



STUDENT FINANCIAL ASSISTANCE AGENCY

學生資助辦事處

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

GUIDANCE NOTES (2009/10)

幼稚園及幼兒中心學費減免申請指引 (2009/10)

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 2009/10 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 the PEVS for each eligible child is \$12,000 in the 2009/10 school year. Kindergarten children of needy families who require financial assistance on top of the fee subsidy from the PEVS may apply for fee remission under the KCFRS. In addition, the 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 D, item 2(a)(i));

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 2009 (i.e. born on or before 31 December 2006) and studying in kindergartens of which their school year starts in August or September. Those who were born on or after 1 January 2007 are not eligible to apply for the KCFRS for kindergarten classes in the 2009/10 school year, even when they reach the age of 3 during the school year. Their parents should submit applications in the 2010/11 school year instead; and

➤ attending Nursery (K1), Lower (K2) and Upper (K3) classes in kindergartens registered with the Education Bureau (EDB). Except for those subject to the transitional arrangement set out at 2(b) below, the kindergarten should be a non-profit-making kindergarten, offering local curriculum and eligible for voucher redemption. Parents may refer to <http://chsc.edb.hkedcity.net/kindergarten/> 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) Transitional Arrangement

Kindergarten students already enrolled in private independent kindergartens eligible for voucher redemption as of the 2007/08 school year may continue to apply for fee remission under the KCFRS where there is a need for financial assistance on top of the fee subsidy for the PEVS while studying in the same kindergarten.

(c) Pre-primary children in receipt of the Comprehensive Social Security Assistance (CSSA) can apply direct to the Student Financial Assistance Agency (SFAA) for joining the PEVS in 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. They are not required to apply separately for fee remission under the KCFRS from the SFAA. To avoid double subsidies, children in receipt of special grant under the CSSA to cover kindergarten fees will not be provided with fee remission from the KCFRS for the same period.

(d) Children currently benefiting from the Child Care Centre Fee Assistance Scheme (CCCFAS) of SWD who opt for the KCFRS will not be eligible for assistance under the CCCFAS again.

3. Method of Assessment

(a) All applications are subject to means test. To qualify for the whole-day rate of fee remission for children attending whole-day kindergarten programmes or to qualify for fee remission for children receiving whole-day child care services, the applicant's family must pass the 'social needs' test during the same assessment period.

(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 20,882	Full remission
20,883	to 30,354	¾ remission (75%)
30,355	to 55,767	½ remission (50%)
Over 55,767		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.

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 paragraph 3 of Part C(III) on page 7 of the Guidance Notes for the definition of "dependent parent".

(d) Computation Method of Fee Remission:

After the launch of the PEVS, the SFAA will continue to provide fee remission to 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 actual fee or the fee remission ceiling, whichever is the less, minus the voucher value dedicated towards fee subsidy. The following formula will be used to calculate the actual subsidy under the KCFRS for children attending kindergarten or child care centres:

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

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

Whole-day class monthly fee remission =

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

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

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 2009/10 school year is \$12,000, and the maximum meal allowance for whole-day kindergarten classes is \$400 per student per month. The fee remission ceilings for various levels of the KCFRS will be available soon after the commencement of the 2009/10 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.

4. Application for whole-day class fee assistance (including student-applicants who change to whole-day class after admission to a new kindergarten and student-applicants who change to whole-day class during the school year)

