



## **GUIDANCE NOTES FOR COMPLETION** **THE FINANCIAL ASSISTANCE SCHEME APPLICATION FORM**

### **ELIGIBILITY CRITERIA**

Under current Financial Assistance Scheme policy, families of applicants have to have had encountered “**sudden and unexpected**” change of circumstances\* during the period of 12 months immediately prior to date of application in order to qualify for hardship allowance assessment (Means Test).

If an applicant whose application for financial assistance was successful in prior year and the adverse financial impact resulted from the “sudden and unexpected” change of circumstances is still proven after the 12 month period, the case is deemed eligible for the means test till the completion of student’s schooling at primary or at secondary school. Under any circumstances, financial assistance granted to a particular student will not be more than 5 years (Year 2 to 6) and 6 years (Year 8 to 13) for primary and secondary school student respectively. Financial assistance will be granted provided that the means test is passed. Each case will be reviewed individually based on the supporting documents provided.

Tuition fees relief for 3 months will be granted following the death of a parent. Application needs to be made within 12 month after the death and a copy of the death certificate is required. Means test is not required in this situation. Should the student needs any further financial assistance after the 3 month period, a separate application is required.

If the family of an applicant is in receipt of Comprehensive Social Security Assistance (CSSA) from the government during the school year, means test will be exempt and full remission will be granted upon application and supporting document received. Additional financial assistance will be considered to cover the student’s mandatory education or curriculum expenses including public examination fees, CAS activity fees, compulsory laptop and etc.

In the absence of “sudden and unexpected” change of circumstances, financial assistance will be considered provided that:-

- the family has 2 or more students currently studying in ESF schools, and
- one of whom has been studying in an ESF school continuously for 5 years or more, and
- the family has good tuition fees payment history, and
- the family’s income and assets level pass the means test

Eligibility criteria and the definition of “sudden and unexpected” change of circumstances for Private Independent Schools (PIS) may be slightly different from that of ESF schools. For details, please refer to respective PI schools web-site

### **STATEMENT OF INCOME**

Please state the following under income declaration:

- Latest annual salaries / wages, business profit, any other earned income of all family members received in the year. The annual income for the period should also include bonus, commissions, tips and any allowance received. All latest income information of the applicant which can help ESF make an informed decision would be welcomed. Applications made later in school year should supply most recent data on income.
- Remittances and contributions received from family members, relatives or friends.
- Latest annual rent received in the past financial year from letting of any houses, flats, shops or land owned by any member of the family (in Hong Kong or overseas). This should also include any subletting of house/flat occupied by the family. Details of which should be given in the ASSETS Section.

### **ASSETS**

Please give full details of all assets held at current market value, owned or partly owned by each member of the family during the period of 12 months immediately prior to date of application. This should include all land and properties, stocks and shares, vehicle(s), monies including foreign currencies deposited in bank(s) and/or other financial institutions, company, firm or with individual person, and finally any cash on hand.

## HOUSING

Please give full details of accommodation occupied by the family. Do not include management fees, electricity, gas or water charges. *If housing is rented, one copy of the current rental agreement in respect of your housing should be attached to the form, failure to do so may result in the exclusion of housing expenditure incurred by YOU.*

## ADDITIONAL INFORMATION BY APPLICANT

If there has been a considerable change in circumstances, information as detailed above should still be supplied. In addition, documentary evidence of new circumstances must also be included. This may be photocopy of notification of redundancy or cancellation of a contract, a statement of new income, copy of pay advice etc.

## DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION

The following documents should be attached to this application: -

- (a) Documentary evidence in respect of the earned income of **every member** of the family which include:
- (i) Photocopies of **latest** Salaries Tax demand note from Inland Revenue Department
  - (ii) Photocopies of **latest** salary statement or contract

In addition, for self-employed workers, it will be necessary for them to provide in writing details of income earned with supporting evidence during the relevant period, which include:

- (iii) Photocopies of **latest** Profit Tax demand note from Inland Revenue Department
  - (iv) Photocopies of Audited Profit and Loss account and Balance Sheet
- (b) Photocopies of **last three months'** bank statements / passbook records in respect of all current / savings / fixed deposit accounts held by yourself and family members. The photocopy of the first page of each passbook showing the name(s) of the account holder(s) should be included.
- (c) Photocopies of rental agreement, receipt for rent received (including sub-letting) or rent paid, rates or mortgage repayment of the property / properties or dwelling place.
- (d) A social welfare certificate for receiving the comprehensive social security allowance.

