

# **Law Ting Pong Secondary School**

## **Guidelines on Fee Remission Scheme**

### **1. Introduction**

In order to allow children in financial need to receive quality education at Law Ting Pong Secondary School, a portion of the school fees collected will be set aside to provide financial assistance, in the form of fee remission, to eligible families.

### **2. Eligibility Criteria**

Category 1: Households which are eligible for Financial Assistance for Primary and Secondary Students provided by the Student Finance Office (SFO).

Category 2: Households which are currently recipients of the related Comprehensive Social Security Allowance (CSSA).

For other needy students, please contact the School Accounting Officer at the General Office.

### **3. Assessment**

Category 1: Applicants should apply for the Student Financial Assistance Scheme directly from the SFO. All eligible applicants would receive an “Eligibility Certificate” from the SFO, showing the level of eligibility (Full grant, half grant or ineligible) under the government means test. The assistance level of LTPSS Fee Remission Scheme is determined according to the result of the “Eligibility Certificate”.

Category 2: Full school fee remission will be granted to the recipients of the CSSA household.

For other needy students, please contact the School Accounting Officer at the General Office.

### **4. Application Procedures**

- 4.1 Applicants have to submit fresh applications for every academic year.
- 4.2 Application forms are available in the General Office and the School Website.
- 4.3 All application forms must be duly completed and returned to the General Office together with original and copies of all supporting documents, including the Eligibility Certificates issued by the Student Finance Office or Notification Letters from Social Welfare Department, HKSAR.
- 4.4 Applicants may be invited for interviews.
- 4.5 The School has the sole discretion in granting fee remission to applicants and the school’s decision is final.
- 4.6 The level of assistance is determined according to the result of the assessment based upon the applicable fee remission scheme in force.
- 4.7 The School reserves the right to review the fee remission scheme and the levels of assistance from time to time.

## 5. Supporting Documents

Supporting documents required are listed as follows:

Type of supporting document	Category 1	Category 2
A copy of each family member's HK identity document living in the same house (HKID card)	✓	✓
Original copy and a copy of Eligibility Certificate issued by Student Finance Office (SFO)	✓	
Original copy and a copy of Notification Letters of Comprehensive Social Security Assistance (CSSA)		✓

For other needy students, please contact the School Accounting Officer at the General Office.

## 6. Notification of Result

- 6.1 The School will inform each applicant directly of the result of his / her application in writing before in early September if the application is submitted with full set supporting documents on or before 15<sup>th</sup> August each year. The fee remission of the eligible applicants in this batch will be effective from September.
- 6.2 For those application to be submitted later than 15<sup>th</sup> August each year, the school will inform the applicant within one month from the application received. The effective date of the remission will depend on the submission date of full set of supporting documents, which will not be earlier than the result notification date.
- 6.3 Any inquiries or applications for a review of the result should be made to the School in writing.

## 7. Obligations

- 7.1 Any misrepresentation, concealment of facts, providing misleading or false information will lead to disqualification, restitution in full of the assistance granted and possible prosecution.
- 7.2 All documents submitted are not returnable.
- 7.3 The personal data contained in the application will be used to determine an applicant's eligibility for and the appropriate to be awarded the level of assistance.

## 8. Enquiry

For further inquiries, please kindly contact Mr. Dick Tang or Ms. Sandy Lau of General Office at 2685 1210.