

St. Paul's Convent School

Fee Remission

Since joining the Direct Subsidy Scheme (DSS) in 2004, our school sets aside not less than 10% of the school fees receivable to provide assistance in the form of fee remissions to students in financial needs and scholarships to those who have shown outstanding performance every year. Fee Remissions / Scholarships are awarded annually for the whole academic year.

A. Fee Remission

1. Eligibility Criteria

All students who are enrolled at St. Paul's Convent School are eligible to apply for fee remission. The amount of fee remission granted to a needy student is expressed in the form of percentage reduction to the school fee depending on their home / financial situations. The level of fee remission is based on the points scored under the Reckoner in Annex A. The principal has full discretion to upgrading the level of the fee remission to the needy students in consultation with the Fee Remission / Scholarship Team. A Self-Assessment Platform on the students' eligibility for fee remission can be found at <http://www.spcs.edu.hk/school/remission/>.

2. Application Procedures

Parents/guardians who wish to benefit from the Fee Remission Scheme must submit the completed application form together with copies of the required documents, not later than the specified date (normally within the first two weeks of September of each year). All information provided in the application form and the supporting documents submitted are subject to strict verification.

3. Exceptional Cases

3.1. Children of Staff

Staff's children will be automatically entitled to a 50% fee remission.

3.2. Siblings in the same school

Fee remission will be given to students when the total payment of school fees exceed 20% of the total income of the family.

3.3. Emergency Financial Assistance

If the financial circumstances of a student's family have changed adversely after the closing date of the fee remission application, parents are at liberty to make an application to the school for fee remission any time during the school year. Fee remission up to 100% will be granted to applicants subject to the information submitted in support of the application.

4. Review of Policies

The policies and rules will be reviewed from time to time by the school fee remission / scholarship team and changes will be made after the approval from school authority.

Fee Remission Reckoner

Annex A

1. This Reckoner is adopted in assessing the eligibility of students for Fee Remission for the 2011/2012 school year. Points will be awarded on the basis of family income and the basis of dependants.
2. The Point System
 - i) Average Monthly Adjusted Family Income
Average monthly adjusted family income means applicant family's total salary, allowances and other income (see Annex B) received or receivable during the 12 months from 1st April 2009 to 31st March 2010 divided by 12.

Average Monthly Family Income \$	Point(s)
0 – 10,000	20
10,001 – 13,400	17
13,401 – 16,800	14
16,801 – 20,200	11
20,201 – 23,600	8
23,601 – 27,000	5
27,001 – 30,400	4
30,401 – 33,600	3
33,601 – 36,800	2
36,801 – 40,000	1
Over 40,000	Not eligible

ii) Dependants

Dependant	Point Score for Each dependant	
Applicant's spouse	1	
Dependant parent	1	
Depending Children (including student-applicant)		
Attending DSS class of SPCS	3	
Attending full-time senior secondary course (S4 – S7) and full-time Springboard programme	2	
Receiving full-time education up to first degree (including pre-primary education, primary to junior secondary education (P1 – S3), VTC, IVE, post-secondary course, etc) (Notes 1 & 2)	1	
Attending evening/part-time/special training courses OR not attending schools (Note 3)	Under 18	Over 18
	1	0

Fee Remission Reckoner
Annex A
3. Level of Assistance

Point Score	Level of Remission
18 or above	100%
14 - 17	75%
10 – 13	50%
6 – 9	25%
1 – 5	10%
0 or below	NIL

Note 1: Full-time Education
Full time education is defined as day courses lasting for 1 year or more, with 5 meetings per week, each lasting for 3 hours or more.

Note 2: Vocational, Technical and Post-secondary Institutes Operating Full-time courses

- Hong Kong Institute of Vocational Education (formerly known as Technical Institutes/Technical Colleges)
- Vocational Training Centre
- Construction Industry Training Authority
- Clothing Industry Training Authority
- Skills Centre
- The Hong Kong Academy for Performing Arts
- Commercial Schools
- Hong Kong Institute of Education
- Other post-secondary/tertiary institutions

Note 3: Vocational, Technical and Post-secondary Institutes or Special Training Institute Operating Part-time Courses

- Institutions listed in Note 2
- School of Education attached to universities
- The Prince Philip Dental Hospital
- Schools of nursing
- Police Training School
- Private organisations/institutions offering apprenticeship
- Seminary, etc.

Income from all Sources

Annex B

A: Income from all sources	B: Income not assessed
<ol style="list-style-type: none"> 1. Basic salary (including contributions to provident fund) 2. Year-end double pay 3. Allowance (including housing / travel / meal / education / shift allowance etc) 4. Leave / Pay in lieu of leave 5. Bonus 6. Commission 7. Wages in lieu of notice of dismissal 8. Profit from business / investment 9. Interest earned from bank deposits, stocks and shares, etc. 10. Rent from property 11. Monthly pension / widow's and children's compensation / gratuity 12. Contribution from family members or relatives 13. Alimony / living expenses from ex-spouse 14. Retraining allowance 	<ol style="list-style-type: none"> 1. Old age allowance 2. Disability allowance 3. One-off retirement gratuity 4. Severance pay 5. Traffic accident indemnity 6. Insurance indemnity 7. Injury indemnity 8. Long Service payment / contract gratuity 9. Inheritance 10. Charity donations 11. Comprehensive Social Security Assistance 12. Loans