

**Guidance Notes on Application for Vocational Training Council (VTC)
Graduation Fee Waiver (2023/2024)
[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 2024 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, Student Finance Office, 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. 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 should produce your Hong Kong Permanent Identity 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 shows your "right of abode" or "right to land" in Hong Kong to prove yourself as a Hong Kong resident. Holding a Form of Recognizance / study visa / entry permit issued by the Hong Kong Immigration Department will be classified as "Non-local Student".

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 may review, 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. Oaths and declarations by you and your family members at Home Affairs Department, Solicitors, or any other authorized persons may also be required. The financial assistance may be subsequently adjusted / withdrawn according to the findings. All or any overpayment of the assistance should be returned to VTC immediately upon request.
- (c) If you are a holder of an Eligibility Certificate (EC) issued by the SFO for AY2023/24, and are able to provide a copy of the EC together with your completed application before the submission deadline, the recommendation for financial assistance stated on your EC for 2023/24 will normally be followed for the award of Graduation Fee Waiver. However, VTC reserves the right to accept / not accept the EC and any subsequent adjustment made by the SFO.
- (d) 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.
- (e) 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 AY2023/24, 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 via the Graduation Ceremony Webpage (<https://www.vtc.edu.hk/graduation>), the completed application form together with supporting documents should be returned to Campus Secretariat by the stipulated deadline.

Programme	Financial Assistance Scheme
Full-time Subvented Higher Diploma Programmes	Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) (offered by SFO*)
Full-time Self-financed Higher Diploma Programmes	Financial Assistance Scheme for Post-secondary Students (FASP) (offered by SFO*)
Full-time Diploma of Foundation Studies / Diploma of Vocational Education / Diploma in Vocational Baccalaureate Programmes	VTC Tuition Fee Remission Scheme

*SFO – Student Finance Office

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.

(e) **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 / spouse (if you are married).
 - If you do **not** have any personal bank account or joint account with persons mentioned above, you can provide the bank account of your father or mother / spouse (if you are married).
 - 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) / 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 / 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;
- Unmarried sibling(s) residing with you and/or your parents (including unmarried sibling(s) studying overseas);
- Unmarried son(s) and/or daughter(s) residing with you; and
- Dependent grandparent(s) financially supported by your parents

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) Family members do not include non-Hong Kong residents. For family members who were born in Hong Kong but have not yet obtained a 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 2022 to 31 March 2023:**
 - 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 (i.e. name of your father and/or your mother should be shown on the relevant lease documents); 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.

Remarks: your father and/or mother should continue to support their parent(s) in AY2023/24 and the form of support should be similar to that in the year of assessment.

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. Except for those pursuing post-graduate studies, full-time students are normally not required to report part-time incomes.²

Items need to be reported	Items need not be reported
<ol style="list-style-type: none">1. Salary (including salary income of your family members for full-time, part-time or temporary jobs, excluding Mandatory Provident Fund / Provident Fund contribution by employee)2. Double pay / leave pay / contract gratuity / bonus / commission / tips3. Allowance (including overtime work / living / housing or rent / transport / travel / meals / education / shift allowance, etc.)4. Wages in lieu of notice of dismissal5. Business profits and other income earned by means of self-employment, such as hawking, driving taxis / minibuses / lorries, and fees for services rendered, etc.6. Alimony7. Contribution from any person to you or any of your family member (including money or contribution of housing / remittance(s) / contribution for mortgage repayment / rent / water / electricity / gas or other living expenses)8. Interests from fixed deposits, stocks, shares and bonds etc.9. Rental income (including Hong Kong, the Mainland and overseas)10. Monthly pension / Widow's & Children's Compensation	<ol style="list-style-type: none">1. Old age / disability allowance2. Long service pay / severance pay3. Loans4. Lump sum retirement gratuity / provident fund5. Inheritance6. Charity donations7. Comprehensive Social Security Assistance8. Retraining allowance / Work Incentive Transport Subsidy9. Insurance / accident / Injury indemnity10. Mandatory Provident Fund / Provident Fund contribution by employee

Your family member(s) who was/were self-employed / without fixed income / without income proofs / 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 2022 to 31 March 2023, must bring along the completed self-prepared Profit and Loss Account / Income Statement to make oaths and statutory declarations at the Home Affairs Department or before a solicitor. Except for the following family members, those who were unemployed for more than 3 consecutive months during the aforesaid

² Salaries and allowances received by family members from 1 April 2022 to 31 March 2023 during their study leave, or the various allowances that they drew during their research and study should be reported. These include incomes earned in the form of studentship or income derived from appointment by institution.

