

Po Leung Kuk Ngan Po Ling College
2019/20 Fee Remission and Scholarship Schemes

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

Fee Remission and Scholarship Schemes
A. 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
I. Principal's Discretionary Scholarship Scheme
J. Po Leung Kuk Ngan Po Ling College Scholarship Scheme

For further enquiries about the schemes, please contact Mr. Wong Lik Hang of Student Affairs Committee at 2462 3932.

Po Leung Kuk Ngan Po Ling College

A. Fee Remission Scheme 2019/20

A. Background

The 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 for Fee Remission

Applicant **MUST** be a parent or legal guardian of a student who has been enrolled to study F.1 to F.6 in Po Leung Kuk Ngan Po Ling College in the academic year 2019/20.

1. **For existing students**, applicants **must** have applied for **School Textbook Assistance (TA) Scheme / Student Travel Subsidy (STS) Scheme / Subsidy Scheme for Internet Access Charges (SIA)** provided by the **Student Finance Office**, and have received the **2019/20 Eligibility Certificates (ECs)** from the **Student Finance Office (SFO)**.
2. **For newly admitted students**, applicants do not need to apply for the ECs before they apply for this remission scheme.

C. Method of Assessment

1. **For students who were admitted to the school in the academic year 2017/18 or before**, the school fee remission level would follow the Eligibility Level (either HALF or FULL) stated on the 2019/20 EC assessed by the Student Finance Office.
2. **For students who were admitted to the school in the academic year 2018/19 or after**, the level of assistance will be determined by a two-tier means test involving the family income and accommodation status.
 - (a) if applicants have the 2019/20 Eligibility Certificates (ECs) from the Student Finance Office, the level of assistance for school fee remission will be taken as reference to the Eligibility Level (either HALF or FULL) assessed by the Student Finance Office.
 - (b) if applicants do not have the 2019/20 Eligibility Certificates (ECs) from the Student Finance Office and their child is a new student, the school will follow the formula adopted by the Student Finance Office to calculate the Adjusted Family Income (AFI) as a means to assess the eligibility for assistance and the level of assistance.

1. The AFI mechanism is based on the following formula:

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

- * 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.

2. 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)
3. 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.
4. The AFI eligibility benchmarks for various levels of assistance in the 2019/20 school year are listed in the table below. **(Please note that the AFI is not the average monthly income of a family.)**

AFI Groups between (HK\$)	Level of Assistance
0 – 40,240	Full *
40,241 – 77,810	Half
> 77,810	Ineligible

* AFI thresholds for full level of assistance for 3-member and 4-member families are \$48,715 and \$44,818 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.

- (c) The resulting amount will then be further adjusted based on the accommodation status as shown in the following table:

Accommodation Status	Original assistance level	Adjusted assistance level
Living in privately owned property	100%	50%
	50%	25%
Living in privately rented property	100%	80%
	50%	40%
Living in public housing	100%	100%
	50%	50%

D. Application Procedures

1. Application for fee remission has to be made for every academic year.
2. Application forms can be obtained from the school office from 2 September 2019.
3. (a) **For students with Eligibility Certificate (EC)**, the application form, attached with the photocopy of the 2019/20 Eligibility Certificate (EC) from the Student Finance Office (SFO), should be duly completed and submitted to the school office in person during office hours.
(b) **For newly admitted students without Eligibility Certificate (EC)**, the application form should be duly completed and submitted to the school office in person during office hours with all required documents (Refer to Appendix 2, Supporting Documentary Required).
4. If proper documentary proofs cannot be provided or the documents provided cannot substantiate the reported income / accommodation status 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 2019.**
6. The school will verify all applications after the closing date. 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 Procedures

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

F. Release of Results

Notification of result will be sent to each applicant by the end of November 2019.

G. Method of Payment

1. For paid school fee: 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.

H. Appeals

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, Principal Assistant and 2 more responsible teaching staff appointed by the Principal would 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.

Appendix 1

Explanation Notes on Items of Family Income

1. Applicants should provide information on the total annual income during 1 April 2018 to 31 March 2019 with photocopy of documentary proofs.
2. 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. Scholarships
2. Double pay / Leave pay	2. Disability and Old age 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	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. 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 received
9. Interests from fixed deposits, stocks, shares and bond, etc.	9. Retraining allowance
10. Rental income (including Hong Kong, the Mainland and overseas)	10. Traffic accident / Insurance / Injury indemnity
11. Monthly pension/widow's & children's compensation	11. MPF / Provident Fund contribution by employee

Appendix 2

Supporting Documents Required

1. Photocopies of identity card or other identity document of the applicant and family members.
2. Applicants should provide information on the total annual income during 1 April 2018 to 31 March 2019 with photocopies of documentary proofs.

