consider deduction of medical expenses from the family income. The maximum amount of deduction in respect of each family member is \$15,590 for a year.

9. Release of Results and Method of Payment

- (a) SFAA will inform the applicants and the kindergartens/child care centres concerned the outcome of their applications in writing.
- (b) SFAA will accept applications from kindergartens and child care centres for the 2011/12 school year with effect from mid August 2011. In general, if the information provided is complete, the applicant will be notified of the result in about two months' time from the date SFAA received the application from the kindergartens/child care centres. However, the processing time may vary, depending on the circumstances of the cases. If the information provided is incomplete or inconsistent, the applicant will be requested to give explanation or provide supplementary information, in which case the processing time will be longer. In addition, SFAA may, on some

occasions, have to seek additional information from other government departments or institutions for processing of applications. The processing time for such cases will also be longer.

- (c) Applications are assessed, based on the information provided by the applicants concerned and in accordance with the established procedures. Once an application is approved, adjustment will not be made to the amount of fee remission within that school year under normal circumstances.
- (d) If there is overpayment due to error of calculation or assessment, applicants will be required to refund the overpaid amount.
- (e) The approved amount of fee remission will be paid to the kindergartens/child care centres concerned directly by the Treasury in about two weeks after the issue of notification of result. Payment to applicants will be arranged by the kindergartens/child care centres. Monthly fee remission will follow.
- (f) If applicants are unsatisfied with the result of their assessment, they must apply in writing to SFAA for re-assessment of the application before the end of the school year, providing detailed justifications and any documentary evidence in support of their application. SFAA will not accept any late application for re-assessment of eligibility. Re-assessment of eligibility normally takes three months to process.

10. Enquiries

- (a) Applicants who wish to enquire about the application details or seek a review of the result may contact the Kindergarten and Child Care Centre Fee Remission Section of SFAA.
Tel: 2154 2130
Address: Room 713-714, 7/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung, New Territories
- (b) Applicants may also make use of the following means to make enquiries/obtain information about the Kindergarten and Child Care Centre Fee Remission Scheme:
Automatic telephone enquiry system: 2802 2345
Fax: 2598 5486, 2511 1148
Website: <http://www.sfaa.gov.hk>
- (c) SFAA is now operating five days a week. The business hours from Monday to Friday are as follows:
Mondays to Fridays: 8:45 a.m. to 1:00 p.m.
2:00 p.m. to 5:45 p.m.
(office is closed during lunch hour from 1:00 p.m. to 2:00 p.m.)
Saturdays, Sundays and Public Holidays: Closed

* * * * *

B – Examples of Income Assessment and Details of Computation of Fee Remission under KCFRS

1. Adjusted Family Income (AFI)

In accordance with the AFI formula set out in para. 3(c) of Part A, for a family of 5 members comprising the applicant, his spouse, an unmarried son living with the family (all 3 of them are working), a daughter studying in a kindergarten/child care centre and a new born son, the calculation of the AFI is as follows:

① Annual income of applicant	\$ 9 5 6 5 2
② Annual income of applicant's spouse	\$ 7 2 0 0 0
③ 30% of annual income of unmarried children residing with the family	\$ 1 2 0 0 0
④ Contribution from other children and relatives / friends in the above-stated period	\$ 0
⑤ Other annual income (e.g. alimony, rental income), please specify: <u>rental income</u>	\$ 3 6 0 0 0
Total Annual Income i.e. ① + ② + ③ + ④ + ⑤	\$ 2 1 5 6 5 2

AFI between (HK\$)	Assistance Level
0 to 29,738	Full remission (100%)
29,739 to 36,427	¾ remission (75%)
36,428 to 57,502	½ remission (50%)
Over 57,502	No remission

$$\text{AFI} = \frac{\$215,652}{5+1} = \$35,942$$

According to the AFI eligibility benchmarks for the remission levels, this family is eligible for ¾ remission.

