ESTABLISHED 1860

Diocesan Girls' School

Student Financial Assistance Scheme

(2026-2027)

Guidance Notes

The "Guidance Notes" have been written in both English and Chinese.
In case of any discrepancy, the English version shall prevail.

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PART I GENERAL INFORMATION

1. Introduction

The Student Financial Assistance Scheme (SFAS) provides financial assistance to eligible parents in need of fee remission for their children in Diocesan Girls' School (the School).

2. Eligibility

2.1 The student must either be:

(1) already studying in Diocesan Girls' School and will continue to do so in the coming academic year; or

(2) enrolled to start her study in Diocesan Girls' School in the coming academic year.

2.2 Parents or legal guardians of students from Secondary 1 to Secondary 6 in the coming academic year are eligible to apply for the Fee Remission Scheme.

Student in the academic year 2026-2027	Fee Remission Scheme
Secondary 1	√
Secondary 2	√
Secondary 3	√
Secondary 4	√
Secondary 5	√
Secondary 6	√

3. Application Procedures

3.1 Applications must be made by the student's parent or her legal guardian.

3.2 A fresh application should be made every school year.

3.3 One application form should be completed in respect of each student.

3.4 All application forms must be duly completed and submitted to the School with all the required supporting documents on or before the deadline of application.

3.5 An application which fails to provide detailed and accurate information or required documentary evidence may delay the vetting process.

3.6 After the closing date of application, the School will check the application forms and may conduct investigations into the application, if deemed necessary.

3.7 The School reserves the right to interview the applicants.

3.8 The School has the sole discretion in approval and the decision of the School is final.

4. Form of Financial Assistance

Fee Remission Scheme

The actual amount of fee remission, which is meant to help those who are genuinely in need, is based on the level of assistance, as expressed in percentage of fee remission (25%, 50%, 75%, 100%), as applied to the school fee chargeable by the School in the particular school year.

5. Method of Assessment

5.1 All applicants are subject to income assessment. The 'Annual Family Income' mechanism will be used to assess the eligibility for receiving financial assistance from the Scheme.

5.2 The 'Annual Family Income' of the family means the annual income* from the sources of the applicant and the applicant's spouse specified in the Appendix, 30% of the annual income* of any unmarried children residing with the family, and the contributions from other children, relatives and friends.

**Annual income refers to the total income earned in the previous fiscal year of the government.*

5.3 'Family Members' refer to the applicant, the applicant's spouse, the unmarried children and the dependent parents **residing** with the family.

5.4 The eligibility for receiving financial assistance from the Scheme is dependent upon the level of 'Annual Family Income' and the total number of 'Family Members'. This is set out in Table 1. (See para. 5.6 for other combinations of income and family members.)

5.5 In a single-parent family, the total number of 'Family Members' is, for the purpose of calculation, increased by one additional member.

5.6 The School will also consider, on a case-by-case basis, applications from families with special / urgent financial needs and families with more than five members (see 'Family Members' in Part II Section 1.4).

5.7 The ceiling of the deductible amount of medical expenses for each family member who is chronically ill or permanently incapacitated is $24,250 per year in the academic year 2026-2027 (see 'Medical Expenses incurred by Family Member(s) with Chronic Illness' in Part II Section 1.6).

5.8 The School reserves the right to verify the information provided by the applicant in support of the application.

Table 1: Criteria for Eligibility of Fee Remission Scheme

Level of Fee Remission (for reference only)	'Annual Family Income' (HK dollars)		
	Total no. of 'Family Members': 3	Total no. of 'Family Members': 4	Total no. of 'Family Members': 5
100% fee remission	$0 to $232,500	$0 to $267,000	$0 to $291,000
75% fee remission	$232,501 to $297,000	$267,001 to $371,500	$291,001 to $444,500
50% fee remission	$297,001 to $368,000	$371,501 to $460,000	$444,501 to $551,500
25% fee remission	$368,001 to $439,000	$460,001 to $549,500	$551,501 to $658,000
No fee remission	Above $439,000	Above $549,500	Above $658,000

6. Provision / Handling of Personal Data

6.1 An applicant should supply his / her personal data and those of his / her family members to the School by completing the application form fully and truthfully and attach all required documentary evidence. Insufficient information / misrepresentation of facts will render his / her application disqualified for further processing.

6.2 The personal data provided in this application and any supplementary information provided will be used for the following purposes:

(1) activities relating to the processing and authentication of application; and
(2) activities relating to the overpayments, if any; and
(3) statistics and research purposes.

6.3 If necessary, the School will contact government departments and organizations (including the employers of the applicant and applicant's family members) to verify the personal data provided in the application for the purposes mentioned in para. 6.2 above.

6.4 The personal data an applicant has provided will ONLY be disclosed to those parties concerned:

(1) for the purposes mentioned in para. 6.2 above; or
(2) where the applicant has given his / her consent to such disclosure; or
(3) where such disclosure is authorized or required by law.

6.5 All personal data given in the application form are subject to investigation, including home visits by the School. Any wilful misrepresentation and concealment of facts will lead to disqualification, restitution in full and possible prosecution.

6.6 All documents submitted are not returnable. However, according to Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administration Region), an applicant has the right to access and make corrections to the data provided by him / her. He / she can also obtain copies of his / her personal data subject to the payment of necessary administration charges. Such requests should be addressed to the Headmistress in writing.

6.7 Enquiries concerning the personal data provided in the applications and requests for the correction of such data should be made in writing to the Headmistress.