- Applicants with children attending whole-day kindergarten programmes who wish to receive whole-day fee remission must pass the AFI means test and the 'social needs' test within the same assessment period (please refer to the Appendix). Otherwise, they can only receive remission at half-day session rate (i.e. the tuition fee for the AM session or the fee remission ceiling for half-day classes, whichever is the less. If the kindergarten does not operate any half-day classes, the fee remission ceiling for half-day class will apply).
- 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 the KCFRS.
- Those currently in receipt of assistance under the Child Care Centre Fee Assistance Scheme (CCCFAS) can choose to continue applying for the CCCFAS from the SWD until the student-applicants complete their pre-primary education. If they opt for the KCFRS, they will not be eligible for assistance under the CCCFAS again.
- As applicant families must pass the 'social needs' test to qualify for the whole-day class fee remission, 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 KCFRS Section of the SFAA through the kindergartens/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/child care centres.
- In case any student-applicant who has submitted application for/is receiving fee remission from the KCFRS changes from half-day class to whole-day class during the school year, the applicant should promptly return the completed 'Social Needs' Assessment Form for Kindergarten and Child Care Centre Fee Remission (SFAA 235) and the supporting documents to the kindergartens/child care centres concerned if they wish to apply for whole-day fee remission. The kindergartens/child care centres will forward their Forms to the SFAA for processing.
- 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 the SFAA through the school concerned.
- The 'Social Needs' Assessment Form (SFAA 235) together with the supporting documents should be submitted for student-applicants who are attending whole-day programmes and wish to apply for whole-day fee remission every year. Should applicants fail to provide the required documents and proofs, the SFAA may proceed to process the applications on the basis that they have not passed the 'social needs' test.

5. Application for Assistance

- 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.
- The applicant should complete the application form in person. There are two types of application forms. Please check before submitting the application form:
 - Application Form (SFAA 45) is a general application form applicable to all student-applicants applying for the KCFRS.
 - 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 the

- 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 the SFAA for the 2009/10 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 children attending primary or secondary schools for the same school year, the SFAA may adopt the information provided in the application for the primary and secondary student financial assistance to assess their application for the 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).
- (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. The 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 the 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 may automatically become invalid when applicants fail to provide the necessary information within 30 calendar days from the date of request for additional information. In any case, 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 the 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 after a break in fee remission 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) The 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 2009/10 school year or upon admission but not later than the end of the 2009/10 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 the SFAA through the kindergartens/child care centres on or before the end of the 2009/10 school year.
- (c) If applicants do not receive any notification from the 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. The 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 2009/10 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 the SFAA will be used by the SFAA and EDB/disclosed to the agents of the SFAA and relevant government bureaux/departments for the following purposes:
 - Activities relating to the processing and authentication of the application against other database of the 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 the SFAA and the database of SWD in association with processing of the application, the granting of other student financial assistance by the 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) If there is overpayment due to error of calculation or assessment, applicants are liable to refund the overpaid amount.
- (f) Every year, the SFAA will select a number of the successful applications for counter-checking through authentication and home visit. Staff of the SFAA may seek clarifications of the application data and require additional information during authentication 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 other financial assistance schemes administered by the SFAA) and possible prosecution.
- (g) 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 the SFAA.

8. Other Special Family Information

- (a) Applicants who have special financial hardship can inform the 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 2008 and 31 March 2009 may report such cases to the 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 the SFAA to consider deduction of medical expenses from the family income. The maximum amount of reduction in respect of each family member is \$15,120 for a year.

9. Release of Results and Method of Payment

- (a) The SFAA will inform the applicants and the kindergartens/child care centres concerned the outcome of their applications in writing.
- (b) The SFAA will accept applications from kindergartens and child care centres for the 2009/10 school year with effect from August 2009. In general, if the information provided is complete, the applicant will be notified of the result in about two months' time from the date the 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, the 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) 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.
- (e) If applicants are unsatisfied with the result of their assessment, they must apply in writing to the 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. The 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 the 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) The 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 \$ 2 4 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: *rental income* \$ 3 6 0 0 0
- Total Annual Income i.e. ① + ② + ③ + ④ + ⑤** \$ 1 6 7 6 5 2

