



Po Leung Kuk HKTA Yuen Yuen Primary School

2025-2026 School Fee Remission Scheme

Application Guide

Part A - Filling in the form

WARNING

Our school reserves the right to decide in applicants' level of assistance according to the information provided in the application form. In accordance with the Theft Ordinance (Hong Kong Law Chapter 210), any person who by any deception dishonestly obtains property belonging to another, with the intention of permanently depriving the other of it, shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 10 years.

Please complete the form with black or blue pen and read the instructions below carefully.

Part I Particulars of Student

Please fill in the correct information of the student who should be currently studying at Po Leung Kuk Hong Kong Taoist Association Yuen Yuen Primary School. For the student who is holding Hong Kong Identity card (HKID card) or was born at Hong Kong, please provide his/her HKID card number or, the number of birth certificate. If else, please provide the passport number.

Part II Particulars of Applicant

The applicant must be the parent or statutory guardian of the student. Please provide your HKID card number or else the passport number.

Part III Particulars of Family Members

A Spouse: If the spouse is deceased, separated or divorced, please put the relevant no. 1, 2 or 3 above the specific line and submit the relevant supporting documents (e.g. Death Certificate, Separation or Divorce Agreement).

B Unmarried child / children:

- Please fill in the information for any unmarried child / children who is / are residing with the applicant.
- Please circle the suitable category to show the status of the child / children, e.g. under education (kindergarten / primary / secondary / university or others), please state the status if you selected 'others'.

C Dependent parent(s):

Please fill in the data for any dependent parent(s), and attach the copies of their identity supporting documents. Dependent parent(s) refer to the applicant's parents, including parents in-law, who is/are not the recipient of the Comprehensive Social Security Assistance Scheme at the time of submission of application. Dependent parent(s) must meet the following conditions for a continuous period of not less than six months:

- Has (Have) resided / been residing with the applicant's family and supported by the applicant or his/her spouse; or
- Residing 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 the deed of the property); or
- Living in his/her (their) own premises or residing in elderly homes and is totally supported by the applicant or his/her spouse.

Remarks: The documents of proof have to be attached to the application form (e.g. the tenancy agreement, residential address proof, the record of continuous paying the cost-of-living to parents or receipts of elderly homes, etc). Applicants or his/her spouse should continue to support their parent(s) now and in coming year. Applicant may be required to provide more relevant supporting documents upon the request of the school.

Part IV Family Income

- Please provide the information of **present** occupation of the applicant and his/her spouse and the annual family income for the period of 1st Apr 2024 to 31st Mar 2025. Family income refers to the income of the applicant and all other family members.
- The applicant has to provide the income proof and those of family members under employment.** If the applicant cannot provide any income proof by special reasons, please notify the school in writing providing justifiable reasons and also sign on the explanatory letter. **In accessing the family income, the school may require the applicant to provide the details of "Items that need not be reported" listed below at point 3, or the proof of other ways of maintaining the living of family (e.g. Saving, Loans, etc.).**

3. Types of incomes to be reported as well as those need not be reported are listed below. The applicant may be requested to submit documentary proofs for “Items that need not be reported” if required.

Items that need to be reported	Items that need not be reported
1. Salary (including the salary of applicant, spouse and unmarried child residing with the family for full time, part-time or temporary job, Provident fund)	1. Old age allowance
2. Double pay/ Leave pay	2. Disability allowance
3. Allowances (e.g. housing/travel/meals/education, etc.)	3. Long service payment/ Contract gratuity
4. Bonus/ Commission/ Tips	4. Severance pay
5. Wages in lieu of notice of dismissal	5. Loans
6. Profit from business/ Investment	6. Retirement gratuity/ Provident fund
7. Alimony	7. Inheritance
8. Contributions from others (relatives or friends, etc)	8. Charity donations received
9. Interest from bank deposit, stocks & shares, etc.	9. Comprehensive Social Security Assistance
10. Rental income	10. Retraining allowances
11. Monthly pension/ Widow's & children's compensation	11. Indemnities of insurance, accident or injury

Part V Other Special Family Information (If any)

The school may also consider the additional information (if any) given at this part. Please provide the name of the relevant family member(s) and the details of the circumstance. Leave it blank if there is no additional information.

Part VI Declaration

The applicant should read each item of declaration thoroughly. Please sign on the “Signature of Applicant” only when you are clear and accept (**Any alteration to the declaration is prohibited**).