7. Documentary Evidence Required

7.1 Photocopies of Hong Kong Identity Card or other identity documents of:

(1) the applicant;
(2) the applicant's spouse;
(3) the student applicant; and
(4) other family members listed in Part D of the "Application Form" (SFASA001).

7.2 Photocopies of documentary evidence of 'Annual Family Income' for the period 1 April 2025 to 31 March 2026:

(1) Gross Income from Employment
- Inland Revenue Department - Employer's Return of Remuneration and Pension (I.R. 56B); or
- "Income Certificate" (SFASA006); or
  - to be completed and signed by the employer
  - for people who are salary employed but cannot produce salary statement, taxation documents, bank statement showing payment of salary or other income proofs
  - for sample, please refer to Part V - Sample 5
- Salary advice / pay slip; or
- Bank transaction records showing payment of salaries; or
- Notice of Assessment and Demand for Salaries Tax issued by the Inland Revenue Department (IRC 6401).

(2) Profits from Business (including sole proprietor or partner of partnership business)
- "Income Statement (Form A)" (SFASA007) (the Profit & Loss Account of the business should be attached); or
  - for sample, please refer to Part V - Sample 6
- Relevant profits tax assessments issued by the Inland Revenue Department.

(3) Income from Self Employment
- "Income Statement (Form B)" (SFASA008); or
  - for sample, please refer to Part V - Sample 7
- "Income Statement (Form C)" (SFASA009).
  - for sample, please refer to Part V - Sample 8

(4) Profits from Investments / Interests earned from Bank Deposits, Stocks & Shares, etc.
- Dividend advice; or
- Interest advice; or
- Bank deposits advice / statements / pass book.

(5) Rental Income
- Tenancy agreement(s); or
- Rental receipt records; or
- Property tax assessment notices.

(6) Other Income: Wages in lieu of notice of dismissal
- Termination letter

(7) Other Income: Alimony / living expenses from ex-spouse / monthly pension / widow's & children compensation / gratuity, etc.
- Relevant document(s)

7.3 (For a single-parent family) Photocopies of proof of single-parent family status, e.g. supporting documents for divorce / separation, death certificate of the spouse of the applicant, etc.

7.4 (If applicable) Photocopies of documentary proof of medical expenses (for family members who are chronically ill or permanently incapacitated) for the period from 1 April 2025 to 31 March 2026

7.5 Applicants may mark the word 'copy' or '副本' in Chinese across the photocopies.

8. Declaration under the Oaths and Declarations Ordinance

8.1 The applicant is required to declare, in accordance with the Oaths and Declarations Ordinance (Chapter 11 of the Laws of Hong Kong), that the information provided in **all** documents submitted to the School, including supporting documents and other documents, is true and complete.

8.1 The applicant is required to declare, according to the Oaths and Declarations Ordinance (Chapter 11 of the Laws of Hong Kong), that the information given in the application is true and complete.

8.2 The declaration under the Oaths and Declarations Ordinance can be made at the Public Enquiry Service Centers of the Home Affairs Department.

8.3 The declaration is set out in Part H of the application form.

8.4 The applicant should also ensure that the application form is completed fully and truthfully and has attached thereto all the required documentary evidence required to be attached before making the declaration, failing which the applicant may have to make a further declaration under the Oaths and Declarations Ordinance in respect of any such omission.

8.5 For more details, please visit:
http://www.had.gov.hk/en/public_services/public_enquiry_services/faq.htm

9. Other Special Family Information

An applicant who has special financial hardship can inform the School in writing.

10. Application Period

10.1 Applications for fee remission are accepted year-round with no deadline.

10.2 Applications will be reviewed only after all required documents have been submitted. Once approved, the fee remission will take effect the following month.

10.3 Details regarding fee remission for the 2027-2028 academic year will be released in May 2027.

11. Submission of Application

11.1 All applications should be submitted by hand within office hours to the General Office.

Office hours: Mondays to Fridays 9:00 a.m. to 4:00 p.m.

11.2 To protect personal data from unauthorized disclosure, the applicant should enclose the completed application form, the supporting documents and other required documents in an A4-sized envelope which is sealed and signed for submission to the School.

11.3 On the envelope, please state 'Student Financial Assistance Scheme'.

12. Notification of Result

Applicants will be informed of the result of their applications in writing within two months of their application submission.

13. Appeals

If applicants are dissatisfied with the result of their application, they can apply in writing to the Headmistress for a review within two weeks from the date of notification, providing detailed justifications and any documentary evidence in support of their application.

14. Important Matters for Applicant to Note

It is the applicant's responsibility to complete the application form fully and truthfully and attach all the supporting documents. The information supplied by the applicant in this application will be used to determine the appropriate level of fee remission to be awarded. Any misrepresentation or omission may result in delay in processing the application, and may even lead to rejection of the applicant's current and future application(s) and / or full recovery of fee remission already awarded and possibly court proceedings. The applicant is reminded that it is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits an offence and is liable on conviction to imprisonment for 10 years under and the Theft Ordinance

(Chapter 210 of the Laws of the Hong Kong Special Administrative Region). It is also an offence to declare under oath any false information provided in the application form. Any person who willfully makes a statement which he / she knows to be false shall be guilty of an offence and shall be liable on conviction to imprisonment for 7 years and to a fine under the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong Special Administrative Region).

As a measure to verify the truthfulness and completeness of the information supplied, the School may conduct counter-checking on some successful applications, through the request for supplementary documentary evidence, home visits, verification with the applicant's employers and various authorities concerned, or any other means. During such visits, the staff of the School may need to seek clarifications on the information provided or additional information. The applicant and his / her family members are requested to co-operate with the staff. Intentional obstruction to the staff in the course of their verification, concealment of information or failure to provide the information / clarification as required may lead to the cancellation of the fee remission and the full recovery of the fee remission already granted and even court proceedings.