AFI between (HK\$)	Assistance Level
0 to 20,882	Full remission (100%)
20,883 to 30,354	¾ remission (75%)
30,355 to 55,767	½ remission (50%)
Over 55,767	No remission

$$\text{AFI} = \frac{\$167,652}{5+1} = \$27,942$$

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

2. 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 ¾ 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 \$16,000 per student (\$1,600/month x 10 months). Assuming that the actual tuition fee of the kindergarten is lower than or equal to the fee remission ceiling in 2009/10, the student-applicant will not receive any fee remission under KCFRS in the present case as the voucher value of \$12,000 dedicated towards tuition fee subsidy has totally offset the fee remission amount. Detailed calculation is as follows:

$$\frac{\$16,000 \times 3/4 - \$12,000}{10} = \$0$$

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 \$22,000 per student (\$2,200/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 2009/10, and the student-applicant can pass the means test and the 'social needs' test at the same time, the total amount of fee remission the student-applicant can receive under the KCFRS will be \$675 per month, in addition to the voucher value of \$12,000 dedicated towards tuition fee subsidy. In other words, the applicant has to top up \$550 tuition fee plus \$75 meal charge per month (i.e. a total of \$625 per month) to the kindergarten. Detailed calculation is as follows:

$$\begin{aligned} & \text{Tuition Fee Subsidy} && \text{Meal Allowance} \\ & \left[\frac{\$22,000 \times 3/4 - \$12,000}{10} \right] + \left[\$300 \times 3/4 \right] \\ & = \$450 + \$225 \\ & = \$675 \end{aligned}$$

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 following points before completing the application forms.

NOTES ON COMPLETING APPLICATION FORM (SFAA 45)

PART I PARTICULARS OF STUDENT-APPLICANT

1. If the proofs of HK resident status of the student-applicants as listed below have been submitted to the SFAA when the applicant successfully applied for the Scheme in or after the 2005/06 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 2005/06 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 the 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 the 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 the KCFRS.

3. If the proofs above were not submitted in or after the 2005/06 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.

Please fill in the name of the kindergarten/child care centre in which the student-applicant is attending.

It is restricted to 25 letters with surname given first. Please use block letters, start at the first box and leave a space between each word.

PART I PARTICULARS OF STUDENT-APPLICANT *Please delete as appropriate *Please circle the appropriate box

1. School Attending	KOWLOON KINDERGARTEN																								
2. Name in Chinese	陳 中 明																								
3. Name in English	C H A N C H U N G M I N G																								
4. H.K. Birth Certificate No./ Travel Document No.#	Y 1 2 3 4 5 6 (7)																								
5. Date of Birth	2 0 0 5 Y 1 2 M 0 9 D																								
6. Sex*	<input checked="" type="radio"/> Male <input type="radio"/> Female												<input checked="" type="radio"/> Y <input type="radio"/> N *												

(a) Please refer to the Hong Kong Birth Certificate of the student-applicant or ID Card when filling in the column. Please do not leave blank.

(b) For a student-applicant who does not possess a Hong Kong Birth Certificate or ID Card, please fill in the travel document no. of the student-applicant in accordance with the following example:

H.K. Birth Certificate No./ Travel Document No.#	R M 0 1 2 3 4 5 6																								
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Applicants must submit copies of the valid identity documents of the student-applicants if they apply for the first time or the applications were not successful in or after the 2005/06 school year.

PART II PARTICULARS OF APPLICANT AND SPOUSE

The applicant must be the parent of the student-applicant, otherwise a written explanation on why the application is not submitted by the student's parent, with documentary proof, is required.

PART II PARTICULARS OF APPLICANT AND SPOUSE *Please circle the appropriate box

A. Applicant

1. Name in Chinese	陳 大 文																								
2. Name in English	C H A N T A I M A N																								
3. H.K. ID Card No.	A - 1 2 3 4 5 6 (7)																								
4. Date of Birth	1 9 6 3 Y 1 0 M 0 1 D																								
5. Relationship with student-applicant*	<input checked="" type="radio"/> Parent <input type="radio"/> Others (Please provide a written explanation on why the application is not submitted by the student's parent)												<input type="radio"/> Y <input checked="" type="radio"/> N *												
6. Sex*	<input checked="" type="radio"/> Male <input type="radio"/> Female												<input type="radio"/> Y <input checked="" type="radio"/> N *												

B. Spouse (He/She should not be in receipt of Comprehensive Social Security Assistance.)
[Please read Part C(II) B of Guidance Notes before completing]

Name	H.K. ID Card No.	Date of Birth			
WONG MEI MEI	B - 1 2 3 4 5 6 (7)	1 9 6 8 Y 1 1 M 2 8 D			
			<input type="radio"/> Y <input checked="" type="radio"/> N *		

Please fill in the particulars of the spouse in the column. In respect of single-parent families, please submit copies of the documents supporting the single-parent status of the applicant and state the reasons e.g. "divorced", "separated", "deceased" with dates. For example:

Divorced (May 2008)																									
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Please also state the annual amount of alimony or maintenance paid by the ex-spouse in the column of Part IV item 5 "Other annual income" in respect of FAMILY INCOME.