2. Maximum Fee Remission Amount

Assuming that the fee remission ceilings for kindergarten classes in 2011/12 are the same as those for 2010/11, the maximum for remission amounts receivable for each level of assistance and are as follow:-

Fee remission level	Voucher subsidy (per student per annum)	Maximum amount of fee remission receivable (per student per annum)	
		Whole-day	Half-day
1/2	\$16,000	\$7,100	\$1,350
3/4		\$10,650	\$2,025
Full		\$14,200	\$2,700

3. Examples of Computation of Fee Remission under KCFRS

In accordance with the computation method in para. 3(d) of Part A, for a family which has passed means test and is eligible for 3/4 remission, the actual fee remission received under the following circumstances will be:

Example 1: Kindergarten half-day class

A student-applicant is studying in a kindergarten eligible to join the PEVS with annual tuition fee at \$18,000 per student (\$1,800/month x 10 months). Assuming that the actual tuition fee of the kindergarten is lower than or equal to the fee remission ceiling in 2011/12, the student-applicant will receive \$150 fee remission per month under KCFRS in the present case after deduction of the voucher value of \$16,000. Detailed calculation is as follows:

$$\frac{(\$18,000 - \$16,000) \times 3/4}{10} = \$150$$

Example 2: Kindergarten whole-day class

A student-applicant is studying in a kindergarten eligible to join the PEVS with the annual tuition fee at \$30,000 per student (\$3,000/month x 10 months) and the monthly meal charge at \$300 per student. Assuming that the tuition fee of the kindergarten is lower than or equal to the fee remission ceiling in 2011/12, the total amount of fee remission the student-applicant can receive under the KCFRS will be \$1,275 per month, in addition to the voucher value of \$16,000 dedicated towards tuition fee subsidy. In other words, the applicant has to top up \$350 tuition fee plus \$75 meal charge per month (i.e. a total of \$425 per month) to the kindergarten. Detailed calculation is as follows:

$$\begin{aligned} & \text{Tuition Fee Subsidy} && \text{Meal Allowance} \\ & \left[\frac{(\$30,000 - \$16,000) \times 3/4}{10} \right] + \left[\$300 \times 3/4 \right] \\ & = \$1,050 + \$225 \\ & = \$1,275 \end{aligned}$$

* * * * *

C - Notes on Completing the Application Forms

WARNING

The personal data in the application will be used to assess an applicant's eligibility for financial assistance and the appropriate level of assistance to be awarded. 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.

Please write clearly in blue or black ink and read carefully the Sample and Notes on page 8 to 13 before completing the application forms.

C - Notes on Completing the Application Forms

NOTE 1 IDENTITY DOCUMENT OF STUDENT-APPLICANT

1. If the proofs of HK resident status of the student-applicants as listed below have been submitted to SFAA when the applicant successfully applied for KCFRS in or after the 2006/07 school year/the Pre-primary Education Voucher Scheme, the applicants may choose not to submit the same documents in the current year and should circle ' Y ' in the appropriate box (only applicable for successful cases applied in or after the 2006/07 school year). Nevertheless, the identity document number of the student-applicant provided in the application form should be the same as the number of the copy of the student-applicant's identity document that has previously been submitted to SFAA.

- H.K. Birth Certificate (with the word "Established" printed in the last column) ➤H.K. Permanent Identity Card ➤One-way Exit Permit
➤HKSAR Document of Identity for Visa Purposes (pages 1 to 3) ➤HKSAR Re-entry Permit ➤HKSAR Passport
➤Entry Permit issued by the HKSAR Government (Unconditional Stay)

2. For student-applicants holding identity documents with conditional stay in Hong Kong, the documents (with valid endorsement) should be submitted every year. The applicants should circle 'N' in the appropriate box. The applicant and his/her spouse have to produce their own valid travel documents to SFAA every year as well. Please note that student-applicants holding visitor visas, two-way exit permit or student visas only are not eligible to apply for KCFRS.

3. If the proofs above were not submitted in or after the 2006/07 school year to the SFAA in applying for student finance, the applicants should circle ' N ' in the appropriate box and submit copies of the valid identity documents concerned.

