GUIDANCE NOTES ON APPLICATION FOR VOCATIONAL TRAINING COUNCIL (VTC)
GRADUATION FEE WAIVER (2013/2014)
[GENERAL APPLICATION FORM]

IMPORTANT NOTES
The data in the application will form the basis of determining the appropriate level of financial assistance to be awarded to the applicant. Any person who by any deception dishonestly obtains for himself or another any pecuniary advantage shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong). It will also lead to disqualification and restitution in full of the Graduation Fee Waiver (“assistance”) granted.

1. Eligibility:
You should:
(a) be a VTC graduate of year 2014 who has paid the Graduation Fee;
(b) be a Hong Kong resident (the assistance is not applicable to non-local students) 1; and
(c) pass the means test (If you have already obtained allowance granted by any private or public organization comparable to this Scheme, you should not submit your application).

2. Provision / Handling of personal data:
(a) It is obligatory for you to supply your personal data to the VTC as required in the application. Insufficient information and misrepresentation of facts will render your application being disqualified for further processing.
(b) Consent from each family member and other person in respect of which personal data or other information is provided in this application should be sought by you before submitting your application. You should also obtain their consent to authorize VTC to release and handle their personal data / information in accordance with paragraph 2 of this Guidance Notes.
(c) The VTC will use the personal data in the application for the following purposes:
   • Activities relating to the processing and counter-checking of your application for Graduation Fee Waiver;
   • Activities relating to recovery in full / overpayments of the assistance (if applicable); and
   • Statistics and research.
(d) The personal data provided in the application and the application result may be disclosed to the government departments such as SWD, SFAA, Education Bureau, etc., for the purposes mentioned in section 2(c) above, or where such disclosure is authorized and required by law.
(e) The VTC will contact the government departments, parties and organizations (including the current / ex-employer(s) of you and your family members) to obtain and verify the data provided in the application, for the purposes mentioned in section 2(c) above.
(f) All documents submitted are not returnable. All documents submitted are not returnable. However, you have the right to obtain, access and make corrections to the personal data provided in your application. You can request for a copy of the personal data provided in this application. Such request should be addressed to the campus principal, and the VTC reserves the right to charge a fee for the processing of data access request.

1 You could provide your Hong Kong Permanent Card, Hong Kong Identity Card showing “right to land” status, one way permit for entry to Hong Kong or other documents issued by the Hong Kong Immigration Department that show the applicant’s “right of abode” or “right to land” in Hong Kong to prove yourself as a Hong Kong resident. Holding a valid study visa/entry permit issued by the Hong Kong Immigration Department will be classified as “Non-local Students”.

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3. Important points to note:

(a) Your eligibility for the assistance will be assessed based on the information provided in this application form and according to the Adjusted Family Income (AFI) mechanism.

(b) VTC will conduct investigation and home visits, and may also request originals of the family income proofs, personal identification documents and any other relevant documents, for authentication of the application data. The level of waiver may be subsequently adjusted / withdrawn according to the findings.

(c) All or any overpayment of the assistance should be returned to VTC immediately upon request if you or your family members refuse to co-operate with the VTC staff members, or if you are in receipt of allowance granted by any private or public organization comparable to the assistance.

(d) You must submit your application and provide sufficient and correct information requested by the VTC within the stipulated deadline for processing your application. Otherwise, your application will not be processed.

4. Notes on completing the form:

(a) The applicant must be the student himself / herself.

(b) Each applicant should submit one application form only.

(c) You should write clearly in black or blue ink when completing the application form.