- Notes:
- (i) *Applicants should be the parents 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) *Applications and documents submitted are not returnable.*
  - (v) *The information provided will be used for the purpose of processing your application for Financial Assistance Scheme.*
  - (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 School Fees Department.*
  - (vii) *You have the right to obtain access to and to request correction of any personal information on you held by the ESF. Requests for such access should be in writing and made to the Manager, Billing Section.*
  - (viii) ***In normal circumstances, applications should be submitted at the beginning of the school year or during the school year but no later than 30 April 2021.***





## APPLICATION FOR 2020 / 2021

### FINANCIAL ASSISTANCE SCHEME

#### PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE FORM.

- Only one form is required per family.
- Completed forms, with all supporting documents, should be returned to:  
The English Schools Foundation via e-mail [hardship@esfcentre.edu.hk](mailto:hardship@esfcentre.edu.hk)
- The information supplied by the applicant in his/her application will form the basis of determining the appropriate level of financial 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.
- Applicant and his/her family members are requested to co-operate with ESF staff in the course of the authentication. Intentional obstruction to our staff or concealment of information may lead to full recovery of financial assistance already granted and / or rejection of future applications.
- The Applicant is responsible for duly contacting the ESF School Fees Section should his/her family circumstances change such that financial assistance may be affected.

### PERSONAL DATA

Name of Applicant: _____	Applicant Occupation: _____
Residential Address: _____ _____	Employer & Address: _____ _____
Marital Status: _____	Office Telephone: _____
Home Tel: _____	Spouse Name: _____
Mobile/Pager: _____	Spouse Occupation: _____
Passport/HKID No: _____	Passport/HKID No: _____
If passport issued _____	If passport issued _____
Place of Issue: _____	Place of Issue: _____
Email address: _____	Email address: _____

### Particulars of children attending ESF schools

Name of Child	Date of Birth	School	Form	ESF Number

### Particulars of OTHER children below age 18.

Name of Child	Date of Birth	School	Attended

Has a Financial Assistance Scheme been granted in a previous year?

YES / NO

**\*\*Please complete all sections below:--**

**1 Please elaborate the “sudden and unexpected” change of circumstances in your family in the last 12 months (Use a separate sheet if necessary)**

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**2 INCOME**

- Please fill in the appropriate boxes and amount from 2A to 2C. If there's no significant change in income, please declare your income in the past 12 months.
- If you have no income / financial support in the last 12 months, please fill out Section 3 - “No Income”

**2A) EMPLOYMENT INCOME**

<u>Applicant</u>	<u>Spouse</u>	<u>Doc</u>
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*(please tick the box if appropriate)*

**Loss of Job / Redundancy**

- i. Date of loss job / Redundancy
- ii. Last salary *(per month)*
- iii. Single lump sum payment / final payment received
- iv. Salary income in the last 12 months  
(From \_\_\_\_\_ to \_\_\_\_\_)

		A1
HK\$ p.m.	HK\$ p.m.	A1, A4
HK\$	HK\$	A1 A5
HK\$	HK\$	A3 A5

**Pay-Cut / Salary Reduction**

- i. Date of the change
- ii. Monthly salary after the change
- iii. Monthly salary before the change
- iv. Salary income in the last 12 months  
(From \_\_\_\_\_ to \_\_\_\_\_)

		A1
HK\$ p.m.	HK\$ p.m.	A1, A4
HK\$ p.m.	HK\$ p.m.	A3, A4
HK\$	HK\$	A3 A5

**No Significant Change in Employment Income in the Last 12 Months**

- i. Monthly salary
- ii. Salary income in the last 12 months

HK\$ p.m.	HK\$ p.m.	A4
HK\$	HK\$	A3 A5

**2B) INCOME FROM BUSINESS**

<u>Applicant</u>	<u>Spouse</u>	<u>Doc</u>
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**i. Nature of the Business**

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**ii. Percentage Holding of the Company**

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**iii. Business Income Situation**

*(Please tick the box if appropriate)*

- Bankruptcy / Company Closed / Termination

- Date of the incident

		B1
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- Significant Drop in Revenue / Income

- When did the income drop

		B1
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- Business Income before the change

- Period (MM/YY):

		B3 B5
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- Amount

HK\$	HK\$	
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- Business income after the change

- Period (MM/YY):

		B4 B7 B8
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- Amount

HK\$	HK\$	
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- No Significant Change in Business Income in the Last 12 Months

- Business income in the last 12 months

HK\$	HK\$	B3 B4
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**iv. Director Remuneration Received (including salary) in the last 12 months**

HK\$	HK\$	B3/4 B5
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**v. Amount Withdrawn from the Company in the last 12 months**

HK\$	HK\$	B7 B8
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**vi. Personal / Family Expenses borne by the Company in the last 12 months**

- Rental Expenses

HK\$	HK\$	B7 B8
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- Tuition Fees

HK\$	HK\$	
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- Others *(Please specify)*

HK\$	HK\$	
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**2C) OTHER INCOME / FINANCIAL SUPPORT**