To prove the Hong Kong resident status of the student-applicant, the applicant should submit a copy of the Hong Kong Birth Certificate (with the word "Established" shown in the "Status of Permanent Resident" column) of the student-applicant. If this is not available or if the Hong Kong Birth Certificate bears the words "Not Established", the applicant must submit copies of one of the following valid identity documents of the student-applicant (together with copy of the Hong Kong Birth Certificate, if available):

- (a) Hong Kong Special Administrative Region (HKSAR) Re-entry Permit;
- (b) HKSAR Document of Identity for Visa Purposes (pages 1 to 3);
- (c) HKSAR Passport;
- (d) Hong Kong Permanent Identity Card;
- (e) One-way Exit Permit ;
- (f) Entry Permit issued by the HKSAR Government or travel documents issued by other countries/territories bearing a valid permission to remain without any condition of stay (other than limit of stay) in Hong Kong; or
- (g) Permit to Remain in the HKSAR (ID235B).

If the identity document of student-applicant belongs to category (f) or (g) above, the applicant, his/her spouse and the student-applicant have to produce their own valid travel documents (pages showing the bearer's particulars, the latest visa label issued by the Immigration Department of HKSAR Government and the latest "Permission to remain" stamp issued by the Immigration Department indicating the latest period of lawful stay of the applicant, his/her spouse and the student-applicant) to SFAA as well.

NOTE 2 DEFINITION OF DEPENDENT PARENT

Dependent parent refers to the applicant's parents, including in-laws, who is not a recipient of CSSA at the time of submission of application. They must, throughout the assessment year (1 April 2010 to 31 March 2011), meet any one of the following conditions for a continuous period of not less than 6 months:

- a) has resided / been residing with the applicant's family and supported by the applicant or his/her spouse; or
- b) has taken up permanent residence at another premises owned or rented by the applicant or his/her spouse (i.e. Name of the applicant and / or his/her spouse should be shown on the relevant lease documents); or
- c) has been living in his/her own premises, rented premises or residing in elderly homes and is totally supported by the applicant or his/her spouse.

Remarks: The status of support rendered by the applicant or his/her spouse to their parent in the 2011/12 school year should be similar to that in the year of assessment. Otherwise, the dependent parents reported in the application may not be counted as family members of the applicant. Applicants may be required to provide supporting documents including tenancy agreement, residential address proof or receipt of the home for the elderly, etc. for verification.

C - Notes on Completing the Application Forms

NOTE 3 FAMILY INCOME

1. Please provide the total annual income during the period from 1 April 2010 to 31 March 2011 with relevant documentary proof.
2. Types of incomes earned by the family both within and outside Hong Kong that should be reported are listed below for reference. For provision of documentary proofs, please refer to paragraph 2 of Part D.

Items need to be reported	Items need not be reported
<ul style="list-style-type: none"> ➤ Salary (including the salary of applicant, spouse and unmarried child residing with the family for full-time, part-time or temporary jobs inclusive of Provident Fund but excluding Mandatory Provident Fund contribution by employee) ➤ Double pay / leave pay ➤ Allowance (including housing / travel / meals / education / shift allowance, etc.) ➤ Bonus / Commission / Tips ➤ Wages in lieu of notice of dismissal ➤ Profits from business / investment ➤ Alimony ➤ Contribution from children not residing with the family / relatives / friends (including money or contribution of housing / water / electricity / gas or other living expenses) ➤ Interests from fixed deposits, stocks & shares, etc. ➤ Rental income ➤ Monthly pension / widow's and children's compensation 	<ul style="list-style-type: none"> ➤ Old age allowance ➤ Disability allowance ➤ Long service pay/contract gratuity ➤ Severance pay ➤ Loans ➤ Lump sum retirement gratuity/Provident fund ➤ Inheritance ➤ Charity donations ➤ Comprehensive Social Security Assistance ➤ Retraining allowance ➤ Insurance/accident/injury indemnity ➤ Mandatory Provident Fund contribution by employee