Part B – Submitting the application and documents of proof

- Application period starting from 13th Oct 2025 (Monday) to 4th Nov 2025 (Tuesday) (except Saturday and Sunday). The application form is available at the school and also on the web site (<http://www.yyps.edu.hk>). Please submit the application form with documents of proof to the general office **IN PERSON**. **Late submission will not be entertained.**
- Documents of proof should include:
 - The copies of identify documents of the applicant and the family members mentioned in Part III, **and stick them in page 4 of “Copies of Hong Kong Identity (HKID) Cards” of the form.** If else identity documents, please attached the copies of them; and
 - The copies of proof of separation/divorce or spouse’s death certificate (if situation applied). If the applicant is unable to provide the proof, please explain the reason in written with applicant’s signature; and
 - The copies of receipts from the elderly home or documents showing the living cost for dependent parent(s) (if any) in continued support by the applicant or his/her spouse for the period from 1st Apr 2024 to 31st Mar 2025; and
 - The copies of the proof of the medical expenses from 1st Apr 2024 to 31st Mar 2025 (only for those with chronically illness or permanently incapacitated); and
 - The documentary proof of annual income of the family for the period from 1st Apr 2024 to 31st Mar 2025. For example:

Employed person	1. Tax assessment notice by Inland Revenue Department; and 2. Employer’s return of remuneration form (IR56B / IR56F); or 3. Bank statement showing payment of salary (with the page showing the name of account holder); or 4. Income certificate provided by the employer (Annex 1), etc.
Self-employed driver or person running business	1. Personal assessment notice or Profit tax notice by IRD; and 2. Profit and Loss account verified by a certified public accountant; or 3. Profit and Loss account prepared by your own (Annex 2).
Self-employed who cannot provide any income proofs	Please follow Annex 3 to provide Self-prepared Income Breakdown showing the details of monthly income and explaining why income proof cannot be provided (The school reserves the right to terminate the process of application if the applicant is not able to provide the details reasonably).
Landlord with rental income	1. Tenancy Agreement; or 2. Copies of bank statement showing the rental income (with the page of showing the name of account holder).

- A receipt with school chop will be issued upon the application received. The applicant has to keep it safe in case to proof the application has submitted.

~ End ~



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Application Form

Please fill in the name with SURNAME FIRST and with BLOCK LETTERS for all information.

Part I Particulars of Student

English Name		Chinese Name	
Identity Card no.		Class & no.	

Part II Particulars of Applicant

English Name		Chinese Name	
Identity Card no.		Contact no.	
Address			

Part III Particulars of Family Members

A. Spouse			
English Name		Chinese Name	
Identity Card no.		Contact no.	
If your spouse is Deceased (1), Separated (2) or Divorced (3), please put the appropriate no. here _____ (e.g. 1)			
B. Unmarried Children (not including the student in part I)			
English Name		Chinese Name	
Identity Card no.		Date of Birth	
Status* Under education (University) / (Secondary) / (Primary) / (Kindergarten) / Other _____			
English Name		Chinese Name	
Identity Card no.		Date of Birth	
Status* Under education (University) / (Secondary) / (Primary) / (Kindergarten) / Other _____			
English Name		Chinese Name	
Identity Card no.		Date of Birth	
Status* Under education (University) / (Secondary) / (Primary) / (Kindergarten) / Other _____			
English Name		Chinese Name	
Identity Card no.		Date of Birth	
Status* Under education (University) / (Secondary) / (Primary) / (Kindergarten) / Other _____			

* Circle the appropriate category



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Part III Particulars of Family Members – Continued

C. Dependent Parents (Documents of proofing have to be attached)			
English Name		Chinese Name	
Identity Card no.		Date of Birth	
Relationship* ☐ Parents of applicant ☐ Parents of spouse			
Status* ☐ Residing with the applicant ☐ Residing at another flat owned or rented by applicant or his/her spouse ☐ Residing in elderly homes or at another flat and is totally supported by the applicant or his/her spouse			
English Name		Chinese Name	
Identity Card no.		Date of Birth	
Relationship* ☐ Parents of applicant ☐ Parents of spouse			
Status* ☐ Residing with the applicant ☐ Residing at another flat owned or rented by applicant or his/her spouse ☐ Residing in elderly homes or at another flat and is totally supported by the applicant or his/her spouse			
English Name		Chinese Name	
Identity Card no.		Date of Birth	
Relationship* ☐ Parents of applicant ☐ Parents of spouse			
Status* ☐ Residing with the applicant ☐ Residing at another flat owned or rented by applicant or his/her spouse ☐ Residing in elderly homes or at another flat and is totally supported by the applicant or his/her spouse			