If the spouse is not a HKID card holder, please leave the field of "H.K.ID Card No." blank and submit copy of other valid identity document.

(a) If copies of identity documents of applicant and spouse have been submitted to the Agency when applying for the Scheme in or after the 2005/06 school year / the Pre-primary Education Voucher Scheme, the applicant 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 in or after the 2005/06 school year).

(b) If copies of identity documents have not been submitted in or after the 2005/06 school year to the SFAA in applying for student finance, the applicant should circle 'N' in the appropriate box and submit copies of the identity documents concerned.

PART III PARTICULARS OF OTHER FAMILY MEMBERS

- The applicant should indicate whether the respective identity documents of each of the family members have been submitted to the SFAA when applying for the Scheme in or after the 2005/06 school year when filling in their particulars. If such identity documents have not been submitted before, the applicants should submit copies of the identity documents concerned.
- If the other family members are not HKID card holder, the applicant shall leave the field of 'H.K.ID Card No.' blank and submit copies of other valid identity documents.
- Dependent Parent

Dependent parent refers to the applicant's parents, including in-laws, who is not a recipient of the CSSA at the time of submission of application. They must, throughout the assessment year (1 April 2008 to 31 March 2009), meet any one of the following conditions for a continuous period of not less than 6 months:

- has resided / been residing with the applicant's family and supported by the applicant or his/her spouse; or
- 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
- 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 2009/10 school year should be similar to that in the year of assessment. 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.

Fill in the particulars of unmarried children residing with the family (not in receipt of CSSA).
(Please use additional sheet if necessary).

Circle the appropriate box indicating their present status.

PART III PARTICULARS OF OTHER FAMILY MEMBERS (They should not be in receipt of Comprehensive Social Security Assistance) *Please circle the appropriate box

A. Unmarried children residing with the family (Student-applicant reported in "Part I" excluded)

Please indicate whether the respective identity document copies had been submitted when applying the Scheme in or after 2005/06 school year?

Name	H.K. ID Card No. [Please refer to para. 2 of Part C(III) of Guidance Notes]	Date of Birth	Present Status *			Y N *
			Student Only	In employment		
1. Chan Tai Ming	C - 123456 (7)	1990Y02M02D	1	2	3	Y N *
2. Chan Siu Ming	S - 123456 (7)	2008Y10M21D	1	2	3	Y N *
3.	- ()	Y M D	1	2	3	Y N *

B. Dependent Parent (Please refer to paragraph 3 of Part C (III) on page 7 of Guidance Notes for definition of 'Dependent Parent')

Name	H.K. ID Card No. [Please refer to para. 2 of Part C(III) of Guidance Notes]	Date of Birth	Y N *	Y N *
1. Chan Pak Lin	E - 123456 (7)	1941Y11M25D	Y N *	Y N *
2.	- ()	Y M D	Y N *	Y N *

Please confirm if the above-named 'Dependent Parent' has met the requirements stated in paragraph 3 of Part C (III) on page 7 of Guidance Notes.

In addition to filling the particulars of the dependent parents in the column, the applicant should circle 'Y' in the declaration to confirm that the dependent parents meet the requirements as set out in para.3 of Part C(III) above, and the dependent parents will then be assessed as family members of the application by the KCFR Section.
(Please use additional sheet if necessary.)

