

Po Leung Kuk Ngan Po Ling College
Fee Remission and Scholarship Schemes 2023/24

Our school provides various kinds of fee remission and scholarship schemes:

Fee Remission and Scholarship Schemes
A. School Fee Remission Scheme
B. Fee Remission and Scholarship Scheme for High Achievers in External Examination
C. Scholarship Scheme for High Achievers in Internal Examination
D. Fee Remission Scheme for Exchange Programme and Overseas Forum
E. Fee Remission and Scholarship Scheme for International Competitions
F. Scholarship Scheme for Outstanding Achievement in External Competitions
G. Form 1 Admission Scholarship Scheme
H. Moral Scholarship Scheme

For further enquiries about the schemes, please contact Mr. Mak Tak Wai of Student Affairs Committee at 2462 3932.

Po Leung Kuk Ngan Po Ling College
A. School Fee Remission Scheme 2023/24

A. Aim

The School Fee Remission Scheme aims at providing financial assistance to eligible parents and enabling students to receive secondary education in Po Leung Kuk Ngan Po Ling College.

B. Eligibility Criteria

1. Applicant **MUST** be a parent or legal guardian of a student who has been enrolled to study F.1 to F.6 at Po Leung Kuk Ngan Po Ling College in the academic year 2023/24.
2. (a) **For existing students**, applicants **MUST** have applied for:
 - (i) **School Textbook Assistance (TA) Scheme / Student Travel Subsidy (STS) Scheme / Subsidy Scheme for Internet Access Charges (SIA)** provided by the **Student Finance Office (SFO)** and have received the **2023/24 Eligibility Certificates (ECs)** from the **SFO**; or
 - (ii) **Comprehensive Social Security Assistance (CSSA) Scheme** by the **Social Welfare Department** and have received a valid **Notification of Successful Application (NSA)** of CSSA.
- (b) **For newly admitted students**, applicants are advised to (but not a must to) apply for the ECs / NSAs before they apply for this remission scheme.

C. Method of Assessment

1. **For students with EC / NSA**, the school fee remission level will follow the Eligibility Level (either HALF or FULL) stated on the EC / NSA (treated as FULL).
2. **For newly admitted students without EC / NSA**, the school will follow the formula adopted by the SFO to calculate the Adjusted Family Income (AFI) as a means to assess the eligibility for assistance and the level of assistance.

- (a) The AFI mechanism is based on the following formula:

$$\text{AFI} = \frac{\text{Gross Annual Income of the family in the preceding year}}{\text{Number of family members} + (1)*}$$

* For single-parent families of 2 to 3 members, the 'plus 1 factor' in the divisor of the AFI formula will be increased to 2.

- (b) Gross annual income of the family includes the annual income of the applicant and his/her spouse; 30% of the annual income of unmarried child / children residing with the family if applicable; and the contribution from relatives / friends if applicable. (Refer to Appendix 1)

- (c) The members of a family normally refer to the applicant, his/her spouse, unmarried child / children residing with the family and the dependent parent(s) who are supported by the applicant and/or his/her spouse.
- (d) The AFI eligibility benchmarks for various levels of assistance in the 2023/24 school year are listed in the table below. **Please note that the AFI is not the average monthly income of a family.**

AFI Groups (HK\$)	Level of Assistance
0 – 43,495	Full*
43,495 – 84,105	Half
> 84,105	Ineligible

* AFI thresholds for full level of assistance for 3-member and 4-member families are HK\$52,657 and HK\$48,445 respectively. For 2-member single-parent families and 3-member single-parent families, they are regarded as 3-member families and 4-member families respectively for determining the AFI thresholds for full level of assistance and calculation of AFI.

D. Application Procedure

1. Application for fee remission has to be made for every academic year.
2. Application forms can be obtained from the school office from 1 September 2023.
3. (a) **For students with EC / NSA, (1)** the application form, and **(2)** the photocopy of the EC / NSA, should be duly completed and submitted to the school office in person by parents / guardians / students during office hours.
- (b) **For newly admitted students without EC / NSA, (1)** the application form, and **(2)** all the required documents for calculating AFI (Refer to Appendix 2) should be duly completed and submitted to the school office in person by parents / guardians / students during office hours.
4. If proper documentary proofs cannot be provided or the documents provided cannot substantiate the reported income of the family concerned (e.g. claim for prolonged unemployment is not substantiated or only self-written statement of income is provided), adjustments will be made on the level of assistance.
5. **The deadline of the application will be 30 September 2023.**
6. The school will verify all applications after the deadline. Interview may be arranged if necessary.
7. Under normal circumstances, **the school will not accept any application for school fee remission submitted after the above deadline.** The school may give special consideration to cases with exceptional circumstances.
8. Families who have sudden financial difficulties during the year can apply for the contingency fund. They have to write a letter to the Principal to explain the financial situation with sufficient supporting documents.