<u>Applicant</u>	<u>Spouse</u>	<u>Doc</u>
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**i. Financial Support Received from Government or Other Parties in the Last 12 Months**

HK\$	HK\$	C2, A5
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*(Please specify, e.g. CSSA from HKSAR )*

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**ii. Other Income in the Last 12 Months**

HK\$	HK\$	C4
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*(Please specify, e.g. Rental income)*

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**3 NO INCOME**

Please explain how did you maintain the living without income in the last 12 month

**By Savings**

- Total savings at the beginning of the period
- Total savings at the moment

HK\$	HK\$	A6
HK\$	HK\$	A5

**By Disposal of Assets**

- Type of assets *(Please specify)*
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- Asset value at the beginning of the period of
- Asset value at the end of the period of

HK\$	HK\$	C5
HK\$	HK\$	

**By Others** *(Please specify)*

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**4. HOUSING EXPENDITURE (per month)**

Rent paid by Employer

HK\$	p.m.	HK\$	p.m.	A4
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Rent paid by Applicant

HK\$	p.m.	HK\$	p.m.	A7 B9
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Mortgage paid by Applicant

HK\$	p.m.	HK\$	p.m.	A7 B9
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Home Mortgage fully paid

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## 5. ASSETS INFORMATION

Capital Item	Detailed Description	Estimated Value	Self-occupied / Rent-out / Vacant	Annual Derived Income
Land and Properties (including House / Flat / Land / Car Park etc.)	(Location and size) _____ _____	_____ _____	_____ _____	_____ _____ _____
Stocks and Shares	(Name and quantity) _____ _____	_____ _____	_____ _____	_____ _____ _____
Vehicle (e.g. private car, taxi, etc.)	_____ _____	_____ _____	_____ _____	_____ _____
Miscellaneous (including Cash on Hand, Paper Gold, Loan to others, etc.)	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Bank / Finance Co. Deposits (including Local & Foreign currency Savings, Current & Time deposits, Trust funds, Credit Cards, etc.)	(Name of Bank / Financial Co.) _____ _____	_____ _____	_____ _____	_____ _____ _____
	_____ _____	_____ _____	_____ _____	_____ _____ _____

**Note: Please do not make omissions. Use a separate sheet if necessary.  
Incomplete information on the application form will delay assessment for fee assistance.**



**PERSONAL INFORMATION COLLECTION STATEMENT**

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 web site (<http://www.esf.edu.hk/>) by clicking on the “About ESF” tab.

**DECLARATION BY APPLICANT**

I, \_\_\_\_\_, (full name in block letters) have read and fully understood the information requested in the Guidance Notes on the Financial Assistance Scheme. I declare that the information provided by me in this application form is complete and true to the best of my knowledge. Should there be a change in family circumstances, I will immediately inform the ESF of such change in writing.

I understand that if I, my family members have any direct or indirect interest with ESF or being an employee of ESF, I shall make a declaration in this application.

Date: \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_

## Check List for Supporting Document

**In order to ensure a smooth application, please make sure the supporting documents are submitted together with your financial assistance scheme application form. Please refer to the “Doc” box on the application form for the required document.**

### **A. Employee**

1. Termination letters, salary reduction letter from employer. Final payment document proof.
2. Please provide the decree nisi if you have separated with your partner.
3. The latest tax demand note issued by the Hong Kong Government of yourself and your spouse.
4. The salary pay-slips of yourself and your spouse for the latest 3 months, or you can provide the employment contract/employers return
5. The bank account statements of yourself and your spouse for the latest 3 months, Payroll bank account is a must.
6. Bank account statements before income dropped / loss job.
7. Please provide the latest tenancy agreement or the mortgage plan of the premises that you are currently living in.

### **B. Self- Employed / Running Business**

1. Cancellation of Biz registration / Evidence for close of business
2. Please provide the decree nisi if you have separated with your partner.
3. The latest 2 year’s tax demand note issued by the Hong Kong Government of yourself and your spouse.
4. The latest tax demand note of your company.
5. Please provide the latest 2 year’s P & L of your company.
6. Copy of Biz registration
7. Bank statements of major bank accounts of yourself and your spouse for the latest 3 months, including bank account for payroll if applicable.
8. Your company’s bank account statements for the latest 3 months.
9. Please provide the latest tenancy agreement or the mortgage plan of the premises that you are currently living in

### **C. For both A & B, please provide below information if appropriate**

1. Bankruptcy order
2. CSSA certificate issued by Social Welfare department
3. Death certificate if one of the parent passed away in the last 12 months
4. Rental agreement for rent-out property
5. Contract / invoice for selling property, vehicle & bank transactions for selling stocks/shares

*\*\* Please indicate your reason if you are not able to provide the above supporting documents.*