



**PLK HKTA YUEN YUEN PRIMARY SCHOOL**  
**26 TSING HOI CIRCUIT, CASTLE PEAK ROAD, TUEN MUN, N.T.**  
**TEL: 2450 1588 FAX: 2404 2714 E-mail: info@yyps.edu.hk**

For School Use Only 學校專用

## 2025/2026 Primary ( ) Admission Application Form

申請日期 Application Date : \_\_\_\_\_

1. 學生個人資料 Personal Information						Student Recent Photo 學生近照
Name of student 學生姓名	Name in Chinese 中文姓名	Name in English 英文姓名				
		First Name 名		Last Name 姓		
Gender 性別 <input type="checkbox"/> M 男 / <input type="checkbox"/> F 女	Date of Birth 出生日期	____/____/____ (DD日/ MM月/ YYYY年)		Place of Birth 出生地點		
Age 年齡		Nationality 國籍	<input type="checkbox"/> China 中國 <input type="checkbox"/> Others 其他: _____			
Type of Identity Document 證件類別	<input type="checkbox"/> HK Birth Certificate 香港出生證明文件 <input type="checkbox"/> Others 其他: _____		Identity Document No. 證件號碼			
Home Address (English)						
住址(中文)						
Hong Kong Contact No. 香港聯絡電話		Contact Person 聯絡人		E-mail Address 電郵		
Current School 現就讀學校						
Mother Tongue 母語	<input type="checkbox"/> Chinese 中文 <input type="checkbox"/> *English *英文 <input type="checkbox"/> *Other 其他 <b>*Please fill in Appendix 1 if applicant's mother tongue is not Chinese.</b>		For student's whose mother tongue is not Chinese, we offer them the non-chinese curriculum (NCS) for Chinese lessons. Please indicate below your child's preferred curriculum for Chinese lessons. The school will contact applicants who choose the NCS option and make the final decision for your child's Chinese curriculum enrollment based on your child's family background. <input type="checkbox"/> Local Chinese curriculum <input type="checkbox"/> Non-Chinese Chinese curriculum			
Strength 專長	<input type="checkbox"/> Swimming 游泳 (Style: _____ 25M _____ sec / 泳式: _____ 25米 _____ 秒) <input type="checkbox"/> Track & Field 田徑 (60M _____ sec / 60米 _____ 秒) <input type="checkbox"/> Music 音樂 (Instrument: _____ Grade: _____ / 樂器: _____ 級別: _____) <input type="checkbox"/> Others 其他: _____ * Please provide supporting document if applicable 如能提供證明者更佳					
2. 曾/現就讀本校之兄弟姐妹 Siblings previously or currently at this school						
Name 學生姓名	In Chinese 中文	In English 英文	Siblings' class name/ Graduation year 現就讀班別/ 畢業年份			
Name 學生姓名	In Chinese 中文	In English 英文	Siblings' class name/ Graduation year 現就讀班別/ 畢業年份			
3. 學生家庭成員資料 Family Information						
Name of Father 父親姓名	In English 英文		In Chinese 中文			
	Occupation 職業		Mobile Phone No. 手提電話號碼			
Name of Mother 母親姓名	In English 英文		In Chinese 中文			
	Occupation 職業		Mobile Phone No. 手提電話號碼			
Name of Guardian 監護人姓名	In English 英文		In Chinese 中文			
	Occupation 職業		Mobile Phone No. 手提電話號碼			
<b>Declaration of the School 本校聲明</b> All the information submitted in the registration form will only be used for school registration purpose. 所有在註冊表內之資料只作申請本校學位用途。						
<b>Declaration of the Parent/ Guardian 家長/監護人聲明</b> I declare that I am the parent/guardian of the aforementioned student. I understand the purposes for which the personal data provided by means of the form will be used. I also declare to the best of my knowledge and belief that the information contained in this form is true and correct. 本人謹聲明為上述學生之家長/監護人。本人明白有關於此表格提供個人資料的用途。本人聲明此表格內的資料全屬正確無誤。						
家長/監護人簽署 Signature of Parent/Guardian : _____ (Name 姓名: _____)      Date 日期: _____						

1. The main caretaker is the

  
  

Father

Mother

Others: \_\_\_\_\_

2. Are both parents of the applicant Chinese?

Yes, \*( Father / Mother ) of the applicant is / are Chinese (\*please circle the appropriate)  
Please answer Q3 & Q4

No, please state the nationality of parents

- Father: \_\_\_\_\_

- Mother: \_\_\_\_\_

Thank you for completing the form.

3. Can either one of the parents read Chinese?

Yes, \*( Father / Mother ) can read Chinese (\*please circle the appropriate)

No, neither of the parents can read Chinese.

4. Can either one of the parents speak Chinese?

Yes, \*( Father / Mother ) can speak Chinese (\*please circle the appropriate)

No, neither of the parents can speak Chinese.

Thank you for completing the form.

## Reminders of 2025 / 2026 Interim Admission Application

1. An application form should be submitted **in person at the School Office on 1<sup>st</sup> Floor.**
2. Please submit the completed application form with supporting documents and application fee of \$75 (by cheque only, payable to The Incorporated Management Committee of Po Leung Kuk Hong Kong Taoist Association Yuen Yuen Primary School).  
*\*\*Online applicants do not need to submit the application form again.*
3. Please submit the application form with the following documents (A4 paper size) in person.
  - The completed application form and a recent photo attached;
  - **One photocopy** of applicant's birth registration documents;  
(In case of absence of HK Birth Certificate, photocopies of valid supporting documents certifying the child's right of abode in HK are required.);
  - **One photocopy** of report card or comprehensive report of the latest semester;
  - **Certificate photocopies (maximum 5 pages)** of extra-curricular activity or any other special strength (if applicable).