* Please ☒ the appropriate box**Part IV Family Income**

Present Occupation			
Applicant	Under employed* ☐ Yes ☐ No, reason:		
Occupation		Office no.	
Company name & address:			
Spouse	Under employed* ☐ Yes ☐ No, reason:		
Occupation		Office no.	
Company name & address:			
Matured but unmarried children Name:	Under employed* ☐ Yes ☐ No, reason:		
Occupation		Office no.	
Company name & address:			
Annual Family Income (total incomes for the period of 1/4/2024 ~ 31/3/2025)			
Applicant's annual income	(a)\$	Annual Family Income (a)+(b)+(c)+(d) = \$	
Spouse's annual income	(b)\$		
Unmarried children's annual income	(c)\$		
Others (please state):	(d)\$		

* Please ☒ the appropriate box



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Part V Other Special Family Information (please ☒ the item if applicable)

- ☐ If you have filled in Part III, any child who is not residing with your family, please specify his/her name and state the reasons for not residing together.
- _____
- _____
- ☐ If you have filled in Part III, any member who is not a self-bearing child of yours, please specify his/her name and state the reasons for declaring him/her as a family member.
- _____
- _____
- ☐ If you have special financial hardship / incurred medical expenses for any family member who is chronically ill, or permanently incapacitated, please state the details of situation. **(Documentary proof is necessary)**
- _____
- _____
- ☐ If the student is receiving from or applying for other subsidy schemes (e.g. CSSA), please state the name of subsidy, organization and the amount received / applied. **(Documentary proof is necessary)**
- _____
- _____

Part VI Declaration (Please read all below carefully before signature)

I have read the application guide for 2025-2026 School Fee Remission Scheme and fully understand its content.

I hereby declare that:

- (a) The information and the documents provided in this application are true and completed. I understand and consent that the Po Leung Kuk Hong Kong Taoist Association Yuen Yuen Primary School (the School) will assess the eligibility of this information. During the course of assessment, the school may have investigation or home visit and by the result of it to determine the grant to my family.
- (b) I hereby authorize and agree the school to verify the information with third parties and business units for the purpose of carrying the assessment to my application. During the course, the school may also disclose our personal data in order to obtain sufficient information.
- (c) I hereby promise to notify the family members who are stated in this application that their personal data has been provided to the school for achieving this application.
- (d) I clearly understand if any misrepresentation, concealment, deception by which may affected to the result of assistant level, it may lead to the cancelation of my application then I shall be liable to refund all the subsidy received in earlier and **subject to be CHARGED**.
- (e) I hereby accept the school may require more supporting documents during the course of examination to the information providing in the form.
- (f) I fully understand if I cannot submit the documents requested by the school, the school may delay or terminate the process of my application.
- (g) If there are changes on the information provided on the application, I will inform the school immediately.

Date: _____

Signature of Applicant: _____

All the documents submitted will NOT be returned. Under Section 18 & 22 and Principle 6 in Schedule 1 the Personal Data (Privacy) Ordinance, the applicant has right to request for access to or correction of the personal data provided on the application form.



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Po Leung Kuk HKTA Yuen Yuen Primary School
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Application Form

Copies of Hong Kong Identity (HKID) Cards

(If the HKID card is not available, please attach copies of other identity documents)

Attached here Copy of the HKID card of <u>the applicant</u>	Attached here Copy of the HKID card of <u>the spouse</u>
Attached here Copy of the HKID card of the family member	Attached here Copy of the HKID card of the family member
Attached here Copy of the HKID card of the family member	Attached here Copy of the HKID card of the family member
Attached here Copy of the HKID card of the family member	Attached here Copy of the HKID card of the family member



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PLK HKTA Yuen Yuen Primary School
2025-2026 School Fee Remission Scheme Application
Annex 1

INCOME CERTIFICATE

This is to certify that _____ (HKID Card No. _____) is employed by this company as _____. His / Her total salary (including allowance, bonus, double pay, leave pay and other income (including Hong Kong, the Mainland and overseas), but excluding Mandatory Provident Fund / Provident Fund contribution by employee, in actual figure) during the period from 1/4/2024 to 31/3/2025 (please specify the exact employment period within the above-mentioned period if it was less than 12 months: _____ to _____) is HK\$_____.

Signature of Employer : _____ Name of Employer : _____

Company Chop : _____ Telephone No. : _____

Company Address : _____

Date : _____

(Note: The original copy of this Certificate must bear the company chop and telephone no. of the employer.
Employer's initial is required against any deletion / amendment.)

INCOME CERTIFICATE

This is to certify that _____ (HKID Card No. _____) is employed by this company as _____. His / Her total salary (including allowance, bonus, double pay, leave pay and other income (including Hong Kong, the Mainland and overseas), but excluding Mandatory Provident Fund / Provident Fund contribution by employee, in actual figure) during the period from 1/4/2024 to 31/3/2025 (please specify the exact employment period within the above-mentioned period if it was less than 12 months: _____ to _____) is HK\$_____.