PART IV FAMILY INCOME

- Please provide the total annual income during the period from 1 April 2008 to 31 March 2009 with relevant documentary proof.
- 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 (b) 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 or Mandatory Provident Fund contribution) ➤ 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

- Applicants should provide the annual income proof and those of the family member(s) under employment. The 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 or applicant claiming to be unemployed for a prolonged period), 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, the 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.
- In assessing the family income, if necessary, the 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 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.
- If an income of a period less than 12 months is reported, the applicant should elaborate the reason (if unemployed, please state the period).

Part IV FAMILY INCOME (Applicant should fill in the annual family income during the period from 1 April 2008 to March 2009)

① Annual income of applicant	\$ 9 5 6 5 2
② Annual income of applicant's spouse	\$ 2 4 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	\$ 1 6 7 6 5 2

30% of the annual income of the unmarried children residing with the family should be reported in the application form. For example, if the annual income of an unmarried child residing with the family is \$40,000, 30% of the annual income will be \$40,000 x 30% = \$12,000.

PART V COMPREHENSIVE SOCIAL SECURITY ASSISTANCE (CSSA)

PART V COMPREHENSIVE SOCIAL SECURITY ASSISTANCE (CSSA):
(Old Age/Disability Allowance excluded)

*Please circle the appropriate box

- The student-applicant is not in receipt of CSSA from the Social Welfare Department (SWD). 1 *
- My family is applying for CSSA from SWD, eligibility not yet confirmed. 2 *
- The student-applicant is in receipt of CSSA from SWD. File Ref. No.: _____ 3 *

PART VI OCCUPATION

- Occupation includes full-time jobs, part-time jobs, casual jobs (please specify the kind of jobs) and other forms of employment.
- The applicant should provide information in respect of the period from 1 April 2008 to 31 March 2009. Please indicate clearly the period if the applicant and/or spouse is a housewife, unemployed or retired etc.

PART VI OCCUPATION (Please state your / your spouse's employment situation during the period from 1 April 2008 to 31 March 2009 and list out the concerned period if you/your spouse was not employed by the same organisation throughout the period. If you/your spouse is a housewife, unemployed or retired, please specify in the space below including the period that such status remains valid.)

	Occupation/Position	Name of Employer/Firm (Not applicable to casual workers)	Office Tel. No.	Office Address
Applicant	Clerk	Hong Kong Company	1234 5678	Room 2301, 23/F, Great Centre, Causeway Bay, Hong Kong
Applicant's Spouse	Housewife (from 1 April 2008 to 31 May 2008) Sales (from 1 June 2008 to 31 March 2009)	— Kowloon Department Store	— 3456 7812	— G/F, Ngau Tau Kok Plaza, Kowloon

PART VII CORRESPONDENCE ADDRESS

Fill in the correspondence address in Hong Kong with English block letters (please refer to the water, electricity, gas or telephone bills for format in presenting the address). In filling this column, please note the following example:

PART VII CORRESPONDENCE ADDRESS (Please complete in BLOCK letters for data processing.) *Please circle the appropriate box

Flat	8 1 0	Floor	8	Block	
T S U I Y A N H O U S E					
T S U I M A N E S T A T E					
K W A I C H U N G					
* <input type="checkbox"/> 1	HK	* <input type="checkbox"/> 2	KLN	* <input checked="" type="checkbox"/> 3	NT

* Note - HK: Hong Kong Island; KLN: Kowloon; NT: New Territories & Outlying Islands

If the applicant does not live in Hong Kong, please provide an address in Hong Kong for correspondence use.

PART VIII RESIDENTIAL ADDRESS AND TELEPHONE NUMBER

Please provide the required information for contact purpose.

PART IX CHILD CARE CENTRE FEE ASSISTANCE SCHEME

If the student-applicant has been in receipt of the Child Care Centre Fee Assistance before, please circle 'Y' in the appropriate box. If he/she applies for the 'KCFR Scheme' in 2009/10, he/she cannot re-apply for the 'Child Care Centre Fee Assistance Scheme' again.

PART X DECLARATION

Please read through the paragraphs carefully and sign in the space provided.