If the applicant fails to submit the necessary supporting documents without good reason, his / her application will not be considered.

Completed applications and supporting documents (other than originals), once submitted, are not returnable. If necessary, please retain one copy for reference.

The applicant should inform the School in writing immediately of any change of information in any parts of the application after the submission. The information should be accompanied by a declaration under oath signed by the applicant. Outdated information will cause unnecessary delay in processing the application.

15. Enquiries

Any applicant who has enquiries concerning his / her application may contact the General Office.

Telephone No. : 2277 9100
Office hours : Mondays to Fridays 9:00 a.m. to 4:00 p.m.

PART II NOTES ON COMPLETING THE APPLICATION FORM & OTHER DOCUMENTS

1. Application Form

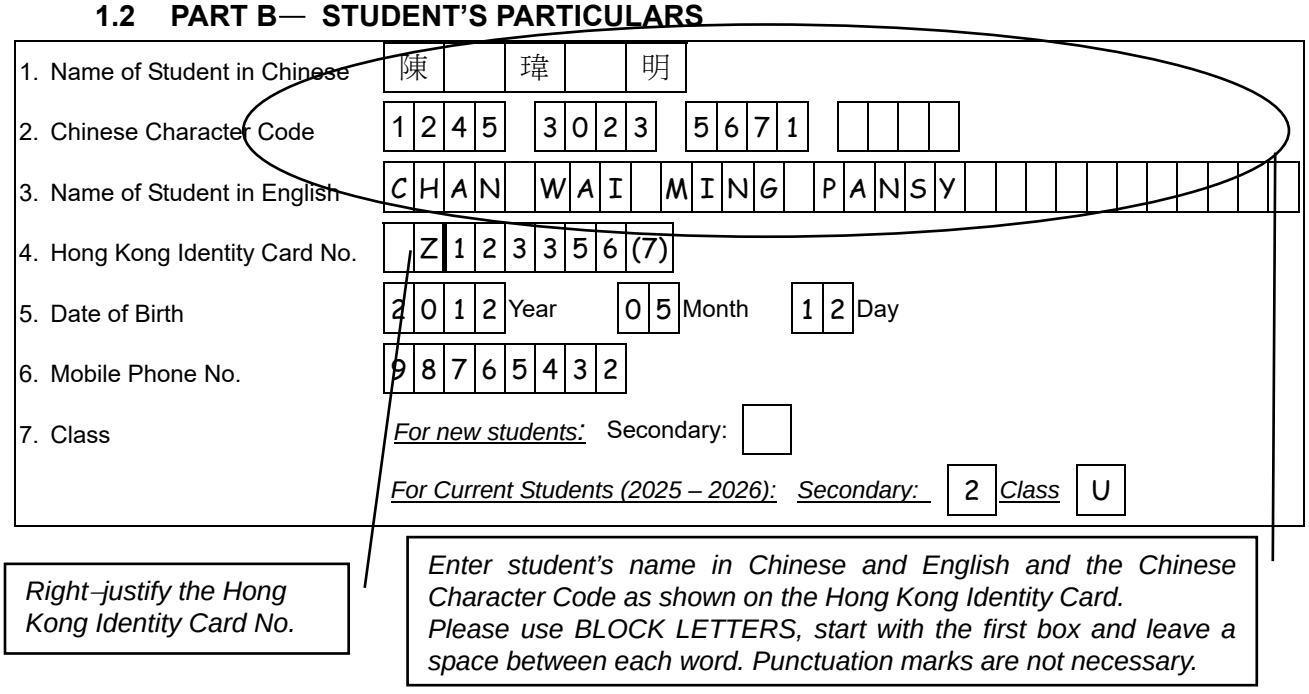
Please write clearly in BLOCK LETTERS using a black or dark blue ball pen and read carefully the following points before completing each item.

1.1 PART A— APPLICATION OF SCHEME(S)

1. Please select the scheme(s) for which you would like to apply.
2. Please tick '✓' the appropriate box(es).

Students in the academic year 2026 – 2027	Fee Remission Scheme
Secondary 1	
Secondary 2	
Secondary 3	✓
Secondary 4	
Secondary 5	
Secondary 6	

1.2 PART B— STUDENT'S PARTICULARS



1.3 PART C— APPLICANT'S PARTICULARS

1. Name in Chinese	陳 文 青
2. Chinese Character Code	1245 2367 3489
3. Name in English	CHAN MAN CHING
4. Relationship with Student	1 ('**1**' Parent '**2**' Legal guardian -*Please explain:*_____)
5. Hong Kong Identity Card No.	A765732(1)
6. Date of Birth	1980 Year 02 Month 23 Day
7. Sex	1 ('**1**' Male '**2**' Female)
8. Marital Status	1 ('**1**' Married '**2**' Single / Separated / Divorced / Widowed)
9. Residential Phone No.	23456789
10. Mobile Phone No.	92937465
11. Office / Other Contact No.	23436255 Ext.
12. Email address (If any)	mcchan@xyz.com
13. Residential Address	
Flat/Room	A
Floor	8
Block	
Name of building	TIN LING HOUSE
Estate/Village	TIN LOK GARDEN
No. and Name of Street	10 TIN TIN ROAD
District	KWUN TONG
District Code*	09
Region	2 ('**1**' Hong Kong '**2**' Kowloon '**3**' New Territories)

Right–justify the Hong Kong Identity Card No.

Refer to the following table for 'District Code'.