3. Applicants should provide the annual income proof and those of the family member(s) under employment. SFAA will normally accept information with documentary proofs. If the information provided or submitted is not substantiated (e.g. a self-declared statement of income), the applicant has to provide the SFAA with justifiable reasons in writing and detailed calculation of income. The explanatory letter should be signed by the applicant. For these cases, SFAA may make adjustments and apply benchmark figures based on the statistical information provided by relevant government departments, such as the Census and Statistics Department, to assess the income of the applicant and/or his family members.
4. In assessing the family income, if necessary (e.g. applicant claiming to be unemployed for a prolonged period), SFAA may require the applicants to provide documentary proof of items which is not listed above or seek further clarification for amounts that were used for maintaining the living of the family but have not been accounted for in the application such as savings, loans, and may request the applicant to produce documentary proof including bank savings records, duly signed declaration from the debtor, etc. In case no valid proof is provided, the amounts for maintaining the living of the family may be taken as part of the family income.
5. If an income of a period less than 12 months is reported, the applicant should elaborate the reason (if unemployed, please state the period).

D - Notes on Submitting the Application Forms and Supporting Documents

1. Completed and signed application forms, together with relevant supporting documents, should be returned to the kindergartens/child care centres concerned as soon as possible.
2. Supporting documents for family income
 - (a) Copies of documentary evidence on annual income for the period from 1 April 2010 to 31 March 2011. Please submit the document in accordance with the requirements listed below:

	Examples of documentary evidence
Salaried employees	<ul style="list-style-type: none"> ➤ Tax Demand Notes; if not available ➤ Employer's Return of Remuneration and Pensions Form; if not available ➤ Salary Statements; if not available ➤ 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 remarks); if not available ➤ Income Certificates certified by the employer 【A standard form SFAA 48 with heading 'Income Certificate' is available for use】
Self-employed person or person running business (including sole proprietorship business / partnership business / limited company / self-employed driver)	<ul style="list-style-type: none"> ➤ Profit and Loss Account verified by a Certified Public Accountant; if not available ➤ Self-prepared Profit and Loss Account 【See Sample (1) or (2)】 <u>and</u> ➤ Personal Assessment Notice (if applicable).
Causal workers who cannot produce any income proofs	Self-declared Income Statements 【A standard form SFAA 48 with heading 'Self-declared Income Statement' is available for use】 (Please explain why income proof cannot be produced. SFAA reserves the right to decide whether applications from those applicants who cannot provide justification for not producing income proof would be accepted.)
Landlord with rental income	<ul style="list-style-type: none"> ➤ Tenancy Agreement; if not available Bank transaction record showing rental income (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks)

- (b) For self-employed persons, sole proprietors or partners of partnership business, salary/income received by the applicant and/or his other family members from the business as well as net earnings from the business will be counted as part of the gross household income. Business loss cannot be deducted from the gross household income.
 - (c) Please approach the kindergartens/child care centres or download from SFAA's homepage at www.sfaa.gov.hk for additional copies of 'Income Certificate/Income Statement' (SFAA 48).
3. Other documentary proofs
 - (a) Copies of relevant documents in respect of single-parent families, e.g. supporting documents for divorce/separation, death certificate of the spouse should be provided. Please note that the documents have to be submitted every year.
 - (b) Copies of supporting documents for 'social needs' test should be provided. Please note that the documents have to be submitted every year.

* * * * *

Checklist for submission of application (please tick the appropriate box for action completed)

1. Has the application form been duly completed and Part IX Declaration duly signed?
2. Has copy of the identity document of the student-applicant been attached?
3. Have copies of the identity documents of you and your spouse been attached?
4. Have copies of the identity documents of other family members been attached?
5. Have the income proofs of you, your spouse and other family members been attached?
6. Has the 'Social Needs' Assessment Form (SFAA 235) been duly completed and the relevant supporting documents been attached? (Applicable to children receiving whole-day child care services only)
7. If the student-applicant is not a child of yours, has a written explanation been attached?