assessment year are required to make statutory declaration:

- ♦ one of the parent who is considered as the “family carer”
- ♦ aged at or over 65

Part VI Additional Information

You can provide additional information (such as 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 / mother / 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 **on or before 2 October 2024 (Wednesday)**:

- ♦ The page of “HKID Card / Student Card of Family Members” together with relevant copies
- ♦ The page of the bank statement / passbook / ATM card showing the account holder’s name and account number;
- ♦ Proofs of decease of your spouse, divorce or separation of applicant (if applicable);
- ♦ Proofs of decease, divorce or separation of applicant’s parent(s) (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 2022 to 31 March 2023** (if applicable);
- ♦ Income proofs of you and your family members **from 1 April 2022 to 31 March 2023** (Please provide Profit and Loss Account or other income proof if self-employed);

Salaried employed person:	<ul style="list-style-type: none">• 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 or taxi driver/ lorry driver/ minibus driver:	<ul style="list-style-type: none">• Profit and Loss Account verified by a Certified Public Accountant or• Oaths and declarations at Home Affairs Department or Solicitors of the completed <u>Appendix 1a/1b</u> – 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:	<ul style="list-style-type: none">• Oaths and declarations at Home Affairs Department or Solicitors of the completed <u>Appendix 2</u> – 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 2022 to 31 March 2023	<ul style="list-style-type: none">• Oaths and declarations at Home Affairs Department or Solicitors.

- ◆ Relevant documents of the supplementary information stated in the part of “Additional Information” in the application form (if applicable); and
- ◆ Any other documents relevant to the application.

6. Granting of fee waiver:

- (a) The result of your application will tentatively be announced in January 2025 via ‘Graduation Ceremony Webpage’ (<https://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 autopay.

Note:

If 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, within 14 calendar days from the issue date of “Notification of Application Result”, through the respective Campus Secretariat to the Campus Principal for a review which is final and no further appeal will be accepted.

Application Form

(General Form)

VOCATIONAL TRAINING COUNCIL (VTC)
APPLICATION FORM FOR GRADUATION FEE WAIVER
GENERAL FORM (2023/2024)

**GF (IVE / HKDI / MSTI /
YC / YC (INTL))**
Deadline for Application
2 October 2024

(To be completed by the Applicant. Please read the Guidance Notes to Applicants carefully before completing this application form.)

If you have **not** applied for financial assistance schemes offered by Student Finance Office (SFO) or VTC Fee Remission in AY2023/24, you are required to complete this application form.

Please circle the box where appropriate

Part I Particulars of Applicant

1. Name of Campus																																																																														
2. Programme Code / Class																																																																														
3. Name in English																																																																														
4. Name in Chinese																																				5. Date of Birth	D		M		Y																																					
6. HKID Card No.																																				()	7. Student ID No.																																									
8. Bank Account No. and Name of Holder																																																																														
																																				Bank Code ^A	Account No.																																									
	<small>(^Ae.g.: 004= HSBC, 024= Hang Seng Bank, or other bank)</small>																																																																													
	Name of Bank Account Holder																																																																													
	<small>The bank account can be your own personal account or the joint account with your father or mother / 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 / spouse (if you are married).</small>																																																																													
9. Residential Address																																																																														
	Flat															Floor															Block																																															
Name of Building																																																																														
Estate / Village																																																																														
No. and Name of Street																																																																														
District																																																								Area	#	1	HK	2	KLN	3	NT															
10. Telephone No.																																																																														
	Home Tel. No.																																			Other Contact No.																																										
11. Marital Status of Applicant																																																																														
	<input type="checkbox"/> Unmarried (no need to complete Part III)																																			<input type="checkbox"/> Married (no need to complete Part II)																																										
	<input type="checkbox"/> Separated / Divorced / Widowed (no need to complete Parts II & III)																																																																													
12. Student has an EC issued by SFO for the academic year 2023/24?																																																																														
	<input type="checkbox"/> Yes / No																																			Level of Assistance:																																										

Part II Particulars of Applicant's Parent (Applicable if Applicant is Unmarried)

