1. **Introduction**

As a Direct Subsidy Scheme (DSS) School and in line with the Education Bureau (EDB) requirements, part of the revenue of Creative Secondary School will be set aside to provide assistance, in the form of fee remission to students in financial need, and to provide scholarships to outstanding students.

The school operates two schemes:
1.1 A fee-remission scheme to support students in need. The assessment criteria is related to the family’s disposable income.
1.2 A scholarship scheme to motivate outstanding students. The assessment criteria is related to the student’s achievements.

A student may apply for either one or both schemes. Each scheme is assessed independently according to separate criteria.

The rest of this document provides details of the scholarship scheme only. Details of the fee remission scheme is available separately by applying to the school office.

2. **Eligibility to apply**

2.1 Students who have applied for a school place at Creative Secondary School.

2.2 Students who are enrolled at Creative Secondary School.

3. **Scholarships Available**

There are two types available - General Scholarships (for all Forms) and Special Achievement Scholarships (for Form 4 upwards).

The level of scholarship granted to an outstanding student is expressed in the form of a percentage reduction in the annual school fee. A Fee Remission & Scholarship Committee (FRSC) of the School will be set up to vet all applications and consider the level of scholarship to be awarded. When considering the scholarship level, the FRSC will take into account the outstanding achievements of each student as detailed in the following section. Scholarships are awarded annually for the whole academic year.

4. **Method of Assessment**

4.1 All applicants are invited to complete an application form and submit a nomination letter and a portfolio detailing the student’s outstanding achievements in all spheres of endeavor.

4.2 The nomination letter can be from the student’s current School Principal, teacher, tutor, the child’s parent / guardian or an adult who knows the child well.

4.3 All areas of outstanding achievement are recognized and assessed under 5 broad domains:

- Language, Communication & Culture
- Inquiry & Problem Solving
- Creativity and the Arts
- Action and Sports
• Service and Leadership

**General Scholarship** applications are assessed holistically using these five broad domains.

**Special Achievement Scholarships** applications (for Form 4 upwards) are invited from students with exceptional achievement in a specific area or subject. The school expects such scholars to further continue their development in their field of special achievement.

4.4 The following are ways in which the Committee may seek evidence for the student’s achievements:

(a) Student portfolio – school report, certificates, essays, photographs, works of art
(b) Interview with the student
(c) Performance or presentation by the student
(d) Reference letters, letters of commendation

5. **Review**

The above rules and policies will be reviewed from time to time by the FRSC of the School and will be amended accordingly.

6. **Application Procedures**

6.1 Application forms can be obtained from the Creative Secondary School Office or downloaded from the School Website.

6.2 Application must be made by the student’s parent or legal guardian. The completed application form together with certified true copies of the required documents are to be forwarded to the School Office.

6.3 Incomplete applications will not be considered.

6.4 All information provided in the application form and supporting documents is subject to strict verification.

6.5 Application form and documents submitted will not be returned, other than original certificates.

6.6 The information provided by the applicant will only be used for the purpose of processing the application for scholarship. The data will be held confidential by the School.

6.7 Application for scholarship has to be made annually.

6.8 The FRSC has the sole discretion in granting any scholarship and the amount thereof. The decision of the FRSC is final.

7. **Notification of result**

The School will inform the applicant in writing the result of his / her application after it has been approved by the FRSC. Notification of result will be mailed to the applicant’s correspondence address provided in the application form.

8. **Enquiries**

All enquiries should be directed to:

Creative Secondary School,
3 Pung Loi Road, Tseung Kwan O, N.T.

Tel : 2336 0233
Fax : 2701 3277
Email : admin@css.edu.hk

Office hours : Monday to Friday 9:00 am – 5:00 pm
Saturday 9:00 am – 12:00 noon
APPLICATION FORM FOR SCHOLARSHIP (2010 – 2011 SCHOOL YEAR)

School Year Ref. No.

Student Data

Student Name : ___________________________ (English) __________________________ (Chinese)

Present School : ___________________________ Year/Grade __________________________

Date of Birth : ___________________________ (DD-MM-YY) Place of Birth : __________________________

HKID / Passport No. : ___________________________ Sex : __________________________

Type of Scholarship : ___________________________ Area of Special Achievement : __________________________

Declaration

I __________________________ have read and fully understood the information provided in the Notes on the Scholarship Scheme. I declare that the information provided by me in this application form and supporting documents are complete and true to the best of my knowledge. Should there be a change, I will immediately inform the school of such change in writing.

Signature of Parent / Guardian : __________________________

Name of Parent / Guardian : __________________________

Date : __________________________