Salary employed person	<ol style="list-style-type: none">1. Salary Statement; or2. Tax Demand Note; or3. Copy of bank transaction records showing payment of salary; or4. Income Certificate issued by the employer.
Sole proprietor or partner of partnership business	<ol style="list-style-type: none">1. Personal Assessment Notice; or2. 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. Photocopies of relevant documents concerning single-parent families, e.g. supporting documents for divorce/separation, death certificate of the spouse, etc.
4. Supporting documents for accommodation status, e.g. Purchase and Sales agreement, Tenancy agreement, Demand for Rates and/or Government Rent, annual Mortgage Repayment Schedule, Payment Notifications from Hong Kong Housing Authority.

Po Leung Kuk Ngan Po Ling College

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

A. Aims

This 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 year of examination;
- (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

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

Grade of subject	Scholarship
5**	\$2,000
5*	\$1,000

2. IB Public Exam

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

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

3. IELTS

Students achieving good results in IELTS will be awarded a scholarship:

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

For students who are eligible for receiving school fee remission assistance, examination fee would be subsidised:

Assistance level	Subsidy
CSSA / 100% SFAA Subsidy / 50% SFAA Subsidy	100% of examination fee (\$2,090 in May 2019)

4. IGCSE French

Students achieving good results in IGCSE French Exam will be awarded a scholarship:

Grade	Scholarship
A or above	100% of examination fee (\$2,320 in May 2019)

For students who are eligible for receiving school fee remission assistance, examination fee would be subsidised if students get **Grade C or above** in the examination:

Assistance level	Subsidy
CSSA / 100% SFAA Subsidy	100% of examination fee
50% SFAA Subsidy	50% of examination fee

5. Hong Kong Physics Olympiad

Achievement	Scholarship
3 rd Honour or above	\$1,000
Honourable Mention	\$500

D. Nomination Procedure

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

E. Procedure for Special Case

An ad hoc committee comprising the Principal and related teachers would consider any appeals or special cases.

F. Payment Arrangement

The 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

C. Scholarship Scheme for High Achievers in Internal Examination

A. Aims

This scholarship scheme aims at

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

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

2. Details of scholarship scheme:

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

For IB students:

1. Eligibility Criteria:

Applicants must be students who have studied the IB Bridging Year Programme (F.4IB) or IB Diploma Programme Year 1 (F.5IB) at Po Leung Kuk Ngan Po Ling College in the previous academic year who:

- (1) have studied at Po Leung Kuk Ngan Po Ling College in the year of examination;
- (2) will be 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 next academic year; and
- (3) have got conduct B+ or above in the year of examination.
- (4) have scored at least 40 points out of 45; and
- (5) pass in Creativity, Activity and Service (CAS) and Theory of Knowledge (TOK) / Research Methodology (RM)

2. Details of scholarship scheme:

Rank in class	Scholarship
1 st	50% of the annual tuition fee
2 nd & 3 rd	25% of the annual tuition fee

C. 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 forms for the scholarship.

D. Procedure for Special Case

An ad hoc committee comprising the Principal and related teachers would consider any appeals or special cases.

E. Payment Arrangement

The scholarship will be reimbursed through autopay / by a crossed cheque payable to the parents / guardians of the awardee in around December 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

A. Aims

This subsidy 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. Subsidy

Subsidy of tour fee would be granted to students who are eligible for school fee remission assistance:

Assistance level	Subsidy
CSSA / 100% SFAA Subsidy	100% of tour fee
50% SFAA Subsidy	50% of tour fee

D. Application Procedure

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

E. Procedure for Special Case

Special subsidy would be considered for applicants with sound reasons and related proofs. An ad hoc committee comprising the Principal and related teachers would consider any appeals or special cases.

F. 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

A. Aims

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

1. Eligibility Criteria:

- (1) All groups that are qualified for the Global Round and Tournament of Champion will be chaperoned by the school. No private candidates will be allowed.
- (2) Students have been top 50% in form in the academic year of competition
- (3) Students have conduct B or above in the academic year of competition
- (4) Students have attended at least 80% of the training course

2. Scholarship

Candidates would be awarded for qualifying in Tournament of Champions (TOC) in the World Scholar's Cup:

Achievement	Scholarship
Qualifying in TOC	50% of the cost of Tournament of Champions (Cost per head is around \$22,000 in 2019)

3. Subsidy

a. For Global Round:

Category	Subsidy
CSSA / 100% SFAA	100% of the cost of global round (Cost per head is around \$14,000 in 2019)
50% SFAA	50% of the cost of global round (Cost per head is around \$14,000 in 2019)

b. For TOC:

Category	Subsidy
CSSA / 100% SFAA	50% of the cost of TOC (Cost per head is around \$22,000 in 2019)
50% SFAA	25% of the cost of TOC (Cost per head is around \$22,000 in 2019)

D. Other competitions

1. Scholarship

Scholarship details of other competitions would be decided by a special committee comprising the Principal and related teachers.

2. Subsidy

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

Assistance level	Subsidy
CSSA / 100% SFAA Subsidy	100% of tour fee
50% SFAA 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 of the result within one month after the deadline of the application.

G. Procedure for Special Cases

Special subsidy would be considered for applicants with sound reasons and related proofs. An ad hoc committee comprising the Principal and related teachers would consider any appeals or special cases.