Signature of Employer : _____ Name of Employer : _____

Company Chop : _____ Telephone : _____

Company Address : _____

Date : _____

(Note: The original copy of this Certificate must bear the company chop and telephone no. of the employer.
Employer's initial is required against any deletion / amendment.)



Application no.: FR _____

PLK HKTA Yuen Yuen Primary School
2025-2026 School Fee Remission Scheme
Annex 2

WARNING: The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

Sample II: Profit & Loss Account <i>(For self-employed taxi driver / lorry driver / minibus driver etc.)</i> <i>(Can be filled in directly)</i>	
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 st April 2024 to 31 st March 2025)	
Income (HK\$)	
1. Rent (for vehicle owner only)	\$ _____
2. Profit from operating business	\$ _____
3. Others (please specify all items & breakdown of amounts)	\$ _____
(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 all items & breakdown of amounts)	\$ _____
(B) Total Expenditure	\$ _____
Net profit [(A) Total Income – (B) Total Expenditure*]	
\$ _____	
(This amount should be filled in Part IV of the Application Form for Student Financial Assistance Schemes.) *If Total 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 family income.	
Remark (reason for not being able to provide income proof) : _____	
Signature of family member engaged in the above business (if not the applicant) : _____	
Applicant Name	: _____
Applicant HKID No	: _____
Applicant Signature	: _____
Date	: _____

Sample III: Profit & Loss Account <i>(For person running business (including sole proprietorship / partnership business))</i> <i>(Can be filled in directly)</i>	
Name of family member running the following company (Owner) _____	
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 st April 2024 to 31 st March 2025)	
(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, Electricity and Gas charges	\$ _____
Telephone and Insurance fee	\$ _____
Rent and rates	\$ _____
Salary of employees other than those marked '#' below	\$ _____
Transportation and Travelling fee	\$ _____
Repair and Maintenance fee	\$ _____
Others (please specify all items & breakdown of amounts)	\$ _____
Other Expenditure (HK\$)	\$ _____
# Salary of owner paid by this co.	\$ _____
# Salary of other family member paid by this company (Name)	: \$ _____
(B) Total Expenditure (HK\$)	\$ _____
Family Income = (A) Gross Income – (B) Total Expenditure* + Salary of owner / other family member paid by this company#	
\$ _____	
(This amount should be filled in Part IV of the Application Form for Student Financial Assistance Schemes.) *If Total 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 family income.	
Remark (reason for not being able to provide income proof): _____	
Owner Signature (if not the applicant) : _____	
Applicant Name	: _____
Applicant HKID No	: _____
Applicant Signature	: _____
Date	: _____



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Annex 3

Self-prepared Income Breakdown

(For who cannot provide income proof, each form for one family member only)

(e.g. hawker / construction worker / renovation worker / casual worker / cleaner)

WARNING : The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

Name of the family member engaged in the following business : _____

The relationship with the applicant : *Applicant / Spouse / Child (*please delete the inappropriate items)

Nature of Industry : _____ Position : _____

(Please fill in actual figure. If you do not have any income in a specific month, please fill in \$0. Do not leave any month blank. In addition, for payment made in arrears, for instance, if the payment date of your salary for April is in May, you should fill in the salary amount in the month of April, etc.)

Year of 2024

Apr : HK\$ _____ May : HK\$ _____ Jun : HK\$ _____

Jul : HK\$ _____ Aug : HK\$ _____ Sep : HK\$ _____

Oct : HK\$ _____ Nov : HK\$ _____ Dec : HK\$ _____

Year of 2025

Jan : HK\$ _____ Feb : HK\$ _____ Mar : HK\$ _____

Total Annual Income :

HK\$ _____

Payment method (Please put '✓' in the appropriate box. More than one item may be selected)

☐ By Cash / Cash Cheque

☐ By Cheque / direct credit (Please provide a copy of the transaction record together with the page showing the name of the bank account holder, circle the entries and highlight the total amount with color for verification. For any entries other than income, please also make necessary remarks next to them.)

☐ I have no fixed employer

☐ The company I worked for has wound up and I cannot obtain documentary proof from the ex-employer and do not have any other income proof.

☐ Others, please specify : _____

Declaration : I declare that the above information is true and complete.

Signature of family member engaged in the above business (if not the applicant) : _____

Applicant Name : _____ Applicant HKID No. : _____

Applicant Signature : _____ Date : _____