Leave a space between each word. Punctuation marks are not necessary.

If the applicant is not the student's parent, a written explanation is required.

***District Code**			
01.	Central and Western District	10.	Tsuen Wan District
02.	Wan Chai District	11.	Tuen Mun District
03.	Eastern District	12.	Yuen Long District
04.	Southern District	13.	North District
05.	Yau Tsim Mong District	14.	Tai Po District
06.	Sham Shui Po District	15.	Sai Kung District
07.	Kowloon City District	16.	Sha Tin District
08.	Wong Tai Sin District	17.	Kwai Tsing District
09.	Kwun Tong District	18.	Islands District

1.4 PART D— PARTICULARS OF FAMILY MEMBERS

1. For assessment of the applicant's eligibility, a 'Family Member' normally includes
   (1) the applicant and the applicant's spouse; and
   (2) the applicant's unmarried children residing with the family; and
   (3) dependent parents residing with the applicant.

2. A 'Family Member' does not include
   (1) non-Hong-Kong residents; and
   (2) those who have left Hong Kong permanently and no longer consider Hong Kong their home.

3. Item No. 2— Spouse
   (1) If the applicant is now single, divorced, separated or if the spouse is deceased, leave this item blank.
   (2) Please provide documentary proof to establish the student's single-parent status.

4. Item Nos. 7 to 8— Dependent Parents Residing with the Family
   Dependent Parents Residing with the Family means the parents of the applicant / applicant's spouse who meet the following requirements:
   (1) they are not receiving CSSA; and
   (2) for a period of at least 6 months within 12 months preceding the time of application:
      (i) have resided / are residing with the family; or
      (ii) have taken up permanent residence at another premises owned or rented by the applicant / applicant's spouse; or
      (iii) lived in their own premises or resided in elderly homes and are totally supported by the applicant / applicant's spouse.

1.4 PART D— PARTICULARS OF FAMILY MEMBERS (Continued)

If the applicant is now single, divorced, separated or spouse is deceased, leave this item blank.

State if the 'Family Member' is a housewife, unemployed or retired, etc.

Item No.	Name (*As shown on the Hong Kong Identity Card*)	Relationship with Applicant	Age	H.K.I.D. Card No. / Birth Registration Certificate No.	Occupation	Name of Employer / School	No. of family members
I.	**Applicant and Applicant's Spouse**						
1.	Chan Man Ching	Applicant	46		Senior officer	C & D Co. Ltd.	(Part I total) 2 ***A***
2.	Wong Mei Mei	Spouse	43	B896745(3)	Sole trader	Beauty Fashion	
II.	**Unmarried Children Residing with the Family**						
3.	Chan Wai Ming Pansy	Student applicant	14				(Part II total) 2 ***B***
4.	Chan Tai Ming	Son	23	C732729(3)	Purchasing officer	Easy Trading Co. Ltd.	
5.							
6.							
III.	**Dependent Parents Residing with the Family**						
7.	Chan Kin Hong	Father	68	A123456(7)			(Part III total) 1 ***C***
8.							
	Total no. of 'Family Members': ***A*** **+** ***B*** **+** ***C*** **=**						5 ***D***
						FOR OFFICE USE	+1

1.5 PART E— FAMILY INCOME

1. Please provide the 'Annual Family Income' during the period 1 April 2025 to 31 March 2026 and give documentary proofs.
2. Types of income that are to be reported are listed in Appendix.

Column (I)
Gross Income from Employment includes:
- *Total basic salary (excluding contributions to provident fund, e.g. MPF)*
- *Year-end double pay / leave pay*
- *Allowances (including housing, travel, meals, education, shift allowance, etc.)*
- *Bonus / commission*

Column (II)
Enter business profits or other incomes by means of self-employment, such as hawking, driving taxis / minibuses, and fees for services rendered.
For business, enter the total incomes for the year which is ended within the period 1 April 2025 to 31 March 2026 if the annual accounts are made up to any day other than 31 March.

Column (III)
Enter the total amount of contributions received in the year from other children, relatives and friends.

Column (IV)
Enter the profits from investments and interest earned from bank deposits, stocks and shares, etc.

Column (V)
Enter the total rent received from land or property or the total annual income from subletting the property occupied by the family.

Column (VI)
Other income includes:
- *Wages in lieu of notice of dismissal*
- *Alimony / living expenses from ex-spouse*
- *Monthly pension / widow's & children compensation / gratuity, etc.*

Item No.	Name (*As shown on the Hong Kong Identity Card*)	Actual Income during the Financial Year 1 April 2025 - 31 March 2026						
		(I) Gross Income from Employment	(II) Profits from Business or Income from Self-employment	(III) Contributions from Family Members or Relatives	(IV) Profits from Investments / Interest Earned	(V) Rental Income	(VI) Other Income *(Please specify)*	Total
I.	**Applicant and Applicant's Spouse**							
1.	Chan Man Ching	21,000				49,000		$ 70000.00 **E**
2.	Wong Mei Mei		51,000	5,000				$ 56000.00 ***F***
							Part I Total Annual Income: *E* + *F* =	$ 126000.00 **G**
II.	**Unmarried Children Residing with the Family**							
3.	Chan Wai Ming Pansy							$ 0.00 ***H***
4.	Chan Tai Ming	90,000						$ 90000.00 ***I***
5.								$. ***J***
6.								$. ***K***
							Part II Total Annual Income: *H* + *I* + *J* + *K* =	$ 90000.00 ***L***

1.6 PART F— MEDICAL EXPENSES INCURRED BY FAMILY MEMBER(S) WITH CHRONIC ILLNESS

1. If the applicant has incurred medical expenses for family member(s) who are chronically ill or permanently incapacitated during the period from 1 April 2025 to 31 March 2026, he / she may provide the relevant information in Part F of the "Application Form" (SFASA001).
2. The applicant must provide relevant medical certificate(s) and receipt(s) issued by the hospitals / clinics / registered practitioners to the School for consideration of deducting such expenses.

