Law Ting Pong Secondary School
羅定邦中學

Outline of the School Fee Remission Scheme
學費減免計劃簡介

Introduction 引言

The school will set aside a portion of school fees collected to provide financial assistance to students in financial needs.
學校預留部份學費收入作學費資助之用。

1. Criteria for School Fee Remission 學費減免評審標準
   The school fee remission criteria are primarily based on the level of assistance granted by the Students Finance Office, HKSAR (https://www.wfsfaa.gov.hk/), under the financial assistance scheme, i.e. full assistance or half assistance. Students from families on Comprehensive Social Security Assistance Scheme will be given full school fee remission.
   學校主要是根據香港政府在職家庭及學生資助事務處 (https://www.wfsfaa.gov.hk/) 已批核的資助幅度作為準則，即全額資助或半額資助。申領綜合社會保障援助計劃之家庭，其子女可享全數學費資助。

2. Applicants have to submit an application every school year. Application must be made by the student's parent or guardian. Apply only when the required documents are available.
   申請人需要在每個學年遞交一次申請。申請必須由學生家長或監護人提出。建議待集齊有關文件後才作申請。

3. Once the application form is signed, it is implied that the applicant has declared the information given in relation to the application is correct to the best of his/her knowledge and understand that, if the information provided is incorrect, the application will not be processed.
   申請人一旦在申請表上簽署作實，即表示申請人所提供有關此申請之資料正確無誤，並明白如資料不實，申請將不獲處理。

4. School fee remission are granted at the discretion of the School.
   有關學費減免申請結果，校方具有最終的決定權。

5. Application Procedures 申請程序
   Parents or guardians, who are interested to apply, can obtain the form from the General Office. The completed form together with the required documents are to reach the General Office on or before 15 August. Late submission will only be accepted under special circumstances. For queries, please contact our General Office staff at 2685 1210.
   有意申請之家長可於校務處索取有關表格。申請人須將已填妥的表格和相關資料於 8 月 15 日或之前一併交回校務處。除特殊情況外，遲交之申請恕不受理。如有查詢，請致電 2685 1210 與校務處職員聯絡。

6. Personal Information Collection Statement 收集資料聲明
   Your provision of all the personal data requested in this form is obligatory. Please ensure that all information is accurate and complete. The personal data provided on this form will only be used for the purpose of processing your child's application for the School Fee Remission. All documents submitted are not returnable. Correction of or access to personal data after submission of application form should be addressed to: The Principal, Law Ting Pong Secondary School, 8 Ma Chung Road, Tai Po, N.T.
   申請人必須填報申請表格內要求的所有個人資料。所提供的資料必需真確。收集的個人資料只會用作處理　貴子女申請學費減免的有關事宜。所有已交文件將不獲退回。遞交申請表後，如欲更改或查詢個人資料，應以書面提交至：新界大埔馬聰路8號 羅定邦中學校長。

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