



CREATIVE SECONDARY SCHOOL  
啓思中學

**APPLICATION FORM FOR FEE REMISSION 2024-2025**  
**2024-2025 年度學費減免計劃申請表**

FOR OFFICE USE

由學校填寫

Application No. 申請編號

**Section 1 第一項**

**Part A Student Data A 部份 學生資料**

|  |   |        |
|--|---|--------|
| Name of Student (English) 學生姓名 (英文)          | Name of Student (Chinese) 學生姓名 (中文)             |        |
| Student Number (if applicable) 學生編號 (如適用)    | HKID 香港身份證號碼                                    | Sex 性別 |
| Date of Birth (DD-MM-YY) 出生日期 (日-月-年)        | Place of Birth 出生地點                             |        |
| Present School / Class Attending 現時就讀學校 / 級別 | School Year Applying for Fee Remission 申請減免學費學年 |        |

**Part B Applicant Data B 部份 申請人資料**

|   |   |   |
|---|---|---|
| Name of Applicant (English) 申請人姓名 (英文)  | Name of Applicant (Chinese) 申請人姓名 (中文)  |   |
| HKID 香港身份證  | Relationship with Student<br>與學生關係  | * Parent / Legal Guardian<br>* 父母 / 合法監護人 |
| Marital Status<br>婚姻狀況  | * Married / Divorced / Spouse Deceased / Single / Other (Please specify : )<br>* 已婚 / 離婚 / 配偶已身故 / 單身 / 其他 (請說明 : ) |   |
| Correspondence Address 通訊地址   |   |   |
| Occupation & Position 職業及職位   | Employer Name & Address 僱主名稱及地址   |   |
| Email Address:<br>電郵地址  | 學校電郵 School Email : p_____@css.edu.hk<br>個人電郵 Personal Email : _____  |   |
| Telephone No. 電話  | Home 住宅 Work 公司 Mobile 手提   |   |
| Is the applicant in receipt of Comprehensive Social Security Assistance?<br>申請人是否正接受綜合社會保障援助?         | * Yes / No<br>* 是 / 否   |   |
| Is the applicant applying for Comprehensive Social Security Assistance?<br>申請人是否現正申請綜合社會保障援助 · 但未知結果? | * Yes / No<br>* 是 / 否   |   |

\* Delete if inappropriate 刪去不適用者

**Part C Spouse Data C 部份 配偶資料**

|                                    |                                    |           |
|------------------------------------|------------------------------------|-----------|
| Name of Spouse (English) 配偶姓名 (英文) | Name of Spouse (Chinese) 配偶姓名 (中文) |           |
| HKID 香港身份證                         | Occupation & Position 職業及職位        |           |
| Employer Name & Address 僱主名稱及地址    |                                    |           |
| Telephone No. 電話                   |                                    |           |
| Home 住宅                            | Work 公司                            | Mobile 手提 |

**Part D Particulars of Children D 部份 子女的個人資料**

| Name of Child<br>子女姓名 | Date of Birth<br>出生日期 | HKID<br>香港身份證 | School Attending and Class<br>就讀學校及年級 |
|-----------------------|-----------------------|---------------|---------------------------------------|
|                       |                       |               |                                       |
|                       |                       |               |                                       |
|                       |                       |               |                                       |

**Part E Particulars of Grandparents Living in the Same Residence E 部份 同住祖父母的個人資料**

| Name of Grandparent<br>祖父母姓名 | Date of Birth (DD-MM-YY)<br>出生日期 (日-月-年) | Employer Name & Address (if applicable)<br>僱主名稱及地址 (如適用) |
|------------------------------|--|--|
|                              |  |  |
|                              |  |  |

|   |                       |
|---|-----------------------|
| Has a Fee Remission Scheme been granted in a previous year for children attending CSS?<br>申請人就讀啟思中學的子女去年是否獲得學費減免?           | * Yes / No<br>* 是 / 否 |
| Has a Fee Remission Scheme been granted in a previous year for children attending other schools?<br>申請人就讀其他學校的子女去年是否獲得學費減免? | * Yes / No<br>* 是 / 否 |

\* Delete if inappropriate 刪去不適用者

**Part F Do any members of this household cited above in Parts D & E receive Comprehensive Social Security Allowance (CSSA) or any income?**

**F 部份 在第四和第五部列出之住戶成員有否領取綜合社會保障援助或有其他收入**

Yes / 是  No / 否

If yes, please provide details: 如有, 請提供詳情:

## Section 2 第二項

### Part A Statement of Income in the last 12 months (Local & Overseas)

#### A 部份 過去十二個月的收入聲明 (本地及海外)

|  | APPLICANT 申請人 | SPOUSE 配偶 |
|--|---------------|-----------|
|  | HK\$ 港幣       | HK\$ 港幣   |
| <b>A General Income 總收入</b>  |               |           |
| Basic salary (after deducting MPF/Provident Fund by employee)<br>基本薪金(扣除僱員所供的公積金 / 強積金供款)    |               |           |
| Double pay / leave pay<br>雙糧 / 假期工資  |               |           |
| Bonus / commission / gratuity<br>花紅 / 佣金 / 酬金  |               |           |
| Allowance (Please specify, e.g. housing, travel, education etc.) :<br>津貼 (請註明, 如房屋、交通、教育等) : |               |           |
| Contribution from family members or relatives<br>家庭成員或親屬的津助                                  |               |           |
| Interest from bank deposits<br>銀行存款利息  |               |           |
| Others (Please specify, e.g. pension, alimony etc.) :<br>其他 (請註明, 如退休金、贍養費等) :               |               |           |
| <b>B Income from Investment 投資收入</b>   |               |           |
| Rent received<br>租金收入  |               |           |
| Dividend from stock & shares<br>股息及證券收益  |               |           |
| Others, please specify : 其他, 請註明 :   |               |           |
| <b>C Income from Business 生意收入</b>   |               |           |
| <b>TOTAL 總和 A+B+C</b>  |               |           |
| <b>D Housing 房屋</b>  |               |           |
| Rental payment on principal family residence<br>主要家庭居所租金支出                                   |               |           |
| Mortgage payment on principal family residence<br>主要家庭居所按揭支出                                 |               |           |

\* Please add separate sheets for other family members' income details if necessary. 如有需要, 請另行加紙補充其他家庭成員收入情況。

**Part B Statement of Asset & Liabilities**

**B 部份 資產及負債聲明**

| Item 項目   | Description 種類   | Estimated Market Value<br>估算市值<br>港幣 HK\$                | Self-occupied /<br>Rent-out / Vacant<br>自住/ 出租/ 空置<br>港幣 HK\$ | Annual Derived<br>Income<br>每年所得收入<br>港幣 HK\$          |
|---|--|--|---|--|
| <b>Properties</b><br>(including land / house /<br>flat / car space etc.)<br><br>物業<br>(包括土地 / 房屋 / 樓宇/<br>車位等)  | (Location and size)<br>(地點及尺寸)<br><br>.....<br><br>.....<br><br>.....                  | <br><br>.....<br><br>.....<br><br>.....                  | <br><br>.....<br><br>.....<br><br>.....                       | <br><br>.....<br><br>.....<br><br>.....                |
| <b>Cash, Bank / Finance Co.</b><br><b>current and fixed deposits</b><br>(including local & foreign<br>currency etc.)<br><br>現金、銀行 / 金融機構<br>活期及定期存款<br>(包括本地及外幣等) | (Name of Bank / Financial Co.)<br>(銀行 / 金融機構名稱)<br><br>.....<br><br>.....<br><br>..... | <br><br>.....<br><br>.....<br><br>.....                  | <br><br>.....<br><br>.....<br><br>.....                       | <br><br>.....<br><br>.....<br><br>.....                |
| <b>Vehicle</b><br>(e.g. private car, taxi etc.)<br><br>汽車<br>(例如私家車、的士等)  | <br><br>.....<br><br>.....   | <br><br>.....<br><br>.....                               | <br><br>.....<br><br>.....                                    | <br><br>.....<br><br>.....                             |
| <b>Stocks, Shares, Bonds,</b><br><b>Mutual Funds held etc.</b><br><br>所持有的股票、證券、債<br>券及投資基金等  | (Name and quantity)<br>(名稱及數量)<br><br>.....<br><br>.....<br><br>.....                  | <br><br>.....<br><br>.....<br><br>.....                  | <br><br>.....<br><br>.....<br><br>.....                       | <br><br>.....<br><br>.....<br><br>.....                |
| <b>Liabilities</b><br>(including loans,<br>mortgages etc.)<br><br>負債<br>(包括貸款、按揭等)  | (Name of creditor and nature)<br>(債權人及性質)<br><br>.....<br><br>.....                    | Amount<br>outstanding<br>未償還金額<br><br>.....<br><br>..... | <br><br>.....<br><br>.....                                    | Annual<br>repayment<br>每年還款額<br><br>.....<br><br>..... |

\* Please add separate sheets if necessary. 如有需要，請另行加紙書寫。

## Section 3 Checklist of supporting documents to be submitted with the Application

### form

Certified true copies of the following documentary evidence in respect of the earned income and assets of the family members are to be submitted, please tick the appropriate boxes if documents are provided:

1. **Income from employment**

- (a) A copy of IR 56B provided by employer for the year of 2023-2024 (1 April 2023 to 31 March 2024), or
- (b) Latest Salaries Tax Assessment Notices issued by Inland Revenue Department, or
- (c) Latest 12 month salary statement and/or employment contract

2. **Income from business**

- (a) Latest Profit Tax Demand Note issued by Inland and Revenue Department
- (b) Latest Audited Profit and Loss Account and Balance Sheet

3. **Income from investment**

- (a) Dividend, interest advice or other relevant documents

4. **Income from rental properties**

- (a) Tenancy agreements, rental receipts, rates and mortgage repayment of the properties

5. **Rent paid or mortgage repayment of principal residence**

- (a) Tenancy agreement, rental receipts, rates and mortgage repayment of principal residence

6. **Value of assets**

- (a) Sale and purchase agreements of properties and vehicles, relevant documents to substantiate the market value of the rental properties
- (b) Stock and shares certificates; bonds and unit trust funds statements
- (c) Passbooks, monthly statements of all types of bank deposits for the last 12 months. Photocopies of the first page of each passbook showing the name(s) of the account holder(s) should be included.

7. **Income from other sources**

Contribution from family members and relatives, alimony, pensions etc.

8. **Loans from licensed lending institutions (e.g. banks)**

9. **Documentary evidence from all forms of social welfare agencies** if the applicant or the student is in receipt of any form of social welfare assistance or subsidies such as CSSA or SFAA.

10. For those who are housemaker or unemployed will be required to make a declaration at the Home Affairs Enquiry Centre, and submit the declaration form to School.

*Note : In the event of any discrepancy between the text of Chinese version & English version, the English version shall prevail.*

### 第三項 須連同申請表格呈交的證明文件之檢核清單

請呈交下列家庭成員的收入及資產證明文件之核證副本。請於空格內打上剔號以確認附遞的文件。

#### 1 薪金收入

- (a) 僱主填報的薪酬及退休金報稅表 (2023 年 4 月 1 日至 2024 年 3 月 31 日), 或
- (b) 稅務局最近發出的薪俸稅評估通知書, 或
- (c) 最近的 12 個月薪金結算書及/或聘請合約

#### 2. 經營業務收入

- (a) 稅務局最近發出的利得稅稅單
- (b) 最近已審計的損益表及資產負債表

#### 3. 投資項目收入

股息通知書、利息通知書或其他有關的證明文件

#### 4. 租務物業收入

物業租約、租單、差餉單和按揭供款月結單

#### 5. 自住居所的租金或按揭供款月結單

主要居所的物業租約、租單、差餉單和按揭供款月結單

#### 6. 資產價值

- (a) 物業及車輛的買賣合約，可供核實租務物業的市值的相關證明文件
- (b) 股票及證券證明書、債券及信託基金月結單
- (c) 過去十二個月的所有各類銀行存款的存摺、月結單。須連同每本存摺首頁，可顯示戶口持有人姓名的影印本一併呈交。

#### 7. 其他收入來源

家庭成員和親屬的津助、贍養費、退休金等。

#### 8. 借貸

持牌借貸機構借來之貸款 (例如銀行)

#### 9. 社會福利資助或津貼

如申請人或學生現正接受任何社會福利機構之任何形式的社會福利資助或津貼 (如綜援或學資處資助)，須提交證明文件。

10. 如家長為家庭主婦或失業人士，請到民政諮詢中心辦理宣誓並交回文件予本校。

備注：如中英文版之內容如有歧異，一概以英文版為準。

## Section 4

# Declaration by Applicant

I / We name(s) ) , \_\_\_\_\_ parent(s) of student(s) \_\_\_\_\_ (name(s)), holder of HKID Card / Passport (no.) \_\_\_\_\_ hereby declare that I / We have read and fully understand the content of the **Notes on the Fee Remission Scheme 2024-2025** and other related information provided by Creative Secondary School regarding this application. I also declare that all the information provided by me/us in **the Section 1 (Application Form), Section 2 (Part A Statement of Income & Part B Statement of Assets & Liabilities), Section 3 (checklist of Supporting Documents)**, together with all the supporting information and documents submitted in support of this application are complete, true and accurate.

I/We declare that I/We have enclosed all the necessary supporting documents such as all of my/our bank account statements, income proof, mortgage loan / tenancy agreement and other details of assets etc. as required for the purpose of assessment by the school's Fee Remission & Scholarship Committee (FRSC). I/We understand that refusing to submit documents requested by the school may result in this application deemed void and unsuccessful.