(d) If you have application results of financial assistance schemes as stated in the following table for AY2013/14, you are not required to submit the application form (general form). Please apply using the Brief Application Form which can be obtained from Campus Secretariat or General Office of your Campus / Centre, or via the Graduation Ceremony Webpage (http://www.vtc.edu.hk/graduation), the completed application form together with supporting documents should be returned to Campus Secretariat or General Office of your Campus / Centre by the stipulated deadline.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Financial Assistance Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Subvented Higher Diploma programmes</td>
<td>Tertiary Student Finance Scheme – Publicly-funded Programmes (offered by SFAA*)</td>
</tr>
<tr>
<td>Full-time Self-financed Higher Diploma programmes</td>
<td>Financial Assistance Scheme for Post-secondary Students (offered by SFAA*)</td>
</tr>
<tr>
<td>Full-time Foundation Diploma / Diploma in Vocational Education Programme /</td>
<td>VTC Tuition Fee Remission Scheme</td>
</tr>
<tr>
<td>Full-time Programmes from Hospitality Industry Training and Development</td>
<td></td>
</tr>
<tr>
<td>Centre or Chinese Cuisine Training Institute</td>
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</tbody>
</table>

*SFAA - Student Financial Assistance Agency

On the other hand, if you do not have application results of these financial assistance schemes, you are required to use the Application Form (General Form), the completed application form together with supporting documents (including your family income and economic status) should be returned to Campus Secretariat or General Office of your Campus / Centre.
You should note the following points when completing the application form:

Part I  Particulars of applicant

(i) The Chinese and English names input in the form must follow those in the Hong Kong Identity (HKID) Card.

(ii) For applicant who does not possess a HKID Card, the Hong Kong Birth Certificate (HKBC) Number should be entered in Item 6. If the applicant does not have both HKID Card and HKBC, this item should be left blank.

(iii) For the Bank Account Number and Name of Holder in Item 8, please pay attention to the following:
- The bank account can be your own personal account or the joint account with your father or mother / guardian / spouse (if you are married).
- If you do not have any personal bank account or joint account, you can provide the bank account of your father or mother / guardian / spouse (if you are married). In such case, you have to sign and submit a "Notification of Bank Account Name for the Credit of Vocational Training Council Graduation Fee Waiver".
- The account must NOT be a time deposit account, credit card account or foreign currency account.
- The bank account must be valid (it must be recently used).
- Please ensure that the account number and name of holder are correctly entered. VTC will not be held responsible for any delay or loss in the payment of the assistance caused by incorrect bank account information provided.

Part II to IV  Particulars of applicant's parent(s) / guardian / spouse of guardian / spouse of applicant and other family members

(i) Please provide the particulars of you and your family members, including occupation, income / contribution to the family, etc. (Please do not include information of your father / mother / guardian / spouse of guardian / spouse of applicant / unmarried siblings / unmarried children / grandparent(s) if he / she is receiving the Comprehensive Social Security Assistance (CSSA).)

If you are not married, your family members normally include (except those in receipt of CSSA):
- You;
- Your father, mother / guardian, guardian’s spouse;
- Unmarried sibling(s) residing with you and/or your parents / guardian and guardian’s spouse (including unmarried sibling(s) studying overseas);
- Unmarried son(s) and/or daughter(s) residing with you; and
- Dependent grandparent(s)

If you are married, your family members normally include (except those in receipt of CSSA):
- You;
- Your spouse (not applicable if you are separated / divorced / widowed); and
- Unmarried son(s) and/or daughter(s) residing with you

(ii) The names in English and Chinese entered in the application must be exactly the same as shown on the HKID Card.

(iii) For family members who do not possess HKID Card, the Hong Kong Birth Certificate (HKBC) number should be entered in the item “HKID Card No.”. If the family member does not have the HKBC or HKID Card, this item should be left blank.

(iv) Fill in the information of the grandparent(s) who are dependent on your parent(s). Dependent grandparent(s) should not be in receipt of CSSA and should meet one of the following conditions for a continuous period of not less than 6 months from 1 April 2012 to 31 March 2013:
- Has/have resided / been residing with your family and supported by your father or mother;
- Has/have taken up permanent residence at another premises owned or rented by your father or mother; or
- Has/have been living in his / her own premises, rented premises or residing in elderly homes and is/are **totally** supported by your father or mother.

### Part V  Information on family income

“Total Annual Income” includes earnings from full-time / part-time / casual jobs (please specify the kind of work) and other sources (Please refer to the following table).