1. Name in English																																																																														
2. Name in Chinese																																				3. HKID Card No.																																				()						
4. Relationship with the Applicant	#	F	Father	M	Mother	O	Others:																																																																							
5. Residential Address (if different from that of the applicant)																																																																														
	Flat															Floor															Block																																															
Name of Building																																																																														
Estate / Village																																																																														
No. and Name of Street																																																																														
District																																																								Area	#	1	HK	2	KLN	3	NT															
6. Telephone No.																																																																														
	Home Tel. No.																																			Office / Other Contact No.																																										
7. Current Occupation (Please state if being a housewife, unemployed or retired)																																																																														
8. Present Monthly Salary	HK\$																																																																													
9. Name of Current Employer (Please provide the date of unemployed or retired, if applicable)																																																																														
Information of Spouse (Leave the following blank if the spouse is deceased, divorced or separated)																																																																														
10. Name in Chinese and English																																				11. HKID Card No.																																				()						
12. Current Occupation (Please state if being a housewife, unemployed or retired)																																																																														
13. Present Monthly Salary	HK\$																																																																													
14. Name of Current Employer (please provide the date of unemployed or retired, if applicable)																																																																														

Part III Particulars of Applicant's Spouse (Applicable if Applicant is Married)

1. Name in Chinese and English																																																																						
3. Telephone No.																																																																						
	Home Tel. No.																																			Office / Other Contact No.																																		
4. Current Occupation (Please state if being a housewife, unemployed or retired)																																																																						
5. Present Monthly Salary	HK\$																																																																					
6. Name of Current Employer (please provide the date of unemployed or retired, if applicable)																																																																						

Unmarried Sibling(s) And /Or Unmarried Children Residing with the Family between 1.4.2022 to 31.3.2023 (Please do not include his / her information if he / she is receiving the Comprehensive Social Security Assistance (CSSA))					
Name in English (excluding the applicant and the parent / spouse of the applicant)	HKID Card No.	Current Occupation (Please state if being a housewife, unemployed or retired)	Name of Current Employer (please provide the date of unemployed or retired, if applicable)	Present Monthly Salary	
1. _____	_____	_____	_____	HK\$	_____
2. _____	_____	_____	_____	HK\$	_____
3. _____	_____	_____	_____	HK\$	_____
4. _____	_____	_____	_____	HK\$	_____
Dependent Grandparents (Must fulfill the requirements stated in 4(e) Part IV(iv) in Guidance Notes and provide supporting documents)					
Name in English	HKID Card No.	Residing with applicant or applicant's parent(s)#	Residing in premises owned / rented by applicant's parent(s)#	Residing in elderly home AND the expenses were fully covered by applicant's parent(s) for six months or more#	Currently in receipt of CSSA or in receipt of CSSA between 1.4.2022 – 31.3.2023#
1. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Part V – Information on Family Annual Income		Total family income during 1.4.2022 to 31.3.2023. It includes salary, year-end double pay, bonus, commission, allowance, profit / interest from business / investment, rental income, monthly pension, alimony and other income.		
		For Office Use Only		
		Total Annual Income		Total Annual Income
(a) Total income of applicant's father	\$ _____	\$ _____	X 100%	\$ _____
(b) Total income of applicant's mother	\$ _____	\$ _____	X 100%	\$ _____
(c) Total income of applicant's spouse	\$ _____	\$ _____	X 100%	\$ _____
(d) Yearly contribution from relatives / friends	\$ _____	\$ _____	X 100%	\$ _____
(e) <u>Total income of unmarried sibling(s) / children residing with the family</u>	\$ _____	\$ _____	X 30%	\$ _____
		Total : \$ _____		
		No. of Family Members () + (1) :		
		Single-parent family of 2-3 members () + (2):		
		AFI =		

(If you / your family members are in receipt of CSSA, please provide a copy of the notification letter stating relevant CSSA information and a copy of the “Certificate of Comprehensive Social Security Assistance Recipients (for medical waivers)” issued by the SWD to your / family members in support of the application)

Signature of Applicant : _____ Date : _____

Part VII Declaration

We _____ (Name of Applicant) and _____ (Name of Applicant's Father / Mother / Spouse (if the applicant is married)), have read, understand and agree to the "Guidance Notes on Application for VTC Graduation Fee Waiver (2023/24)" ("Guidance Notes"). We undertake and warrant that we shall comply with all the provisions in the Guidance Notes.

We declare that the information in this application form and the supporting documents provided are true, complete and accurate. We also understand that 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. Should there be any changes of the information submitted in this application, we shall inform Vocational Training Council ("VTC"), in writing, immediately.

We understand that VTC may review my application, conduct investigation and home visits. VTC may also request for originals of the family income proofs, personal identification documents and any other relevant documents for authentication of the application data. Oaths and declarations at Home Affairs Department or Solicitors may also be required. The financial assistance may be subsequently adjusted / withdrawn according to the findings. All or any overpayment of the assistance should be returned to VTC immediately upon request.