E. Vetting Procedure

A Fee Remission Committee comprising the Principal and 2 or more responsible teaching staff appointed by the Principal will consider the applications for fee remission and contingency fund.

F. Release of Result

Notification of result will be sent to each applicant by the end of November 2023.

G. Procedure for Appeal

1. Applicant who is unsatisfied with the decision of the Fee Remission Committee concerning his/her application may apply for a review with sufficient grounds in writing and submit additional supporting documents within 10 days from the date of release of result.
2. An Appeal Committee comprising the Principal and 2 more responsible teaching staff appointed by the Principal will review the applications for appeal.
3. Decision of the Appeal Committee will be final.
4. The Appeal Committee will directly inform the applicant the result in writing.

H. Payment Arrangement

1. For over-paid school fee during September to November:
The amount of fee remission will be reimbursed through autopay to successful applicant's bank account which school fee is debited from.
2. For unpaid school fee:
The school fee will be waived based on the amount of fee remission.

Appendix 1

Explanation Notes on Items of Family Income

For newly admitted students without EC / NSA:

- Applicants should provide information on the total annual income from 1 April 2022 to 31 March 2023 with photocopy of documentary proofs.
- Items of income to be reported are listed as below.

Items need to be reported	Items need not to be reported
1. Salary (including the salary of applicant, applicant's spouse and student-applicant's unmarried sibling(s) residing with the applicant for full-time, part-time or temporary jobs, excluding Mandatory Provident Fund (MPF) / Provident Fund contribution by employee)	1. Old age allowance / Old age living allowance
2. Double pay / Leave pay	2. Disability allowance
3. Allowance (including overtime work / living / housing or rent / transport / meals / education / shift allowance, etc.)	3. Long service payment / Contract gratuity
4. Bonus / Commission / Tips	4. Severance pay
5. Wages in lieu of notice of dismissal	5. Loans
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.	6. Lump sum retirement gratuity / Provident fund
7. Alimony	7. Inheritance
8. Contribution from any person(s) not residing with applicant's family 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)	8. Charity donations
9. Interests from fixed deposits, stocks, shares and bond, etc.	9. Retraining allowance / Work Incentive Transport Subsidy / Working Family Allowance
10. Rental income of property, land, carpark, vehicle or vessel (including Hong Kong, the Mainland and overseas)	10. Insurance / accident / injury indemnity
11. Monthly pension / Widow's & Children's Compensation	11. MPF / Provident Fund contribution by employee
	12. Studentship

Appendix 2

Supporting Documents Required for AFI Calculation

For newly admitted students without EC / NSA:

1. Copy of identity card or other identity documents of the applicant and all family members.
2. Applicants should provide information on the total annual income from 1 April 2023 to 31 March 2023 with photocopies of documentary proofs. Please submit the document in accordance with the requirements listed below:

Salary employed person	<ol style="list-style-type: none">1. Salary Statement; if not available2. Tax Demand Note; if not available3. Bank Transaction records showing payment of salary; if not available4. Income Certificate issued by the employer.
Sole proprietor or partner of partnership business	<ol style="list-style-type: none">1. Personal Assessment Notice; if not available2. Profit and Loss Account.
Causal workers who cannot produce any income proofs	<ol style="list-style-type: none">1. A letter to explain why income proofs cannot be submitted and declare the amount of income.

3. For single-parent families, copy of supporting documents for divorce / separation, Death Certificate of the spouse.

Po Leung Kuk Ngan Po Ling College

B. Fee Remission and Scholarship Scheme for High Achievers in External Examination 2023/24

A. Aim

This fee remission and scholarship scheme aims at recognizing and encouraging students' achievements in external examinations.

B. Eligibility Criteria

Applicants **MUST** be:

- (1) studying at Po Leung Kuk Ngan Po Ling College in the current year of examination; and
- (2) getting good result in any of the approved external examinations.

C. Approved Examination

1. HKDSE

- (1) Applicants **MUST** be fulfilling the minimum requirement for university entry.
- (2) Students achieving good overall results for Best 5 subjects in HKDSE will be awarded a scholarship:

Total Score of Best 5 Subjects in HKDSE	Scholarship
23 – 25	\$2,000
26 – 28	\$3,000
29 – 30	\$4,000
31 or above	\$5,000

Remarks: GCE AS Chinese result will be included in the calculation of the total score of Best 5 subjects for non-Chinese students who take the GCE AS Chinese Examination (Grade a(a) = 7, Grade b(b) = 6, Grade c(c) = 5, Grade d(d) = 4 and Grade e(e) = 3).