All the submitted or contained information must be true and correct. Otherwise, the application will be assumed disqualified and the applicant may bear criminal liabilities.

4. For student's whose mother tongue is not Chinese, we offer them the non-chinese curriculum (NCS) for Chinese lessons. Please indicate your child's preferred curriculum for Chinese lessons in the application form. The school will contact applicants who choose the NCS option and make the final decision for your child's Chinese curriculum enrollment based on your child's family background.

## 2025/ 2026 插班生入學申請須知

1. 請親身到本校一樓校務處遞交申請表。
2. 請把已填妥的申請表格，連同有關資料及報名費 \$75 (只接受支票，支票抬頭:保良局香港道教聯合會圓玄小學法團校董會) 繳交。  
\*\*如已完成網上申請之學生無須再遞交表格。
3. 申請人須連同下列文件交回或郵寄到本校（尺寸以 A4 紙為準）：
  - 填妥並已貼上近照之申請表；
  - 出生證明副本一份(如未能提供香港出生證明書，則必須提供有效的香港居留權證明文件)；
  - 最近一個學期之成績表/學期總評估表副本一份；
  - 課外活動或其他特別專長證明文件副本，以不多於五頁為限 (如適用)。所有遞交或填報之資料必須屬實，否則本校有權取消 貴子弟之申請資格，及保留對申請者追究刑事責任之權利。
4. 若 貴子弟所用的母語並非華語，本校將安排 貴子弟就讀「非華語中文課程」。請在表格內註明選擇報讀「本地中文課程」或是「非華語中文課程」。學校將與選擇就讀「非華語中文課程」的申請人聯絡，並根據 貴子弟的家庭背景，再為他們安排合適的中文課程。

## School Fee Remission Scheme 2024-2025

In order to relieve the financial burden of students' families with economic hardship, the school is going to provide the fee remission scheme to assist. Applicants who are eligible to the criteria can apply the scheme.

Details as follow:

### 1. Aim

To relieve the financial burden of students' families with economic hardship.

### 2. Eligibility Criteria

- 2.1 The applicant must be a parent / statutory guardian of a current registered student of the school; and
- 2.2 The applicant must pass the means test.

### 3. Method of Assessment (Means Test)

The school will use the "Adjusted Family Income" (AFI) mechanism as the means test to assess the eligibility of a family for the scheme and the level of assistance. The formula is as follows:

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

- 3.1 Gross annual income of the family includes the annual income of the applicant and spouse (if applicable); 30% of the annual income of unmarried child / children residing with the family (if applicable); and the contribution from relatives / friends (if applicable).
- 3.2 The members of a family normally refer to the applicant, the spouse, unmarried child / children residing with the family and the dependent parent(s) of the family.
- 3.3 For single-parent families of 2-3 members, will be regarded as families of 3-4 members before taking assessment.

### 4. Level of Assistance

The AFI eligibility benchmarks for various levels of assistance are listed below. Please note that the AFI is not the average monthly income of a family.

AFI Groups between (HK\$)	Level of Assistance
0 — 44,495	*Full (100%)
44,496 — 86,039	Half (50%)
> 86,039	Ineligible (Nil)

\*AFI thresholds for full level of assistance for families of 3 and 4 members are \$53,868 and \$49,559 respectively.

We will notify the parents / guardians later by school circular about the details of applying procedure and the submission period, the details will be posted on our web site at the same time. For enquiry, please call our general office at 2450-1588.

## 2024-2025 年度學費減免計劃

為援助有經濟需要的學生，為他們提供學費減免援助，本校將會推出學費減免計劃供符合援助資格的申請者參加。

細則如下：

1. 計劃目的 援助有經濟需要的學生，為他們提供學費減免。

#### 2. 申請資格

- 2.1 申請者為本學年在校的註冊學生之家長或法定監護人；及
- 2.2 申請者必須通過家庭入息審查。

#### 3. 評審方法（入息審查）

本校是採用「調整後家庭收入」機制進行入息審查，以評定申請人的資助資格及幅度。「調整後家庭收入」機制所採用的算式如下：

$$\text{調整後家庭收入} = \frac{\text{家庭全年總收入}}{\text{家庭成員人數} + 1}$$

- 3.1 家庭全年總收入包括申請人及配偶（如適用）的全年收入，與申請人家庭同住的未婚子女的全年收入的30%（如適用），以及親友給予的津助（如適用）。
- 3.2 家庭成員通常是指申請人、申請人的配偶、與申請人家庭同住的未婚子女及受供養父母。
- 3.3 2人和3人的單親家庭，將被視為3人和4人家庭後再按公式計算。

#### 4. 減免幅度

- 4.1 按「調整後家庭收入」訂定申請人學費減免資格的計算如下表所示。
- 4.2 請注意，「調整後家庭收入」並非代表平均每月家庭收入。

調整後家庭收入介乎（港元）	減免資格
0 — 44,495	*全免 (100%)
44,496 — 86,039	半免 (50%)
> 86,039	不獲減免 (Nil)

\*3人及4人家庭可獲全免學費的「調整後家庭收入」上限分別為53,868元和49,559元

有關申請詳情及日期，稍後將以學校通告通知家長，並於學校網頁內同步公佈。如有查詢，請致電2450-1588（校務處）。