We also understand that if we or our family members refuse to co-operate with the VTC staff members, or if we are in receipt of allowance granted by the government or other organization comparable to the assistance, we are required to return all or any overpayment of the assistance to VTC immediately upon request.

We hereby agree and give consent to authorize the followings. We are also authorized by all the family members and other persons in respect of which personal data or other information is provided in this application to give consent to authorize the followings:

- a. Related parties and organisations to obtain and verify the data provided in this application to the VTC for the purpose of processing this application. Related parties and organisations include the applicant's and the applicant's family members' present / previous employer(s), government departments; and
- b. The VTC to handle the personal data / information provided in this application in accordance with paragraph 2 of the Guidance Notes and for any purpose directly related to such purpose, as well as to disclose the personal data provided in this application and to release the application result to the government departments such as Social Welfare Department, Student Finance Office, Education Bureau, etc.

Signature of Applicant	:	_____	Signature of Applicant's Parent / Spouse of Applicant*	:	_____
HKID Card No.	:	_____	HKID Card No.	:	_____
Date	:	_____	Date	:	_____

* If you are not married, your father / mother should sign the declaration personally. If you are married, your spouse should sign the declaration personally. Any person (including the applicant and his/her family member) signing the declaration on behalf of another person will lead to the application being rejected, and also constitute an act of forgery, which on conviction, may hold the offender liable for imprisonment for 14 years under the Crimes Ordinance (Chapter 200 of the Laws of Hong Kong).

For Official Use

AFI : _____

Family Type : _____

1st Checking by : _____ (Name/Post) _____ (Signature)

2nd Checking by : _____ (Name/Post) _____ (Signature)

Copies of HKID Card / Student Card of Family Members

Please stick below a copy of the HKID card / student card (if applicable) of the family members listed in this application form (you may make additional copy of this page if needed).

<p>Copy of HKID Card of Applicant's Parent (If applicant is married, please provide copy of HKID card of his / her spouse)</p>	<p>Copy of HKID Card of Spouse of Applicant's Parent</p>
<p>Copy of HKID Card^ / Student Card@ of Applicant's Family Member</p>	<p>Copy of HKID Card^ / Student Card@ of Applicant's Family Member</p>
<p>Copy of HKID Card^ / Student Card@ of Applicant's Family Member</p>	<p>Copy of HKID Card^ / Student Card@ of Applicant's Family Member</p>
<p>Copy of HKID Card^ / Student Card@ of Applicant's Family Member</p>	<p>Copy of HKID Card^ / Student Card@ of Applicant's Family Member</p>

^ If the family member does not have the HKID card, please provide the copy of the Birth Certificate or other documents that can prove his / her identity.

@ If the family member is a full-time student, please provide a copy of his / her Student Card / Student Handbook.

Checklist of Supporting Documents

Before submission of application, please check if you have:

(please ✓ if appropriate)

- () Completed fully and properly all parts of the application form.
- () Signed the “Declaration” part of the application form by both you and your parent / spouse (if you are married).
- () Stuck a copy of identity cards required on the page of “HKID Card / Student Card of Family Members”
- () Prepared **copies** of all relevant supporting documents and submit to your Campus Secretariat by the stipulated deadline:
 - ☐ The page of the bank statement / passbook / ATM card showing the account holder’s name and account number (Part I);
 - ☐ Proofs of decease of applicant’s spouse, divorce or separation of you (if applicable);
 - ☐ Proofs of decease, divorce or separation of your parent(s) (if applicable);
 - ☐ Income proofs of you and your family members (excluding those in full-time study) **from 1 April 2022 to 31 March 2023** (Please provide Profit and Loss Account or other income proof if self-employed);
 - ☐ Oaths and declarations for the completed self-prepared Profit and Loss Account / Income Breakdown at Home Affairs Department or Solicitors in respect of 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 2022 to 31 March 2023**;
 - ☐ Notification Letter stating the approved amount of Comprehensive Social Security Assistance (CSSA) and a copy of the “Certificate of Comprehensive Social Security Assistance Recipients (for medical waivers)” issued by the SWD to your family members in support of the application (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 dependent grandparent(s) **from 1 April 2022 to 31 March 2023** (if applicable);
 - ☐ Any other documents relevant to the application.
- () Provided supplementary information in Part VI – Additional Information and prepared relevant documents, if necessary.