H. Payment Arrangement

The 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

A. Aims

This scholarship scheme aims at:

- (1) recognizing students' achievements in extra-curricular activities.
- (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 would be implemented to weigh the importance of awards in competitions. Competitions would be classified into International Competition, Territory-wide Competition and District or Inter-school Competition.

1. Scores carried by an award in an individual competition

	International Competition	Territory-wide Competition	District / Inter-school Competition
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

	International Competition	Territory-wide Competition	District / Inter-school Competition
Champion	5	4	3
1 st Runner Up	4	3	2
2 nd Runner Up	3	2	1

3. Scholarship

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

Ranking	Scholarship
1 st – 20 th	Gold Award: \$3,000
21 st – 50 th	Silver Award: \$2,000
51 st – 100 th	Bronze Award: \$1,000

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

D. Nomination Procedure

Data of students gaining awards in competitions will be entered by teacher-in-charge. Scores would 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 forms for the scholarship.

E. Vetting Procedures

A scholarship committee comprising the Principal, 2 members of extra-curricular activities committee and related teachers would consider any appeals or special cases.

F. Release of Result

Students will be informed of the result in September of the next academic year.

G. Payment Arrangement

The 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
G. Form 1 Admission Scholarship Scheme

A. Aims

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

B. Eligibility Criteria

Applicants must be

- (1) studying F.1 in 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 top 10 in admission score (school results, internal assessment results and other achievements will be taken into consideration);
- (4) selected and approved by the Principal and Form 1 Admission Team.

C. Scholarship

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

Rank in the admission 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 F.1 admission team. Students are not required to fill in any application forms for the scholarship.

E. Procedures for Special Cases

An ad hoc committee comprising the Principal and F.1 admission team teachers would consider any appeals or special cases.

F. 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 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

A. Aims

This scholarship scheme aims at

- (1) recognizing and encouraging students' moral behaviours
- (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 academic year;
- (2) having no records for major demerit, demerit nor minor demerit; and
- (3) getting conduct B+ in both terms.

C. Scholarship

The 3 nominated students (with the highest number of votes) of each form will be awarded with \$1,000.

D. Nomination Procedures

Every subject teacher of each class will nominate 3-5 students who show respect, politeness and helpfulness in class. The student(s) with most nomination in each class would enter the second round of selection and teachers would vote for the top 3 students out of the nominated students during Promotion Meeting.

E. Release of Result

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

F. Payment Arrangement

The 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

I. Principal's Discretionary Scholarship Scheme

A. Aims

This scholarship scheme aims at providing a discretion in

- (1) recognizing students with excellent performance in academic or non-academic aspects; or
- (2) other situations that the Principal considers appropriate for awarding a scholarship.

B. Eligibility Criteria

Applicants must be

- (1) having outstanding performance in academic or non-academic aspects; or
- (2) having outstanding achievement in new event or competition; or
- (3) showing great qualities as a role model for schoolmates.

C. Scholarship

The scholarship would be awarded based on the value and the importance of the events or awards, and upon Principal's discretion.

D. Nomination Procedure

All teachers can nominate students with outstanding achievements by submitting the nomination form. Principal can also initiate the nomination process on his/her discretion.

E. Vetting Procedures

An ad hoc committee comprising the Principal and related teachers would consider all the applications. Final approval of the scholarship will be sought from the IMC of the school.

F. Payment Arrangement

The 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
J. Po Leung Kuk Ngan Po Ling College Scholarship Scheme

A. Aims

This scholarship scheme aims at recognizing F.6 students of the Po Leung Kuk Ngan Po Ling College who have achieved outstanding results in the HKDSE or the IBDP Examination.

B. Eligibility Criteria

Applicants must be

- (1) studying F.6 in Po Leung Kuk Ngan Po Ling College in the year of examination;
- (2) having at least two 5** in the HKDSE or at least three Higher Level 7 in the IBDP Examination;
- (3) having Level 5 or above in both HKDSE Chinese Language and English Language, or 7 in Language B and 6 or more in Language A in the IBDP Examination;
- (4) having impressive achievement in extra-curricular and academic-related activities; and
- (5) getting an average conduct B+ or above in the year of examination.

C. Scholarship

Eligible students will each receive a \$10,000 scholarship. If there are more than five students who have achieved the same outstanding results, the scholarship (i.e. \$50,000) will be shared equally among the eligible students. Students who have already been awarded other scholarships can also be awarded this scholarship if they meet the above criteria.

D. Nomination Procedure

Students who are eligible will be automatically nominated. Students are not required to fill in any application forms for the scholarship.

E. Vetting Procedures

An ad hoc committee comprising the Principal and related teachers would consider all the applications. The list of awardees must be approved by the current chairman of the Board of Directors of Po Leung Kuk, a vice-chairman and the chief executive officer.

F. Procedure for Special Cases

An ad hoc committee comprising the Principal and related teachers would consider any appeals or special cases.

G. Payment Arrangement

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