- (3) Students achieving Grade 5**/5* (or A in French) in each subject will be awarded a scholarship:

Grade	Scholarship
5**	\$2,000
5*/A	\$1,000

2. IBDP Exam

- (1) Applicants **MUST** be fulfilling the minimum requirement for university entry.
- (2) Students achieving good overall results in IBDP Exam will be awarded a scholarship:

Total Score in IBDP Exam	Scholarship
38 – 39	\$3,000
40 – 41	\$5,000
42 – 43	\$7,000
44	\$10,000
45	\$15,000

3. IELTS

- (1) Students achieving good results in IELTS will be awarded a scholarship:

Level	Scholarship
8 or above	\$2,000
7 or 7.5	\$1,000

- (2) For students who are eligible for receiving school fee remission assistance, examination fee will be subsidised:

Level of Assistance	Fee Remission
CSSA / 100% SFO Subsidy / 50% SFO Subsidy	100% of examination fee (\$2,300 in May 2023)

4. French DELF A2 Exam

- (1) Students achieving good results in French DELF A2 Exam will be awarded a scholarship:

Score	Scholarship
80 or above	100% of examination fee (\$1,000 in 2023)

- (2) For students who are eligible for receiving school fee remission assistance, examination fee will be subsidised if students get **Score 50/100 or above, with minimum mark per each test is 5/25** in the examination:

Level of Assistance	Fee Remission
CSSA / 100% SFO Subsidy	100% of examination fee (\$1,000 in 2023)
50% SFO Subsidy	50% of examination fee (\$500 in 2023)

5. GCE AS Chinese

(1) Students achieving good results in GCE AS Chinese Exam will be awarded a scholarship:

Grade	Scholarship
a(a)	\$2,000
b(b)	\$1,000

D. Nomination Procedure

Students who are eligible will be automatically nominated by the teacher-in-charge of the respective examination. Students are not required to fill in any application form for the scholarship.

E. Release of Result

Students will be informed about the result in around November of the next academic year.

F. Procedure for Special Case

An ad hoc committee comprising the Principal and related teachers will consider any appeal or special case.

G. Payment Arrangement

The scholarship will be reimbursed through autopay / by a crossed cheque payable to the parents / guardians of the awardees in around December of the next academic year.

Po Leung Kuk Ngan Po Ling College

C. Scholarship Scheme for High Achievers in Internal Examination 2023/24

A. Aim

This scholarship scheme aims at:

- (1) recognizing and encouraging students' achievements in internal examinations; and
- (2) attracting and retaining students with high caliber.

B. For Junior Form and NSS HKDSE Students

1. Eligibility Criteria

Applicants **MUST** be:

- (1) F.1 - F.5 students in Po Leung Kuk Ngan Po Ling College in the current year of examination;
- (2) continuing their study at Po Leung Kuk Ngan Po Ling College in the next academic year;
- (3) getting overall top 10* in the end of the current year of examination in their respective form; and
- (4) getting conduct B or above in the current year of examination.

* French and GCSE/GCE Chinese will weigh 25% lower under the scholarship scheme.

2. Scholarship

Overall Rank in Form	Scholarship
1 st – 3 rd	30% of annual school fee
4 th – 10 th	10% of annual school fee

C. For IBDP Students

1. Eligibility Criteria

Applicants **MUST** be:

- (1) students who have studied the IB Bridging Year Programme (F.4E) or IB Diploma Programme Year 1 (F.5IB) at Po Leung Kuk Ngan Po Ling College in the current year of examination;
- (2) studying the IB Diploma Programme year 1 (F.5IB) or IB Diploma Programme year 2 (F.6IB) at Po Leung Kuk Ngan Po Ling College in the next academic year;
- (3) getting conduct B or above in the current academic year;
- (4) getting an overall score of at least 40 points out of 45 in the current year of examination; and
- (5) passing in Creativity, Activity and Service (CAS) and Theory of Knowledge (TOK) or CORE in the current year of examination.

2. Scholarship

Overall Rank in Class (4E/5IB)	Scholarship
1 st	50% of the annual school fee of 5IB/6IB
2 nd & 3 rd	25% of the annual school fee of 5IB/6IB

D. Nomination Procedure

Students who are eligible will be automatically nominated by the IB school or teacher-in-charge of the respective examination. Students are not required to fill in any application form for the scholarship.