Sample (1): Profit & Loss Account
(For taxi driver / lorry driver / minibus driver)

Name of family member engaged in the following business : _____

Taxi driver / Lorry driver / Minibus driver (please circle)

Vehicle owner / Vehicle lessee (please circle)

License number
(for vehicle owner only): _____

(I) Profit and Loss Account
(From 1 April 2010 to 31 March 2011)

Income (HK\$)

1. Rent (for vehicle owner only)	\$	_____
2. Profit from operating business	\$	_____
3. Others (please specify)	\$	_____
(A) Total Income	\$	_____

Expenditure (excluding vehicle mortgages) (HK\$)
(1 & 2 are applicable to vehicle lessee, 2 to 5 are applicable to vehicle owner)

1. Vehicle rental fee	\$	_____
2. Fuel charges	\$	_____
3. Insurance premium	\$	_____
4. Maintenance fee	\$	_____
5. License fees	\$	_____
6. Others (please specify)	\$	_____
(B) Total Expenditure	\$	_____

Net profit
(A)Total Income – (B)Total Expenditure) \$ _____

Remark (reason for not being able to provide income proof):

(II) Monthly Working Hours (Only applicable to **whole-day fee remission application from children aged between 0 and 3 attending child care centre or kindergarten-cum-child care centre.**)
The working hours are _____ hours per month.

Applicant Name : _____

Applicant HKID No : _____

Applicant Signature : _____

Date : _____

Sample (2): Profit & Loss Account
(For sole proprietorship or partnership business)

Name of family member running the following company : _____

Company name : _____

Nature of business : _____

Company address : _____

Sole proprietorship or partnership : _____

(If it is a partnership, please specify the profit sharing ratio, e.g. Partnership 50%.)

(I) Profit and Loss Account
(From 1 April 2010 to 31 March 2011)

(A) Gross Income (HK\$) \$ _____

Expenditure (HK\$)
(The following is the running cost of the company and should not cover any household expenses.)

Cost on purchasing merchandise	\$	_____
Water charges	\$	_____
Electricity charges	\$	_____
Gas charges	\$	_____
Telephone charges	\$	_____
Rent and rates	\$	_____
Salary of employees other than those marked '#' below	\$	_____
Transportation costs	\$	_____
Travelling expenses	\$	_____
Insurance premium	\$	_____
Fees for repair and maintenance of machinery	\$	_____
Others (please specify)	\$	_____

Other Expenditure (HK\$)

# Salary of applicant paid by this company	\$	_____
# Salary of spouse paid by this company	\$	_____
# Salary of unmarried children residing with the family paid by the company (Name : _____)	\$	_____

(B) Total Expenditure (HK\$) \$ _____

Household Income = (A) Gross Income - (B) Total Expenditure* + Salary of applicant / spouse / unmarried children residing with the family paid by this company #
= HK\$ _____

* If Gross Income is less than Total Expenditure (i.e.(A)-(B)<0), deficit will not be counted i.e. business loss cannot be deducted from the gross household income.

Remark (reason for not being able to provide income proof):

(II) Monthly Working Hours (Only applicable to **whole-day fee remission application from children aged between 0 and 3 attending child care centre or kindergarten-cum-child care centre.**)
The working hours are _____ hours per month.