Specifically, I/We declare that I/We possess no further cash, bank accounts and other assets including stocks, bonds, property held in my/our name(s) or held in trust by others in or beyond Hong Kong, other than what has been declared in this application. I/We agree to let the School check and re-check details of this application as when deemed appropriate by the school. If I/We refuse to co-operate, I undertake to cancel my/our application and refund all the fee remission already received by me/us.

I/We understanding that:

- I/We have an obligation to immediately inform the School in writing immediately if there is any change in my/our family or financial circumstances, or both.
- the deliberate omission of material information or the provision of false information in order to qualify for or improve the amount fee remission constitutes an act of fraud and deception which is a criminal offence under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong) and may attract criminal sanctions.
- If the School discovers any misrepresentation, act of fraud, omission, submission of forged documents and/or making of false statements etc., the legal consequences will result in the fee remission application (new or continue) not being approved or existing remission being cancelled and I/We will be liable to return all previous fee remission sums granted to the students back to the School.

I / We authorize the School to handle the personal data / information provided in this application and I/We will undertake to inform my/our family members of such an arrangement. I/We also give consent to the School to release my/our own and family members' personal data to authorities concerned for the purpose of processing my application or verifying the accuracy of the information provided.

I/We understand and agree to let the School obtain reference information from third parties, including my/our employer, the principal of our child(ren) previous school and, if necessary, invite me/us for an interview or conduct a home visit by designated staff of the school for the purpose of further understanding my/our family situation. I/We further understand that the FRSC has the sole discretion in granting any fee remission and the amount thereof. I/We accept the decision of the FRSC is final and that no reasons or explanations will be provided to the applicants by the FRSC for any of its decisions.

\_\_\_\_\_  
*Signed by Applicant(s)*

\_\_\_\_\_  
*Name(s)*

\_\_\_\_\_  
*Date*



## 第四項

# 申請人聲明

本人 / 我們 \_\_\_\_\_ ( 姓名 ) , 香港身分證 / 護照號碼 \_\_\_\_\_

僅此聲明，已細閱啟思中學 2024 至 2025 學年之「學費減免計劃申請須知」以及由 貴校提供有關本申請之其他資料，並完全明白其內容。本人/我們 亦僅此聲明，本人所填報及呈交 貴校之學費減免申請表格 (第一項)、收入和資產及負債聲明 (第二項 A 和 B 部份)證明文件之檢核清單 (第三項) 內所填寫的各項資料，連同其他呈交的證明文件，均屬完整、真實及準確無訛。

本人/我們聲明已提供了所有校方所需之文件，包括銀行戶口月結單，入息證明，按揭貸款/租賃協議及其他資產資料，給予 貴校之「學費減免及獎學金委員會」批核，本人/我們明白如未能提供校方所要求的資料及文件，申請將被視為不成功和作廢。

本人/我們聲明，除表格內所申報之資產物業外，並無其他額外現金，銀行戶口或其他資產，包括股票、債券及以本人名義或信託持有在本地或港外的資產。本人/我們亦同意接受學校在校方認為適當的情況下查證與覆查與這份申請有關的資料。假如本人/我們拒絕合作，本人/我們願意立即取消申請，以及全數歸還校方以前已獲發給的學費減免金額。

本人/我們 已明白到：

- 如果家庭或/及經濟狀況有變，本人/我們 有責任即時書面通知 貴校有關的轉變。
- 漏報或虛報資料以符合學費減免資格或增加減免額，可構成香港法例 210 章《盜竊罪條例》之「以欺騙手段取得財物刑事罪行」，可能會遭刑事起訴。
- 如果學校發現任何虛假陳述和欺詐為，或呈交虛假之文件和不實之聲明，後果將導致學費減免申請 ( 新或延續的申請 ) 不獲批准或現有的減免被取消，而申請人須承擔將所有校方以前給予學生的減免費用金額，退還給學校。本校亦會將此申請轉介至有關法律執法機關跟進。

本人/我們僅此授權學校處理申請表格內的資料。我並承諾將此項安排告知本人的家庭成員。本人/我們亦同意學校可向有關機構透露我及我的家庭成員的個人資料，以便學校可核實申請表格內所提供的資料屬正確與否。

本人/我們明白亦同意學校可從第三方查閱與是申請有關的參考資料，包括聯絡學生的前學校校長，或如有需要，邀請本人/我們面見校方的職員或進行家訪，從而進一步了解本人/我們的家庭狀況。本人/我們亦明白到校方之「學費減免及獎學金委員會」可全權決定是否批准此申請以及減免的幅度。本人/我們接受委員會的決定是最終的，及校方將不會給與理由或解釋「學費減免及獎學金委員會」的決定。

申請人簽署: \_\_\_\_\_ 姓名: \_\_\_\_\_ 日期: \_\_\_\_\_