E. Release of Result

Students will be informed about the result in around January of the next academic year (for item B and C) or in around July of the current academic year (for item D).

F. Procedure for Special Case

An ad hoc committee comprising the Principal and related teachers will consider any appeal or special case.

G. Payment Arrangement

The scholarship will be reimbursed through autopay / by a crossed cheque payable to the parents / guardians of the awardee in around February of the next academic year. If students have their school places forfeited in or before November of the next academic year, the scholarship will not be reimbursed.

Po Leung Kuk Ngan Po Ling College

D. Fee Remission Scheme for Exchange Programme and Overseas Forum 2023/24

A. Aim

This fee remission scheme aims at providing equal learning opportunities for students with different social background.

B. Eligibility Criteria

Applicants **MUST** be studying at Po Leung Kuk Ngan Po Ling College in the academic year of joining the event.

C. Fee Remission

Students who are eligible for school fee remission assistance will be granted a fee remission of tour fee:

Level of Assistance	Fee Remission
CSSA / 100% SFO Subsidy	100% of tour fee
50% SFO Subsidy	50% of tour fee

D. Application Procedure

Students who are eligible should apply through the teacher-in-charge of the respective programme.

E. Release of Result

Students will be informed about the result within two months after the deadline of the application.

F. Procedure for Special Case

Special fee remission will be considered for applicants with sound reasons and related proofs. An ad hoc committee comprising the Principal and related teachers will consider any appeal or special case.

G. Payment Arrangement

The successful applicants only need to pay the remaining fee for the programme.

Po Leung Kuk Ngan Po Ling College

E. Fee Remission and Scholarship Scheme for International Competitions 2023/24

A. Aim

This fee remission and scholarship scheme aims at:

- (1) providing equal learning opportunities for students with different social background; and
- (2) encouraging participants to strive for the best results.

B. Eligibility Criteria

Applicants **MUST** be:

- (1) studying at Po Leung Kuk Ngan Po Ling College in the academic year of the competition; and/or
- (2) having outstanding achievements in international competitions.

C. World Scholar's Cup (WSC)

1. Eligibility Criteria

All groups that are qualified for the Global Round and Tournament of Champion (TOC) will be chaperoned by the school. No private candidates will be allowed.

2. Scholarship

Students of the top 3 teams qualifying for TOC in Global Round will be awarded a scholarship:

Achievement	Scholarship
Top 3 teams qualified for TOC in Global Round	50% of the cost of TOC

3. Fee Remission

(a) Global Round

Level of Assistance	Fee Remission
CSSA / 100% SFO Subsidy	100% of the cost of Global Round
50% SFO Subsidy	50% of the cost of Global Round

(b) TOC

Level of Assistance	Estimated no. of Students	Fee Remission
CSSA / 100% SFO Subsidy	1	50% of the cost of TOC
50% SFO Subsidy	1	25% of the cost of TOC

D. Other Competitions

1. Scholarship

Scholarship details of other competitions will be decided by an ad hoc committee comprising the Principal and related teachers.

2. Fee Remission

For students who are eligible for school fee remission assistance, competition fee will be subsidised as follows:

Level of Assistance	Fee Remission
CSSA / 100% SFO Subsidy	100% of tour fee
50% SFO Subsidy	50% of tour fee

E. Application Procedure

All students who are eligible should apply through the teacher-in-charge of the respective competition.

F. Release of Result

Students will be informed about the result within two months after the deadline of the application.

G. Procedure for Special Case

Special fee remission will be considered for applicants with sound reasons and related proofs. An ad hoc committee comprising the Principal and related teachers will consider any appeal or special case.

H. Payment Arrangement

The fee remission and scholarship will be reimbursed through autopay / by a crossed cheque payable to the parents / guardians of the awardees.

Po Leung Kuk Ngan Po Ling College

F. Scholarship Scheme for Outstanding Achievement in External Competitions 2023/24

A. Aim

This scholarship scheme aims at:

- (1) recognizing and encouraging students' achievements in extra-curricular activities; and
- (2) attracting and retaining students with high caliber in extra-curricular activities.

B. Eligibility Criteria

Applicants **MUST** be:

- (1) studying at Po Leung Kuk Ngan Po Ling College in the academic year of application; and
- (2) having outstanding achievements in extra-curricular activities.

C. Rubric

A rubric will be implemented to weigh the importance of awards in competitions. Competitions will be classified into three groups with different awards.