1.7 PART G— ADDITIONAL INFORMATION BY APPLICANT

1. Please write down any additional information that assists the vetting process of the application.
   e.g. special financial hardship
2. Use a separate sheet if necessary.

1.8 PART H— DECLARATION

1. Please read carefully through the paragraphs and sign in the space provided.
2. Please complete either the English version or the Chinese version of the Declaration.

2. Letter of Consent for Income Verification & Cover Sheet

2.1 If necessary, according to para. 6.3 of Part I, the School will contact the employers of the applicant and applicant's family members to verify the personal data provided in the application.

2.2 "Letter of Consent for Income Verification" (SFASA003) should be completed and signed by the applicant and the other family members whose income is indicated in Column (I) 'Gross Income from Employment' of Part E 'Family Income' in the "Application Form" (SFASA001).

2.3 The applicant and applicant's family members should complete one letter (SFASA003) for each of their employment during the period 1 April 2025 to 31 March 2026.

2.4 For each letter (SFASA003), the applicant and applicant's family members should provide information on a contact person who can be contacted by the School to verify the income stated in the application.

2.5 "Letter of Consent for Income Verification" (SFASA003) will be valid for the period from the day on which the application is submitted to the end of the academic year 2026 - 2027.

2.6 The applicant can make extra copies of the letter (SFASA003) if necessary.

2.7 Please put ALL the letters (SFASA003) under "Cover Sheet for Letter of Consent for Income Verification" (SFASA002) and staple them, including the cover sheet.

3. Cover Sheet for Supporting Documents

3.1 Please tick '✓' the appropriate boxes and complete the table.

3.2 Please sign in the space provided.

3.3 Please put ALL the supporting documents under "Cover Sheet for Supporting Documents" (SFASA004) and staple them, including the cover sheet.

4. Copies of Hong Kong Identity (H.K.I.D.) Cards

4.1 Please paste the H.K.I.D. Card copies of the applicant, the applicant's spouse, the student applicant and other family members listed in Part D of the "Application Form" (SFASA001) in the appropriate space.

4.2 If the H.K.I.D. Card is not available, please attach copies of other valid identity documents, e.g. Hong Kong Birth Certificate, Hong Kong Re-entry Permit, Document of Identity for Visa Purposes, One-way Permit, etc.

5. Income Certificate

5.1 For people who are salary employed but cannot produce salary statements, taxation documents or bank statements showing payment of salaries or other income proofs.

5.2 "Income Certificate" (SFASA006) is to be completed by the Employer.

5.3 Please complete either the English version or the Chinese version of the certificate (SFASA006).

5.4 The applicant can make extra copies of the certificate (SFASA006) if necessary.

6. Income Statements

6.1 "Income Statement (Form A)" (SFASA007) is for sole proprietor or partner of partnership business. The profit and loss account of the business should also be attached.

6.2 "Income Statement (Form B)" (SFASA008) is for self-employed person, e.g. hawker, construction worker, renovator, causal worker, cleaner, etc.

6.3 "Income Statement (Form C)" (SFASA009) is for self-employed person, e.g.: taxi driver, lorry driver, minibus driver, etc.

6.4 Please complete either the English version or the Chinese version of the statements (SFASA007, SFASA008 and SFASA009).

6.5 The applicant can make extra copies of the statements (SFASA007, SFASA008 and SFASA009) if necessary.

PART III SAMPLE FAMILY

		Example 1 A family comprising the applicant, the applicant's spouse, the student applicant, an unmarried son living with the family and a dependent parent residing with the family.	**Example 2** A single-parent family comprising the applicant, the student applicant and an unmarried daughter living with the family.
Actual income during the financial year 1 April 2025 - 31 March 2026		Applicant : $265,500 Applicant's spouse : $175,000 Student applicant : ／ An unmarried son living with the family : $90,000 A dependent parent residing with the family : ／	Applicant : $200,000 ／ : ／ Student applicant : ／ An unmarried daughter living with the family : ／ ／ : ／
Total no. of 'Family Members'*		5	3 + 1 = 4 #
'Annual Family Income'		(265,500+175,000) + (90,000x30%) = $467,500	$200,000
Student in the academic year 2026-2027		All Forms	All Forms
Form of Financial Assistance	**Fee Remission Scheme**	✓50%	✓100%

* "Application Form" (SFASA001) - Part D Particulars of family members: Box D

\# As it is a single-parent family, the total number of 'Family Members', for the purposes of calculation, is increased by one additional member.

PART IV NOTES ON SUBMISSION OF APPLICATION

Before submission of application, please check the following:

☐ Completed all parts of the "Application Form" (SFASA001).

☐ Affixed the H.K.I.D. Card copies of the family members listed in Part D of the "Application Form" (SFASA001) in the appropriate space on "Copies of Hong Kong Identity (H.K.I.D.) Cards" (SFASA005).

