

Tai Po Sam Yuk Secondary School
S2 – S6 Tuition Fee Remission 2023-2024
Application Form

Part I: Applicant's Information (Parent)

1.	Name: _____ (Chinese)	
		_____ (English)
2.	ID No.: _____	
3.	Address: _____	

4.	Contact Information: _____	_____
	(Home Telephone)	(Mobile)

Part II: Information on student and Types of Tuition Fees Application.

1.	Name: _____ (Chinese)	
		_____ (English)
2.	ID No.: _____	
3.	Class: _____	Class No. : _____
4.	Please tick one of the following conditions.	
	(A) S2 – S6 Tuition Fees Scholarship(With conduct of B grade or above in 1 st term Exam).	
	<input type="checkbox"/> Student has a sibling/siblings currently studying or had studied in our school, or is the child of alumnus/alumni, or is the child of current teachers and staff	

(B) S2 – S6 Tuition Fees Subsidies	
	<input type="checkbox"/> Underprivileged (Please enclose a copy of the Certificate of Eligibility from the Student Financial Assistance Agency; Or enclose a parent letter stating the current household financial situation)
	<input type="checkbox"/> Coming from a family receiving subsidies from Comprehensive Social Security Assistance (Please enclose a copy of the Certificate of Eligibility and a copy of the student's Birth Certificate)

Part III: Declaration

I, _____ (name of applicant), fully understood the guidelines in this application form and agree to the application arrangements.

I hereby declare that:

(a) the information and the certificates I provided are complete and correct.

I understand that giving false information will disqualify my application and I will have to return all subsidies and face prosecution.

(b) I give my consensus to allow TPSY to verify and disclose my information in this application form with any third parties and organization concerned.

Date: _____ Applicant's Signature: _____

Part IV: School Use Only

Result

The school will grant the student a full/ half tuition remission to be effected on _____.

Enquiries about tuition fee remission can contact general office ◦

Tel : 26653459 E-mail : enquiry@tpsy.edu.hk Office hour:8:00am-5:00pm

Tai Po Sam Yuk Secondary School
S2 – S6 Tuition Fee Remission
Memorandum
S2 – S6 Tuition Fee Remission Procedures

Timetable	Procedures
July	Fee Remission open for application
1 Sept – 11 Sept	Applicant is required to submit a completed application form, the copies of related documents to class teacher on or before 11 September. Assessments for application later than the mentioned date will be delayed together with the announcement of results.
End of September	The school will notify the applicants of the result.
12 Sept – next year End of April	After the student has received notification of acceptance by the school, the tuition fee remission application form can be obtained from the general office, completed, and returned to the office on or before 12 September. Late comers will have the fee remission in effect on the approved date.

Warning

Any information submitted is false or incomplete is subjected to prosecution of under the Theft Ordinance (Chapter 210 s16A (1) (b) of the Law of Hong Kong SAR). Any person who commits deception shall be liable to be convicted by the police.

Tai Po Sam Yuk Secondary School
S2 – S6 Tuition Fee Remission
Instructions

1. S2 – S6 Tuition Fee Remission

1.1 Tuition Fee Subsidies is to provide assistance to S2 – S6 students with financial difficulties.

2. Criteria for School Fee Remission

2.1 Applicant has to be the parent or the legal guardian of our S2 – S6 student.

2.2 The S2 – S6 Student who is applying the **S2 – S6 Tuition Fee Remission or Scholarship**:

(i) Students has a sibling/siblings currently studying or had studied in our school, or is the child of alumnus/alumni, or is the child of current teachers and staff., the conduct of grade B or above has to have attained.

(ii) Started from 2023-2024, a form one student who is received 'Scholarship Opportunity at Admission' can receive a full scholarship for S1 to S6. Students who apply to our school at the 'Secondary One Discretionary Place' stage and are admitted will receive a full tuition fee for the Secondary 1 level. Subsequently, those who attain the required annual average mark of 50 or above and maintain a conduct grade of B or above can continue to receive full tuition fee waivers every year until they graduate from Secondary 6. Should a student fail to meet the academic and/or conduct grade(s) in any year during the period of study, this scholarship will cease at the end of that year.