<table>
<thead>
<tr>
<th>Items need to be reported</th>
<th>Items need not be reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Salary (including the salary of applicant, applicant’s family members for full-time, part-time or temporary jobs, excluding Mandatory Provident Fund (“MPF”) / Provident Fund contribution by employee)</td>
<td>1. Old age allowance</td>
</tr>
<tr>
<td>2. Double pay / Leave pay</td>
<td>2. Disability allowance</td>
</tr>
<tr>
<td>4. Allowance (including overtime work / living / housing or rent / transport / meals / education / shift allowance, etc.)</td>
<td>4. Retraining allowance / Work Incentive Transport Subsidy</td>
</tr>
<tr>
<td>5. Wages in lieu of notice of dismissal</td>
<td>5. Charity donations</td>
</tr>
<tr>
<td>6. Business profits and other income earned by means of self-employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered, etc.</td>
<td>6. Long service pay / Contract gratuity</td>
</tr>
<tr>
<td>7. Rental income</td>
<td>7. Lump sum retirement gratuity / Provident Fund</td>
</tr>
<tr>
<td>8. Interests from fixed deposits, stocks, shares and bonds etc.</td>
<td>8. MPF / Provident Fund contribution by employee</td>
</tr>
<tr>
<td>9. Contribution from any person(s) to any of the applicant’s family member(s) (including money or contribution of housing / remittance(s) / contribution for mortgage repayment / rent / water / electricity / gas or other living expenses)</td>
<td>9. Severance pay</td>
</tr>
<tr>
<td>11. Alimony</td>
<td>11. Inheritance</td>
</tr>
<tr>
<td>12. Loans</td>
<td></td>
</tr>
</tbody>
</table>

Your family member(s) (excluding those in full-time study) who was/were self-employed / without fixed income / without income proofs or unemployed for more than 3 consecutive months / person running business (including sole proprietorship business / partnership business) without Profit and Loss Account verified by a Certified Public Accountant or Personal Assessment Notice **from 1 April 2012 to 31 March 2013**, must bring along with the completed self-prepared Profit and Loss Account / Income Breakdown to make oaths and declarations at Home Affairs Department, Solicitors, or any other authorized organisations / persons.
Part VI Additional Information
You can provide additional information (such as supporting documents to prove that you / your family members are CSSA recipients, special family circumstances, self-reliance or change of financial status of your family, etc.) to support your application.

Part VII Declaration
You and your father or mother / guardian / spouse (if you are married) must read through the paragraphs, agree and comply with the Guidance Notes and sign on the declaration. Otherwise, your application will not be processed.

5. Notes on submitting the application form:

The completed application form and copies of the following supporting documents should be returned to the Campus Secretariat / General Office of your Campus / Centre on or before 17 October 2014 (Friday):

- The page of “HKID Card / Student Card of Applicant and Family Members” together with relevant copies
- Signed “Notification of Bank Account Name for the Credit of Vocational Training Council Graduation Fee Waiver” (if applicable);
- The page of the bank statement / passbook / ATM card showing the account holder’s name and account number;
- Proofs of divorce or separation of applicant (if applicable);
- Proofs of decease, divorce or separation of applicant’s parent(s) / guardian (if applicable);
- Receipts of expenses for the elderly home(s), owned premises or rented premises and any other living expenses paid by your parent(s) for the grandparent(s) from 1 April 2012 to 31 March 2013;
- Income proofs of you and your family members from 1 April 2012 to 31 March 2013 (Please provide Profit and Loss Account or other income proof if self-employed);

| Salaried employed person: | • Tax Demand Note Issued by Inland Revenue Department or
• Employers’ Return of Remuneration and Pensions Form or Salary Statement or
• Bank transaction records showing payment of salary, allowance, etc. (together with the page showing the name of bank account holder, and highlight the salary entries) or
• Income Certificate certified by the employer, etc. |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sole proprietor or partner of partnership business: | • Profit and Loss Account verified by a Certified Public Accountant or
• Oaths and declarations at Home Affairs Department, Solicitors, or any other authorized organisations / persons of the completed Appendix 1 – Profit and Loss Account prepared on your own or
• Personal Assessment Notice, etc. |
| Self-employed person/ employee with no fixed income/ cannot produce any income proofs: | • Oaths and declarations at Home Affairs Department, Solicitors, or any other authorized organisations / persons of the completed Appendix 2 – Self-prepared Income Breakdown and
• Attached documents (if applicable): self-explanatory letters, medical certificates, documents issued by SWD, etc. |
Person unemployed for more than 3 consecutive months from 1 April 2012 to 31 March 2013

- Oaths and declarations at Home Affairs Department, Solicitors, or any other authorized organisations / persons.