D - Notes on Submitting the Application Forms and Supporting Documents

1. Completed application forms, together with relevant supporting documents, should be returned to the kindergartens/child care centres concerned as soon as possible.
2. Supporting documents include:
 - (a) Copies of identity cards or other identity documents of:
 - (i) the student-applicant[#];

[#]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 the SFAA as well.

Please note that passport (with valid endorsement) should be submitted every year. Applicants/spouses/student-applicants, who are holders of student or visitor visas, are ineligible for any fee remission.

- (ii) the applicant and spouse; and
- (iii) other family members listed in Part III of the application form.

The applicant may mark the word “COPY” or “副本” in Chinese across copies of the identity documents. If the applicant cannot provide copies of the documents concerned, he may present the originals to the SFAA in person by appointment at 2154 2130.

For those applicants who have declared that the copies of the identity document of the student-applicant, the applicant, spouse and/or the other family members have been submitted to the SFAA, they will be requested to submit the identity documents to the SFAA for verification if discrepancies are found after checking against the computer records.

- (b) Copies of documentary evidence on annual income for the period from 1 April 2008 to 31 March 2009. 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 records showing payment of salary, allowance etc. (including the names of the bank account holders) (Please highlight the entries which are salaries and make remarks); if not available ➤ Income Certificates certified by the employer 【A standard form of SFAA 48 – ‘Income Certificate’ is also available for use】
Self-employed persons, sole proprietors or partners of partnership business	<ul style="list-style-type: none"> ➤ Notices of Personal Assessment ➤ Profit and Loss Accounts 【See Sample (1) or (2)】
Causal workers who cannot produce any income proofs	Self-declared Income Statements 【A standard form of SFAA 48 – ‘Self-declared Income Statement’ is also available for use】 (Please explain why income proof cannot be produced. The 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)

- (c) 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.
- (d) Please approach the kindergartens/child care centres or download from the SFAA’s homepage at www.sfaa.gov.hk for additional forms of ‘Income Certificate/Income Statement’ (SFAA 48) if required.
- (e) Copies of relevant documents in respect of single-parent families, e.g. supporting documents for divorce/separation, death certificate of the spouse. Please note that the documents should be submitted every year.
- (f) Copies of supporting documents for ‘social needs’ test. Please note that the documents should be submitted every year.

(g) Copies of other documentary evidence as required.

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): _____	
<u>Profit and Loss Account</u> (From 1 st April 2008 to 31 st March 2009)	
<u>Income</u> (HK\$)	
1. Rent (for vehicle owner only)	\$ _____
2. Profit from operating business	\$ _____
3. Others (please specify)	\$ _____
Total Income	\$ _____
<u>Expenditure</u> (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)	\$ _____
Total Expenditure	\$ _____
Net profit (Total Income - Total Expenditure)	\$ _____
Remark (reason for not being able to provide income proof): _____ _____	
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%.)	
<u>Profit and Loss Account</u> (From 1 st April 2008 to 31 st March 2009)	
(A) <u>Gross Income</u> (HK\$)	\$ _____
<u>Expenditure</u> (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)	\$ _____
<u>Other Expenditure</u> (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) <u>Total Expenditure</u> (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): _____ _____	
Applicant Name : _____	
Applicant HKID No : _____	
Applicant Signature : _____	
Date : _____	

Social Needs Criteria	Examples of documentary evidence
<p>Category(1):</p> <p>a. Within the entire assessment period from 1 April 2008 to 31 March 2009, student-applicants cannot receive proper care at home as a result of one parent working full-time (i.e. for at least 120 hours per month) <u>and</u> the other working 104 hours or more in a month.</p>	<ul style="list-style-type: none"> ➤ Employer's certification of the hours of work of the employee ➤ 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 2008 to 31 March 2009. However, the Student Financial Assistance Agency (SFAA) will also consider cases whereby the parents of the student-applicants can prove, with documentary evidences such as appointment letters or employment certifications, that they 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). Based on the changes of the employment status of the applicant/applicant's spouse, the 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. (The 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 need 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>.

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

1. Has the application form been duly completed and Part X 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 whole-day class only)
7. If the student-applicant is not a child of yours, has a written explanation been attached?