



ESF COVID-19 Emergency Assistance Scheme

Application Guideline

Eligibility Criteria

Families who have suffered financial problems as a result of the COVID-19 pandemic during the period from February to June 2020.

This scheme is applicable to all students at ESF Kindergartens, ESF Primary, Secondary, All-through and Special Schools, with the exception of students who are NOT enrolling into an ESF school in August 2020.

Extended Credit and Period

Assistance will be provided in the form of extended credit.

Successful applicants are eligible to receive extended credit on tuition fee up to 50% for 3 months, with a maximum repayment period of 24 months.

Documents to be Submitted with the Application

The following documents should be attached to your application:

a. Unemployment or No-pay Leave

- Letter from your employer terminating the employment or requesting you to take no-pay leave

b. Drop of Business Revenue

- Copy of the Business Registration and income proof

Points to Note

- i) Applicant should be the parent or the legal guardian of the student(s).
- ii) Applicants are required to complete in full all the details requested in the application form. Otherwise, the application may not be considered.
- iii) Failure to produce documentation without good reason may lead to rejection of application.
- iv) Application and documents submitted are not returnable.



- v) The information provided will be used for the purpose of processing your application for COVID-19 Emergency Assistance Scheme only.
- vi) After the application has been processed, the data will be retained for future administration. The data held by us will be kept **confidential** and is only accessible to the Billing Department.
- vii) You have the right to obtain access to and to request correction of any personal information on you held by the ESF. Request for such access should be in writing and made to the Manager, Billing Section.
- viii) Applications should be submitted on or before **1 June 2020**.
- ix) Applicant can apply both the COVID-19 Emergency Assistance Scheme and the Financial Assistance Scheme in parallel. If both applications are successful, the applicant will be granted fee remissions through the Financial Assistance Scheme.
- x) The applicant is required to repay all outstanding balances immediately if the student withdraw from ESF system during the repayment period.
- xi) The information supplied by the applicant in his/her application will form the basis of determining the appropriate level of COVID-19 assistance (if any) to be awarded. **It should be noted 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 the Theft Ordinance, Chapter 210.
- xii) The Applicant is responsible for duly contacting the ESF Billing Section should his/her family circumstances change such that COVID-19 assistance may be affected.
- xiii) The information submitted on this form is being collected in accordance with the ESF Personal Data Handling Policy and its related Personal Information Collection Statements ("PICS"). A copy of the PICS can be found on the ESF website (www.esf.edu.hk/privacy/).