Appendices 1 – 2

Profit and Loss Account/ Self-prepared Income Breakdown

Profit and Loss Account (From 1 April 20____ to 31 March 20____)
For person running business (including sole proprietorship / partnership business)

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 family member(s) running the following company (Owner(s)) : _____
 Company name : _____
 Nature of business : _____
 Company address : _____
 Sole proprietorship / Partnership : ☐ Sole proprietorship
 (please tick as appropriate) ☐ Partnership (Percentage of ownership : _____%)

(A) Gross Income (HK\$) \$ _____

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

Cost of purchasing merchandise	\$ _____	Salary of employees other than those marked '#' below	\$ _____
Water charges	\$ _____	Transportation costs	\$ _____
Electricity charges	\$ _____	Travelling expenses	\$ _____
Gas charges	\$ _____	Insurance Premium	\$ _____
Telephone charges	\$ _____	Fees for repair and maintenance of machinery	\$ _____
Rent and rates	\$ _____		
Others (please specify all items & breakdown of amounts)			
Others 1:	_____	\$	_____
Others 2:	_____	\$	_____
Others 3:	_____	\$	_____
Other Expenditure:			
# Salary of owner(s) paid by this company		\$	_____
# Salary of other family member(s) paid by this company		\$	_____
(Name: _____)		\$	_____

(B) Total Expenditure (HK\$) \$ _____

(C) Household Income (HK\$) [(A) Gross Income - (B) Total Expenditure*
 + Salary of owner(s) / other family member(s) paid by this company#] \$ _____
(This amount will be included in the 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(s) (i.e. owner(s)):

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

Signature of Owner(s) : _____

Signature of Applicant : _____

Company Chop : _____

Applicant's Name (HKID No): _____

Date : _____

Profit and Loss Account (From 1 April 20__ to 31 March 20__)
(For self-employed taxi driver / lorry driver / minibus driver)

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 family member(s) engaged in the following business : _____

* ☐ Taxi driver ☐ Lorry driver ☐ Minibus driver (* Please put “✓” in the appropriate box.)

* ☐ Vehicle owner ☐ Vehicle lessee (* Please put “✓” in the appropriate box.)

License number (for vehicle owner(s) only) : _____

Income (HK\$)

1. Rent (for vehicle owner(s) only)	\$	_____
2. Profit from operating business	\$	_____
3. Others (please specify all items and breakdown of amounts)		
Others 1 : _____	\$	_____
Others 2 : _____	\$	_____
Others 3 : _____	\$	_____
(A) Total Income	\$	_____

Expenditure (excluding vehicle mortgages) (HK\$)

(Items 1 and 2 are applicable to vehicle lessee(s). Items 2 to 5 are applicable to vehicle owner(s).)

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)		
Others 1 : _____	\$	_____
Others 2 : _____	\$	_____
Others 3 : _____	\$	_____
(B) Total Expenditure (HK\$)	\$	_____

(C) 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(s) engaged in the above business : _____

Applicant's Name (HKID No): _____

Applicant's Signature : _____

Date : _____

Self-prepared Income Breakdown (From 1 April 20__ to 31 March 20__)
(Applicable to person(s) who is/are self-employed or employed and cannot provide any income proofs.)

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.

(Each self-prepared income breakdown should contain the income information of ONE family member only.)

Name of the family member engaged in the following business : _____

The relationship between this family member and the applicant (Please put "✓" in the appropriate box.) :

- ☐ Father
 ☐ Mother
 ☐ Unmarried sibling residing with the family
☐ Unmarried child residing with the family
 ☐ Applicant's Spouse

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

Position (e.g. construction worker) : _____

Employer : _____

Actual Monthly 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.)

20__

April : HK \$ _____	May : HK \$ _____	June : HK \$ _____
July : HK \$ _____	August : HK \$ _____	September : HK \$ _____
October : HK \$ _____	November : HK \$ _____	December : HK \$ _____

20__

January : HK\$ _____	February : HK \$ _____	March : HK \$ _____
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Others Income :

(Please put "✓" in the appropriate box and fill in the applicable income figure on the line to the right. More than one item may be selected)

<input type="checkbox"/> Double Pay HK \$ _____	<input type="checkbox"/> Allowance HK \$ _____
<input type="checkbox"/> Bonus HK \$ _____	<input type="checkbox"/> Others HK \$ _____

Total Annual Income HK \$ _____

Payment method (Please put "✓" in the appropriate box. More than one items may be selected)

- ☐ A. By cash / by cheque
☐ B. By autopay / direct credit (Please provide a photocopy 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 the family member engaged in the above business : _____ Applicant's Name (HKID No) : _____ (_____)

Signature of Applicant : _____ Date : _____