- Any other documents relevant to the application; and
- Supplementary information for the part of "Additional Information" in the application form (if applicable).

6. Granting of fee waiver:

(a) The result of your application will tentatively be announced in December 2014 via ‘Graduation Ceremony Webpage’ (http://www.vtc.edu.hk/graduation). However, there may be delay owing to the limited time available for processing applications.

(b) VTC will assess if you are eligible for Graduation Fee Waiver according to the Adjusted Family Income (AFI) mechanism. However, VTC has the discretion to adjust or cancel the amount of waiver. For successful applications of Graduation Fee Waiver, the levels of waiver will be either full or half [Note], the refund will be made through autopy.

Note:
If it happens that the total amount of Graduation Fee to be waived exceeds VTC’s budgeted amount, a waiver percentage lower than 50% may be applied to all half-waiver awardees, subject to the decision by VTC. Full waiver awardees will not be affected.

(c) An applicant who is not satisfied with the result of the application and has sufficient justification, may submit the form “Application for Review”, obtainable at Campus Secretariat / General Office, within 14 calendar days from the issue date of “Notification of Application Result”, through the respective Campus Secretariat / General Office to the Campus Principal for a review which is final and no further appeal will be accepted.
**Profit and Loss Account**  
(For person running business (including sole proprietorship / partnership business))  
(Can be filled in directly)  

**WARNING:** The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

<table>
<thead>
<tr>
<th>Name of family member running the following company (Owner)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company name</td>
</tr>
<tr>
<td>Nature of business</td>
</tr>
<tr>
<td>Company address</td>
</tr>
</tbody>
</table>
| Sole proprietorship or partnership | ( %)  
(If it is a partnership, please specify the profit sharing ratio, e.g. Partnership (50%))

**Profit and Loss Account**  
(From 1 April 2012 to 31 March 2013)

| (A) Gross Income (HK$) | $  
|------------------------|------|

**Expenditure (HK$)**  
(The following is the running cost of the company and should not cover any household expenses.)

| Cost on purchasing merchandise | $  
| Water charges | $  
| Electricity charges | $  
| Gas charges | $  
| Telephone charges | $  
| Rent and rates | $  
| Salary of employees other than those marked ‘#’ below | $  
| Transportation costs | $  
| Traveling expenses | $  
| Insurance Premium | $  
| Fees for repair and maintenance of machinery | $  
| Others (please specify all items & breakdown of amounts) | $  

**Other Expenditure (HK$)**

| # Salary of owner paid by this company | $  
| # Salary of other family member paid by this company (Name: ) | $  

| (B) Total Expenditure (HK$) | $  
|-----------------------------|------|

Household Income = (A) Gross Income - (B) Total Expenditure* + Salary of owner / other family member paid by this company# = HK$  
(This amount will be included in calculation of “Annual Family Income”.)

* If Gross Income is less than Total Expenditure (i.e. (A) - (B) < 0), deficit will not be counted i.e. business loss cannot be deducted from the Annual Family Income. If the Gross Income is a deficit, please state the source of income to support the daily expenses of relevant family member (i.e. owner): 

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Remark (reason for not being able to provide income proof):

<table>
<thead>
<tr>
<th>Remark (reason for not being able to provide income proof):</th>
</tr>
</thead>
</table>

| Owner’s Signature | : |
| Company Chop | : |
| Applicant’s Name | : |
| Applicant’s HKID No | : |
| Applicant’s Signature | : |
| Date | : |
Self-Prepared Income Breakdown
(For self-employed taxi driver / lorry driver / minibus driver)
(Can be filled in directly)

