Application for Financial Assistance Scheme

2026-2027 School Year

Guidance Notes

Aim

To assist our students in need of financial assistance to complete the foundation programmes in school for further studies or work in the future.

Sources of Fundings

1. No less than 10% of the total school fee income in each school year
2. Donations from the China Congregational Church

Eligibility Criteria

1. Applicant must be the parent or guardian of our registered student.

Assessment Processes

Note: Students must pay the school fees before the release of the application results.

1. All applications will be assessed by the Student Aid & Scholarship Committee (The Committee).
2. In general, the "Adjusted Family Income" (AFI) mechanism will be used as the mean test to assess the eligibility of a family for student financial assistance and its assistance level.
   For individual cases, interviews or home visits will be arranged.
   The Committee will reserve the right of final decision if the number of applicants exceeds the funding budget.
   In general, the results of assessments are as follows:

Item	Family Assistance Level/Application Result	Level of Assistance
1	Comprehensive Social Security Assistance (CSSA) Family	100% of School Fee
2	FULL	60% of School Fee
3	HALF	30% of School Fee

Assessment Method

1. Successful applicants will receive financial assistance to pay part of or full school fees. Costs of buying textbooks, taking part in extra-curricular activities and miscellaneous school-related expenses will not be covered. The eligibility and the level of assistance will be determined by the AFI mechanism.
2. The AFI mechanism is based on the following formula:

$$\text{AFI} = \frac{\text{Gross annual income of the family}}{\text{Number of family members + (1)}}$$

**For single-parent families of 2 to 3 members, the "plus 1 factor" in the divisor of AFI formula will be increased to 2.

3. Gross annual income of the family includes the annual income of applicant and his/her spouse; 30% of the annual income of unmarried child/children residing with the family if applicable; and the contribution form relatives/friends if applicable. See Appendix 1.
4. The members of a family normally refer to the applicant, his/her spouse, unmarried child/children residing with the family and the dependent parent(s) who are supported by the applicant and/or his/her spouse.
5. The AFI eligibility benchmarks for various levels of assistance in the 2026/27 school year are listed in the table below. Please note that the AFI is not the average monthly income of a family;

AFI Groups (HK$)	Level of Assistance
0 – 46,292	FULL*
46,293 – 89,515	HALF
>89,515	Ineligible (applications not successful)

*AFI thresholds for full level of assistance for 3-member and 4-member families are $56,044 and $51,561 respectively in the 2026/27 school year. For 2-member single-parent families and 3-member single-parent families, they are regarded as 3-member families and 4-member families respectively for determining the AFI thresholds for full level of assistance and calculation of AFI.

6. The assessment is based on the information provided in the application form at the time of submission. No adjustments will be made to the amount of assistance afterwards in that school year.

7. The school reserves the right of final decision in all disputes on the assessment and amount of subsidies under this Financial Assistance Scheme.

8. If the application is successful, the paid school fee will be refunded to the applicant by cheque. The cheque should be collected from the School Office within 90 days from the date of issue. After the due date, the school reserves the right to withdraw the refund.

9. The school reserves the right to suspend the assistance if the student-applicant does not fulfil the attendance requirement.

Application Timeline

1. The application period is from **1 to 30 September 2026**
2. Place for collecting and returning application form: School Office
3. **Deadline: 30 September 2026 at 4:30 pm**
   After the deadline, new students can still submit their applications within 30 days from the date of their admission.
4. Application Results will be released **before 30 November 2026**.
5. No application will be accepted after the deadline.*
6. Application Documents: please refer to Appendix 2.
   Applicants must submit all supporting documents before the deadline. Otherwise, the application will not be considered.

*School will consider accepting late applications case by case under special circumstances.

Appeal and Revision of Assessment

1. If the applicant disagrees with the assessment, he/she can lodge a written notice of objection to the Appeal Committee within 10 days of the date the results are released.
2. The application will be reviewed by the Appeal Committee.
3. The decision made by the Appeal Committee will be final.
4. The applicant will be informed of the result by the Appeal Committee in writing.

Family Income

Appendix 1

1. Applicant should provide the total income for the period from 1 April 2025 to 31 March 2026 with documentary proofs.
2. Types of incomes earned by the family both within and outside Hong Kong that should be reported are listed below for reference.

Items need to be reported	Items need not to be reported
1. Salary (including the salary of applicant, applicant's spouse and student-applicant's unmarried sibling(s) residing with the applicant for full-time, part-time or temporary jobs, excluding Mandatory Provident Fund (MPF)/Provident Fund contribution by employee)	1. Financial assistance from the Government, or payment from the assistance programme under the Community Care Fund (such as CSSA/Old age allowance/Old age living allowance/Disability allowance/Retraining allowance/Work Incentive Transport Subsidy/Working Family Allowance, etc.)
2.Double pay/ Leave pay	2. Long service pay/Contract gratuity
3. Allowance (including overtime work/living/housing or rent/transport/meals/education/shift allowance, etc.)	3. Severance pay
4. Bonus/Commission/Tips	4.Loans
5. Studentship	5. Lump sum retirement gratuity/ Providence fund
6. Wages in lieu of notice of dismissal	6. Inheritance
7. Business profits and other income earned by means of self-employment, such as hawking, driving taxi/minibuses/lorries, and fees for services rendered, etc.	7. Charity donations
8. Alimony	8. Insurance/accident/injury indemnity
9. Contribution from any person(s) not residing with applicant's family to any of the applicant's family member(s) (including money or contribution of housing/remittance(s)/contribution for mortgage repayment /water/electricity /gas/other living expenses)	9. MPF/Provident Fund contribution by employee (the ceiling of contribution needs not to be reported is $18,000 per year)
10. Interests from fixed deposits, stocks, shares and bonds, etc.	
11. Rental income of property, land, carpark, vehicle or vessel (including Hong Kong, the Mainland and overseas)	
12. Monthly pension/Widow's and Children's Compensation	

Appendix 2

Submission of Application Supporting Document

1. Applicants should submit the completed application form and copies of the supporting documents to the School Office before the deadline.
2. Supporting documents that must be submitted include:
   (i) Copy of the identity documents for the following family members:
      - Applicant
      - Applicant's spouse (if applicable)
      - Applicant's family members (if applicable)

   (ii) Documentary proof on annual income for the assessment year from 1 April 2025 to 31 March 2026

   (iii) Documentary proof on full-time student status for student-applicant's siblings residing with the family, such as Student Card or Student Handbook

   (iv) Copy of supporting documents for separation/divorce or spouse's Death Certificate

   (v) Copy of documentary proof on supporting the dependent parents, such as statutory declaration

   (vi) Copy of documentary proof from the Social Welfare Department for the Comprehensive Social Security Assistance (CSSA) Family

   (vii) Copy of documentary proof from the Student Finance Office (SFO) if the applicant had applied for subsidy through the Student Financial Assistance Schemes.