☐ Completed and signed the

1. Declaration on P.8 of the "Application Form" (SFASA001)
2. "Cover Sheet for Letter of Consent for Income Verification" (SFASA002)
3. "Letter of Consent for Income Verification" (SFASA003)
   - by all family members concerned
4. "Cover Sheet for Supporting Documents" (SFASA004)
5. "Income Certificate" (SFASA006)
   - if applicable, completed and signed by the Employer
6. "Income Statement" (SFASA007, SFASA008 and SFASA009)
   - if applicable

☐ Prepared copies of all relevant documentary evidence.
- please make sure that the information shown in the copies is clear

☐ Enclosed the following <u>inside</u> an A4-sized envelope:

1. the completed "Application Form" (SFASA001)
2. a set of supporting documents stapled under the "Cover Sheet for Supporting Documents" (SFASA004)
3. a set of "Letter of Consent for Income Verification" (SFASA003) stapled under the "Cover Sheet for Letter of Consent for Income Verification" (SFASA002)

☐ Stated '<u>Student Financial Assistance Scheme</u>' on the envelope.

☐ Sealed and signed the envelope.

PART V SAMPLES

Sample 1: "Cover Sheet for Letter of Consent for Income Verification" (SFASA002)

For Office Use
Application No.
						-			-				

SAMPLE

Diocesan Girls' School
Student Financial Assistance Scheme
(2026–2027)

COVER SHEET FOR LETTER OF CONSENT FOR INCOME VERIFICATION

The "Letter of Consent for Income Verification" (SFASA003) should be completed and signed by

- the applicant
- the applicant's spouse
- the unmarried children residing with the family

whose income is indicated in Column (I) 'Gross Income from Employment' of Part E 'Family Income' in the "Application Form"(SFASA001).

To be completed by the applicant:

"Letter of Consent for Income Verification" (SFASA003)	
Completed and signed by	Number of letters
Applicant	1
Applicant's Spouse	0
Unmarried Children Residing with the Family	1
Total	2

I, Chan Man Ching (Name of Applicant),
the parent/ ~~legal guardian~~* of Chan Wai Ming Pansy (Name of Student),
have submitted the above documents with the application form.

Signature of Applicant: *Chan Man Ching*

Date: 20 May 2026

** Please delete where appropriate.*

SFASA002 (2026/05)

Sample 2: "Letter of Consent for Income Verification" (SFASA003)
(Completed and signed by the applicant)

FOR OFFICE USE
Application No.
[ ][ ][ ][ ][ ][ ]-[ ][ ]-[ ][ ][ ]

SAMPLE

PRIVATE & CONFIDENTIAL

- Signature is required against amendment.

***Employee's Information** (During the period 1 April 2025– 31 March 2026)*

Name (Mr./ ~~Ms.~~)*	:	Chan Man Ching	*(As shown in the H.K.I.D. Card)*
H.K.I.D. Card No.	:	A765732(1)	
Job Position	:	Senior Officer	
Department	:	Administration Department	
Company Name	:	C & D Co. Ltd.	
Company Address	:	137 Argyle street, Kowloon	
Phone No.	:	2343 6255	Fax No.: 2343 6578
Period of Employment:	:	From: May 2003	to: Present

Employer's Information

Contact Person (Mr./ ~~Ms.~~)*	:	Lee Yiu Shing	
Job Position	:	Human Resources Manager	
Department	:	Human Resources Department	
Company Name	:	C & D Co. Ltd.	
Company Address	:	89 Queen's Road, Central, Hong Kong	
Phone No.	:	2343 6371	Fax No.: 2343 6498
Date	:		*FOR OFFICE USE*

** Please delete where appropriate.*

Dear Sir/ Madam,

Re: Letter of Consent for Income Verification

In connection with the application for the Student Financial Assistance Scheme (2026-2027)** with Diocesan Girls' School for a family member of mine, I have given consent to the School to obtain information and conduct necessary verification regarding my income during the period 1 April 2025 to 31 March 2026. I hereby confirm my agreement and authorization for the release of such information as required.

Thank you for your assistance.

Yours faithfully,

Signature	:	Chan Man Ching
Name	:	Chan Man Ching *(As shown in the H.K.I.D. Card)*
Date	:	20 May 2026

SFASA003 (2026/05)

Sample 3: "Letter of Consent for Income Verification" (SFASA003)
(Completed and signed by the applicant's family member)

FOR OFFICE USE
Application No.
[ ][ ][ ][ ][ ][ ]-[ ][ ]-[ ][ ][ ][ ]

SAMPLE

PRIVATE & CONFIDENTIAL

- Signature is required against amendment.

***Employee's Information** (During the period 1 April 2025– 31 March 2026)*

Name (Mr./ ~~Ms.~~)*	:	Chan Tai Ming	*(As shown in the H.K.I.D. Card)*
H.K.I.D. Card No.	:	C732729 (3)	
Job Position	:	Purchasing Officer	
Department	:	Purchasing Department	
Company Name	:	Easy Trading Co. Ltd.	
Company Address	:	6/F, Nobel Building, 59 King's Road, Hong Kong	
Phone No.	:	2593 1667	Fax No.: 2593 2667
Period of Employment:	:	From: August 2022	to: Present

Employer's Information

Contact Person (~~Mr.~~/ Ms.)*	:	Wong Yu Sun	
Job Position	:	Financial Manager	
Department	:	Financial Department	
Company Name	:	Easy Trading Co. Ltd.	
Company Address	:	6/F, Nobel Building, 59 King's Road, Hong Kong	
Phone No.	:	2593 8778	Fax No.: 2593 9778
Date	:		*FOR OFFICE USE*

** Please delete where appropriate.*

Dear Sir/ Madam,

Re: Letter of Consent for Income Verification

In connection with the application for the Student Financial Assistance Scheme (2026-2027)** with Diocesan Girls' School for a family member of mine, I have given consent to the School to obtain information and conduct necessary verification regarding my income during the period 1 April 2025 to 31 March 2026. I hereby confirm my agreement and authorization for the release of such information as required.