2.3 The S2 – S6 Student who is applying the **S2 – S6 Tuition Fee Subsidies** has to meet one of the following conditions:

- (i) Underprivileged. (This is for applicant who is receiving half or full subsidies from Student Financial Assistance Agency. They can apply for our **Tuition Fee Subsidies** with the Certificate of Eligibility from the Agency. Students who are not under the scheme mentioned above could also consider applying for the school's Tuition Fees Subsidies. Application will be processed on a case by case basis)
- (ii) Having the Comprehensive Social Security Assistance from the Social Welfare Department.

2.4 Students who receive half or full tuition fee remission and then win the Sapphire/Emerald Award can, after approval from the school, use the difference between the two to pay for public examinations in order to further enhance learning and exam skills. They must apply for these examinations on their own and submit a parent's letter to the school office at least 3 weeks beforehand for school approval and teachers' assistance. The total examination fee subsidy cannot exceed 10% of the "scholarship difference", and the rest of the "scholarship difference" cannot be reserved for use in the following year. Exams

that can be taken include: TOEFL, IELTS, IGCSE, GCSE, GCE, SAT, ACT, Cambridge English Qualifications or the National Putonghua Proficiency Test, etc. However, the application process must be completed before the end of the award-winning semester, i.e., August 31.

3. Application Procedures

- 3.1 Applicant has to submit the copies of related documents with the application form. Failure to do so will face a suspension of application.
- 3.2 Applicant's eligible for approval will be granted full or half tuition remission. Details and the application form about the subsidies from Student Financial Assistance Agency can be obtained at our general office.
- 3.3 Applicant has to submit a written notice and bring related documents to the general office for any amendment of the submitted information.
- 3.4 Applicant is required to submit a completed application form, the copies of related documents to class teacher on or before 11st September. The school will notify the applicants of the result by the end of September.
- 3.5 Assessments for application later than 11st September, will be delayed together with the announcement of results.

4. Assessment Methods for Tuition Remission

Students from S1 to S6 and have met the following conditions:	Tuition remission
Students has a sibling/siblings currently studying or had studied in our school, or is the child of alumnus/alumni, or is the child of current teachers and staff.	Half
Students receiving subsidies from the Student Financial Assistance Agency (Half)	Half
Students receiving subsidies from the Student Financial Assistance Agency (Full)	Full
Students receiving subsidies from Comprehensive Social Security Assistance	Full
Students from financially disadvantaged families (will be processed on a case by case basis)	Half to Full

5. Submission of / Handling Personal Information

- 5.1 Applicant has the responsibility to provide real and complete information. The school will decide the degree of tuition remission based on the submitted information. Documents with incomplete information will face a suspension of application.

5.2 The submitted information will be used for:

- (i) assessment of application
- (ii) redeem excess subsidies (if applicable)
- (iii) verify student information
- (iv) statistics & research and
- (v) for other related applications

5.3 The school can disclose the submitted information to government departments and other schools under authorized law or rules and section 5.2 of this document.

5.4 The school may contact government departments and organizations to verify the submitted information. The application will be cancelled if the submitted information is false or incomplete. The applicant should return all the subsidies to the school and stands the possibility of being prosecuted.

5.5 Applicant has to return the excess subsidies because of miscalculation and wrong assessments of the application.

5.6 The submitted information will not be returned. Nevertheless, applicant can submit a written notice to require to read, amend and make copies of the submitted information under the Personal Data (Privacy) Ordinance (Chapter 486 s18 and s22 of the Law of HKSAR.)

6. Enquiry

6.1 Enquiries about tuition fee remission can contact General office.

Tel : 26653459 E-mail : enquiry@tpsy.edu.hk Office hour:8:00am-5:00pm