Applicant Name : _____

Applicant HKID No : _____

Applicant Signature : _____

Date : _____

Social Needs Criteria	Examples of documentary evidence
<p>Category(1): Student-applicants whose parents are working couples</p> <p>a. Within the entire assessment period from 1 April 2010 to 31 March 2011, student-applicants cannot receive proper care at home as a result of both parents being in employment, with one parent working full-time (i.e. for at least 120 hours in each month) and the other working 104 hours or more in each month.</p>	<ul style="list-style-type: none"> ➤ Employer's certification of the hours of work of the employee / Employer's certification of the employee as a "Full-time" staff ➤ Self-declaration (only applicable for casual workers who cannot produce any employer's certification) <p>Note: The period of employment should normally cover the entire assessment period from 1 April 2010 to 31 March 2011. However, SFAA will also consider cases whereby the parents of the student-applicants can only meet the 120/104 hours criteria for a period after the normal assessment period up to the time of application for KCFRS (at least one month or more prior to applications) and can provide proof, such as appointment letters or employment certifications with salaries and working hours, to support such claims. Based on the changes of the employment status of the applicant/applicant's spouse, SFAA will consider assessing the applicant family's 'Adjusted Family Income' and 'Social Needs' according to the applicant's latest projected annual family income and situation. (SFAA will adopt the same assessment period in conducting overall assessment of the applicant's AFI and social needs, having regard to his/her family's latest circumstances.)</p>
<p>Category(2): Student-applicants whose parents are chronically ill, disabled, or under long-term hospital care :</p> <p>a. Student-applicants with a parent in hospital who is likely to require long-term hospitalization, or long period of convalescence after discharge;</p> <p>b. Student-applicants with a parent suffering from ill health, such as carcinoma, kidney disease, tuberculosis, venous cardiac disease, etc;</p> <p>c. Student-applicants with a parent who is physically or mentally handicapped or mentally ill.</p>	<ul style="list-style-type: none"> ➤ Medical certification issued by hospital or medical practitioner.
<p>Category(3): Student-applicants of single-parent families or student-applicants from broken families :</p> <p>a. Student-applicants whose parents are widowed, divorced, separated or deserted;</p> <p>b. Student-applicants of unmarried parents, i.e. born out of wedlock, not under the care of both parents;</p> <p>c. Orphans/semi-orphans under the care of relatives.</p>	<ul style="list-style-type: none"> ➤ Death Certificate, certificate of Cremation ➤ Documentary Proof for Divorce/Separation ➤ Birth Certificates and Self-declaration from unmarried parents. ➤ Death Certificates and Self-declaration from relatives.
<p>Category(4): Student-applicants themselves having a need for whole-day care:</p> <p>a. Moderately mentally handicapped student-applicants and those who are slightly physically handicapped and are admitted under the Integrated Programme (cases usually referred by medical staff);</p> <p>b. Student-applicants who are members of twins and triplets etc;</p> <p>c. Student-applicants who are victims of child abuse;</p> <p>d. Student-applicants with a parent who is a drug abuser, or alcoholic or is aged, and is considered as being unable to exercise proper care of the student-applicants;</p> <p>e. Student-applicants with a parent or guardian in prison or absent from home for other valid reason for long periods.</p>	<ul style="list-style-type: none"> ➤ Medical certification issued by hospital or medical practitioner. ➤ Birth Certificates ➤ Social Worker's recommendation* ➤ Social Worker's recommendation* ➤ Self-declaration and the relevant supporting documents ➤ Copies of Two-way Exit Permit ➤ Social Worker's recommendation*
<p>Category(5): Student-applicants considered to be in need of whole-day care because of special conditions of other family members:</p> <p>a. Student-applicants with parents who have to take care of a family member who is physically or mentally handicapped, chronically ill, senile, aged (over 70), or incapable of self-care.</p>	<ul style="list-style-type: none"> ➤ The H.K. ID card(s) of the relevant family member(s) ➤ Medical certification issued by hospital or medical practitioner ➤ Documentary proofs for physically/mentally handicapped
<p>Category(6): Student-applicants from large families :</p> <p>a. Student-applicants with two or more siblings (at least two children aged below 6 must receive care at home, they would not qualify for 'Social Needs' assessment);</p> <p>b. Student-applicants from families with four or more children aged below 12 (at least three children must receive care at home, they would not qualify for 'Social Needs' assessment).</p>	<ul style="list-style-type: none"> ➤ Birth Certificates ➤ Birth Certificates
<p>Category(7): Other cases recommended by social workers :</p> <p>a. Any student-applicant referred and recommended by social workers.</p>	<ul style="list-style-type: none"> ➤ Social Worker's recommendation*

*In the circumstance where social worker's recommendation is required, the applicant may seek assistance from his or her social worker / his or her family's social worker (for example, social workers of integrated family service centres, integrated children & youth service centres, medical social service units, school social work services and district elderly community centres). If the applicant is not receiving service from any social worker, he/she may wish to, where appropriate, make enquiries to and seek assistance from the social workers of the subvented non-government organization operating the kindergarten/child care centre. Where the kindergarten/child care centre is not operated by a subvented non-government organization or the operator does not have social workers, the applicant may approach any of the integrated family service centres in the neighbourhood of his/her residence for assistance. Telephone numbers and addresses of integrated family service centres are available at the website of the Social Welfare Department <http://www.swd.gov.hk>.