Thank you for your assistance.

Yours faithfully,

Signature	:	Chan Tai Ming	
Name	:	Chan Tai Ming	*(As shown in the H.K.I.D. Card)*
Date	:	20 May 2026	

SFASA003 (2026/05)

Sample 4: "Cover Sheet for Supporting Documents" (SFASA004)

For Office Use
Application No.
_ _ _ _ _ _ - _ _ - _ _ _ _

SAMPLE

Diocesan Girls' School
Student Financial Assistance Scheme
(2026–2027)
COVER SHEET FOR SUPPORTING DOCUMENTS

1. Please tick "✓" the appropriate boxes and complete the following table.
2. Please sign in the space provided.
3. Please put ALL the supporting documents under this sheet and staple them, including this sheet.

To be completed by the applicant:

Checklist of Supporting Documents to be Submitted with the Application	
Original/ copy	**Photocopies of documentary evidence of 'Annual Family Income' for the period 1 April 2025 to 31 March 2026:**
	A. Gross income from employment
☑	(1) Inland Revenue Department– Employer's Return of Remuneration and Pension (I.R. 56B); or
☐	(2) "Income Certificate" (SFASA006); or
☐	(3) Salary advice/ pay slip; or
☑	(4) Bank transaction records showing payment of salaries; or
☐	(5) Notice of Assessment and Demand for Salaries Tax issued by the Inland Revenue Department (IRC 6401).
	B. Profits from business
☑	(6) "Income Statement (Form A)" (SFASA007); or
☑	(7) Relevant profits tax assessments issued by the Inland Revenue Department.
	C. Income from self employment
☐	(8) "Income Statement (Form B)" (SFASA008); or
☐	(9) "Income Statement (Form C)" (SFASA009).
	D. Profits from investments/ Interest earned from bank deposits, stocks & shares, etc.
☐	(10) Dividend advice; or
☐	(11) Interest advice; or
☐	(12) Bank deposits advice/ statements/ pass book.
	E. Rental income
☐	(13) Tenancy agreement(s); or
☐	(14) Rental receipt records; or
☐	(15) Property tax assessment notices.
	F. Other income: Wages in lieu of notice of dismissal
☐	(16) Termination letter
	G. Other income: Alimony/ living expenses from ex–spouse/ monthly pension/ widow's & children compensation/ gratuity, etc.
☐	(17) Relevant document(s)
Original/ copy	**(For a single-parent family) Photocopies of proof of single–parent family status:**
☐	(18) E.g. Supporting documents for divorce/ separation, death certificate of spouse, etc.
Original/ copy	**(If applicable) Photocopies of proof of unavoidable medical expenses (for family members who are chronically ill or permanently incapacitated) for the period 1 April 2025 to 31 March 2026:**
☐	(19) Relevant medical certificate(s) and receipt(s) issued by the hospitals/ clinics/ registered practitioners
	Others:
☐	(20) (Please specify:)

I, Chan Man Ching (Name of Applicant),
the parent/~~legal guardian~~* of Chan Wai Ming Pansy (Name of Student),
have submitted the above documents with the application form.

Signature of Applicant: Chan Man Ching
Date: 20 May 2026

* Please delete where appropriate.
SFASA004 (2026/05)

Sample 5: "Income Certificate" (SFASA006)

For Office Use
Application No.
[ ][ ][ ][ ][ ][ ]-[ ][ ]-[ ][ ][ ][ ]

SAMPLE

INCOME CERTIFICATE

(For people who are salary employed but cannot produce any income proof)

- For people who are salary employed but cannot produce salary statements, taxation documents, or bank statements showing payment of salaries or other income proofs.
- This certificate is to be completed by the Employer.
- Employer's signature is required against amendment.

This is to certify that **Chan Tai Ming**

(Hong Kong Identity Card No.) **C732729 (3)**

is employed in this company. The total salary and allowance and other income (excluding contributions to provident fund, e.g. MPF) during the period from 1 April 2025 to 31 March 2026 is HK$ **90,000**.

Please specify the exact employment period if it was less than 12 months:
(from ~~_____~~ *to* ~~_____~~ *)*

Company Name : **Easy Trading Co. Ltd.**

Company Chop :

Name (~~Mr./~~ Ms.)* : **Wong Yu Sun**

Job Position : **Financial Manager**

Department : **Financial Department**

Contact Tel. No. : **2593 8778**

Signature : *Wong Yu Sun*

Date : **20 May 2026**

** Please delete where appropriate.*

SFASA006 (2026/05)

Sample 6: "Income Statement (Form A)" (SFASA007)

For Office Use
Application No.
[ ][ ][ ][ ][ ][ ]-[ ][ ]-[ ][ ][ ][ ]

SAMPLE

INCOME STATEMENT (FORM A)

(For Sole proprietor or Partner of partnership business)

- Sole proprietor or Partner of partnership business should also attach the Profit & Loss Account of the business.
- Signature is required against amendment.

Information on the 'Family Member'# who is a Sole proprietor or Partner of partnership business:

Business owned by* : ~~Applicant~~ / Spouse / Unmarried Children ~~Residing with the Family~~

Name : **Lam Lily** *(As shown in the H.K.I.D. Card)*

H.K.I.D. Card No. : **B123456(7)**

Please "✓"	Job nature	Name of company / Occupation
✓	Sole proprietor	**Beauty Fashion**
	Partner of partnership business • *Please specify the share ratio:* _____ %	

Total income of the above business during the period 1 April 2025 – 31 March 2026: HK$ **160,000** *A*

Please explain the income in Box *A* in detail:

Please refer to the attached Profit & Loss account.