**WARNING:** The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

<table>
<thead>
<tr>
<th>Name of family member engaged in the following business</th>
<th>:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxi driver / Lorry driver / Minibus driver (please circle)</td>
<td></td>
</tr>
<tr>
<td>Vehicle owner / Vehicle lessee (please circle)</td>
<td></td>
</tr>
<tr>
<td>License number (for vehicle owner only)</td>
<td>:</td>
</tr>
</tbody>
</table>

**Profit and Loss Account**
(From 1 April 2012 to 31 March 2013)

**Income (HK$)**
1. Rent (for vehicle owner only) $ ........................................
2. Profit from operating business $ ......................................
3. Others (please specify all items and breakdown of amounts) $ ...........

(A) Total Income $ .................................................................

**Expenditure (excluding vehicle mortgages) (HK$)**
(1 and 2 are applicable to vehicle lessee, 2 to 5 are applicable to vehicle owner)

1. Vehicle rental fee $ ......................................................
2. Fuel charges $ ...........................................................
3. Insurance premium $ ...................................................
4. Maintenance fee $ .......................................................
5. License fees $ ............................................................
6. Others (please specify all items and breakdown of amounts) $ .............

(B) Total Expenditure $ .........................................................

Net profit [(A) Total Income - (B) Total Expenditure] $ ......................
(This amount will be included in calculation of “Annual Family Income”.)

Remark (reason for not being able to provide income proof):

______________________________________________________________

Signature of family member engaged in the above business : 
Applicant’s Name : 
Applicant’s HKID No : 
Applicant’s Signature : 
Date : 

WARNING: The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.
Self-prepared Income Breakdown
(Applicable to salaried employed or self-employed person who cannot provide any income proofs)
(Please fill in all of the following items)
(Can be filled in directly)

WARNING: The personal data given in this statement should be true and complete. Any person who obtains property / pecuniary advantage by deception is liable on conviction to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

Name of the family member engaged in the following business: _____________________________________
(Each self-prepared income breakdown should contain the income information of ONE family member only.)

The relationship between this family member and the applicant: * Father / Mother / Guardian / Guardian’s Spouse / Unmarried sibling residing with the family / Unmarried child residing with the family / Applicant’s Spouse (*please delete the inappropriate items)

Nature of Industry (e.g. Construction): __________________________________________________

Position (e.g. construction worker): __________________________________________________

Employer: __________________________________________________

Actual Income (If you do not have any income in a specific month, please fill in $0. Do not leave any month blank. In addition, for payment made in arrears, for instance, if the payment date of your salary for April is in May, you should fill in the salary amount in the month of April, etc.)

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>HK $ __________</td>
<td>September: HK $ __________</td>
</tr>
<tr>
<td>May</td>
<td>HK $ __________</td>
<td>October: HK $ __________</td>
</tr>
<tr>
<td>June</td>
<td>HK $ __________</td>
<td>November: HK $ __________</td>
</tr>
<tr>
<td>July</td>
<td>HK $ __________</td>
<td>December: HK $ __________</td>
</tr>
<tr>
<td>August</td>
<td>HK $ __________</td>
<td></td>
</tr>
</tbody>
</table>

Others Income:
- [ ] Double Pay: __________________________
- [ ] Bonus: __________________________
- [ ] Allowance: __________________________
- [ ] Others: __________________________

Total Annual Income HK $: __________________________

Payment method (Please put “✓” in the appropriate box. More than one items may be selected)
- [ ] A. By Cash / Cash cheque
- [ ] B. By Cheque / direct credit (Please provide a copy of the transaction record together with the page showing the name of the bank account holder and highlight the relevant entries for verification.

Reason for not being able to provide income proof (Please put “✓” in the appropriate box.)
- [ ] A. I have no fixed employer.
- [ ] B. The company I worked for has wound up and I cannot obtain documentary proof from the ex-employer and do not have any other income proof.
- [ ] C. Others, please specify: __________________________
Declaration: I declare that the above information is true and complete.

Signature of family member engaged in the above business: __________________________

Applicant’s Name : ___________________  Applicant’s HKID No : ___________________

Applicant’s Signature : ___________________  Date : ___________________