Group A	International, national and provincial competitions
Group B	Territory-wide competition, Competition funded by the Hong Kong Arts Development Council, Competitions sponsored by art groups
Group C	Small-scale open competition, including in the district, community, between Po Leung Kuk affiliated schools and others (Not included in the open competitions of Groups A and B)

Champion	Gold / 1 st Prize / Honors / Honorable Prize / Outstanding Award / Top 10, etc.
1st Runner-up	Silver / 2 nd Prize, etc.
2nd Runner-up	Bronze / 3 rd Prize, etc.

1. Scores carried by an award in an individual competition

	Group A	Group B	Group C
Champion	10	8	6
1 st Runner-up	8	6	4
2 nd Runner-up	6	4	2

2. Scores carried by an award in a team competition

	Group A	Group B	Group C
Champion	5	4	3
1 st Runner-up	4	3	2
2 nd Runner-up	3	2	1

Remarks: Scores will be given based on the performance of students and subject to the recommendation of the teacher-in-charge.

3. Scholarship

Scores will be accumulated throughout the academic year. A fixed amount of scholarship will be granted to students according to the ranking of total score:

Ranking	Scholarship
1 st – 10 th	Gold Award: \$3,000
11 th – 20 th	Silver Award: \$2,000
21 st – 30 th	Bronze Award: \$1,000

If the total score of different students are tied at the margin, all students will be eligible for the scholarship.

D. Nomination Procedure

Data of students gaining awards in competitions will be entered by teacher-in-charge. Scores will be calculated at the end of the academic year. Students who are eligible will be automatically nominated. Students are not required to fill in any application form for the scholarship.

E. Vetting Procedure

A scholarship committee comprising the Principal, 2 members of extra-curricular activities committee and related teachers will consider the applications.

F. Release of Result

Students will be informed about the result in around October of the next academic year.

G. Procedure for Special Case

An ad hoc committee comprising the Principal and related teachers will consider any appeal or special case.

H. Payment Arrangement

The scholarship will be reimbursed through autopay / by a crossed cheque payable to the parents / guardians of the awardees in around November of the next academic year.

Po Leung Kuk Ngan Po Ling College
G. Form 1 Admission Scholarship Scheme 2023/24

A. Aim

This scholarship scheme aims at enrolling new F.1 students with high caliber.

B. Eligibility Criteria

Applicants **MUST** be:

- (1) studying F.1 at Po Leung Kuk Ngan Po Ling College in the current academic year;
- (2) getting conduct B+ or above in P.5 – P.6;
- (3) listed as the top in the admission score; and
- (4) selected and approved by the Principal and Form 1 Admission Committee.

C. Scholarship

Students who rank top 10 in the Form 1 Admission Scholarship Eligible List will be awarded a scholarship:

Rank in the Eligible List	Scholarship
1 st – 3 rd	30% of annual school fee
4 th – 10 th	10% of annual school fee

D. Nomination Procedure

Students who are eligible will be automatically nominated by the Form 1 Admission Committee. Students are not required to fill in any application form for the scholarship.

E. Release of Result

Students will be informed about the result in around January of the current academic year.

F. Procedure for Special Case

An ad hoc committee comprising the Principal and Form 1 Admission Committee teachers will consider any appeal or special case.

G. Payment Arrangement

The scholarship will be reimbursed through autopay / by a crossed cheque payable to the parents / guardians of the awardees in around February of the admission year. If students have their school places forfeited in or before November of the admission year, the scholarship will not be reimbursed.

Po Leung Kuk Ngan Po Ling College
H. Moral Scholarship Scheme 2023/24

A. Aim

This scholarship scheme aims at:

- (1) recognizing and encouraging students' moral behaviours; and
- (2) enhancing students' awareness towards discipline and moral behaviours.

B. Eligibility Criteria

Applicants **MUST** be:

- (1) studying at Po Leung Kuk Ngan Po Ling College in the current academic year;
- (2) having no records for major demerit, demerit nor minor demerit; and
- (3) getting conduct B+ or above in the current academic year.

C. Scholarship

Top 3 students in each form will be awarded a scholarship of \$1,000.

D. Nomination Procedure

Every subject teacher of each class will vote for 1-3 students who show respect, politeness and helpfulness in each class. The student(s) with the highest average number of votes (average = number of votes / total number of subjects he/she studies) in each class will first be selected and the top 3 students will be further selected among them base on their average number of votes. Top 3 students will be automatically nominated. Students are not required to fill in any application form for the scholarship.

E. Release of Result

Students will be informed about the result before the Year-end Ceremony.

F. Procedure for Special Case

An ad hoc committee comprising the Principal and related teachers will consider any appeal or special case.

G. Payment Arrangement

The scholarship will be reimbursed through autopay / by a crossed cheque payable to the parents / guardians of the awardees in around September of the next academic year.