I declare that the above information is true and complete.

Signature of Applicant: Ng David

Name of Applicant: **Ng David**

Date: **20 May 2026**

'Family Member' refers to the applicant, the applicant's spouse, the unmarried children and the dependent parents residing with the family.

* *Please delete where appropriate.*

SFASA007 (2026/05)

Sample 7: "Income Statement (Form B)" (SFASA008)

For Office Use
Application No.
[ ][ ][ ][ ][ ][ ]-[ ][ ]-[ ][ ][ ][ ]

INCOME STATEMENT (FORM B)

(For Self-employed person, e.g.: Hawker, Construction worker, Renovator, Causal worker, Cleaner, etc.)

SAMPLE

- Signature is required against amendment.

Information on the 'Family Member' #:

Relationship with applicant* : ~~Applicant~~ / ~~Spouse~~ / Unmarried Children Residing with the Family

Name : Cheung Tai Man *(As shown in the H.K.I.D. Card)*

H.K.I.D. Card No. : K234567(8)

Nature of work : Construction Worker

(For daily-paid worker, please fill in the following two items.)

Average working days per month : 25 days

Average daily income : HK$ 300

Monthly Income

Year 2025							
April	:	HK$	7,500	September	:	HK$	7,500
May	:	HK$	7,500	October	:	HK$	7,500
June	:	HK$	7,500	November	:	HK$	7,500
July	:	HK$	7,500	December	:	HK$	7,500
August	:	HK$	7,500				
Year 2026							
January	:	HK$	7,500	March	:	HK$	7,500
February	:	HK$	7,500				
Total Income	:	HK$	90,000				

Payment method*: By cash / ~~By cheque~~ / ~~By direct credit~~

(More than one item may be selected. If the salary was paid by cheque or by direct credit, please provide a copy of the bankbook as supporting documents.)

Reason for not being able to provide income proof: (Please tick '✓' the appropriate box.)

- ☑ I have no fixed employer.
- ☐ The company I worked for has wounded up and I cannot obtain documentary proof from the ex-employer.
- ☐ Others, please specify: _____

I declare that the above information is true and complete.

Signature of Applicant: Cheung Tai Man

Name of Applicant: Cheung Tai Man

Date: 20 May 2026

*# 'Family Member' refers to the applicant, the applicant's spouse, the unmarried children and the dependent parents residing with the family. * Please delete where appropriate.*

SFASA008 (2026/05)

Sample 8: "Income Statement (Form C)" (SFASA009)

For Office Use
Application No.
[ ][ ][ ][ ][ ][ ]-[ ][ ]-[ ][ ][ ][ ]

INCOME STATEMENT (FORM C)

(For Self-employed person, e.g.: Taxi driver, Lorry driver, Minibus driver, etc.)

SAMPLE

* Signature is required against amendment.

Information on the 'Family Member'#:

Relationship with applicant* : Applicant / ~~Spouse~~ / Unmarried Children ~~Residing with the Family~~

Name : **Cheung Tai Man** *(As shown in the H.K.I.D. Card)*

H.K.I.D. Card No. : **K123456(7)**

Occupation* : Taxi driver / ~~Lorry driver~~ / ~~Minibus driver~~ / ~~Others:~~

License number : **1234**

Car Ownership* : ~~Car owner~~ / Car rental

Table of Income and Expenditure *(From 1 April 2025 to 31 March 2026)*

Income	1.	Rent (applicable to car owner)	:	HK$	/
	2.	Profit from operating business	:	HK$	**280,500**
	3.	Others (please specify)	:	HK$	/
		Total Income (A)	:	HK$	**280,500**

Expenditure (excluding vehicle mortgages)	1.	Car rental fee	:	HK$	**80,000**
	2.	Fuel charges	:	HK$	**25,000**
	3.	Insurance premium	:	HK$	/
	4.	Maintenance fee	:	HK$	/
	5.	License fees	:	HK$	/
	6.	Others (please specify)	:	HK$	/
		Total Expenditure (B)	:	HK$	**105,000**

Net profit = Total Income (A) – Total Expenditure (B) = HK$ **175,500**

Remark:

I declare that the above information is true and complete.

Signature of Applicant: *Cheung Tai Man*

Name of Applicant: Cheung Tai Man

Date: 20 May 2026

 # 'Family Member' refers to the applicant, the applicant's spouse, the unmarried children and the dependent parents residing with the family.

** Please delete where appropriate.*

SFASA009 (2026/05)

APPENDIX: INCOME FROM ALL SOURCES

Income to be assessed		Income not to be assessed	
1	Basic salary (excluding contributions to provident fund, e.g. MPF)	1	Scholarships awarded
2	Year-end double pay / leave pay	2	Disability allowance and old age allowance
3	Allowance (including housing, travel, meals, education, shift allowance, etc.)	3	Long service payment / contract gratuity
4	Bonus / commission	4	Severance pay
5	Wages in lieu of notice of dismissal	5	Loans
6	Profits from business / investments	6	One-off retirement gratuity / provident fund
7	Alimony / living expenses from ex-spouse	7	Inheritance
8	Contributions from family members or relatives	8	Charitable donations
9	Interests earned from bank deposits, stocks & shares, etc.	9	Comprehensive Social Security Assistance
10	Rental income from property	10	Retraining allowance
11	Monthly pension / widow's & children's compensation / gratuity	11	Traffic / insurance / injury indemnity