



2024-2025 年度學費減免計劃申請表 Application Form for 2024-2025 Tuition Fee Remission

第一部份 Part 1

學生資料 Particulars of Student

**截止申請日期：
2024 年 10 月 31 日**

英文姓名 English Name	_____	中文姓名 Chinese Name	_____
班別(2024/25) Class(2024/25)	_____	學生編號 Student No.	_____
出生日期 Date of Birth	_____	聯絡電話 Phone Number	_____
住址 Residential Address	_____		

第二部份 Part 2

申請人資料 (請附上身份證副本)

Particulars of applicant (Please attach a copy of Hong Kong identity card)

英文姓名 English Name	_____	中文姓名 Chinese Name	_____
與申請學生關係 Relationship with Student	_____	聯絡電話 Phone Number	_____
住址 Residential Address	_____		

第三部份 Part 3

社會資助 Social Assistance

申請人及家庭如正接受或正在申請以下資助，請在方格上加✓：

If the applicant or his/her family is receiving financial assistance, please tick the appropriate box:

☐ 綜合社會保障援助 (綜援)
Comprehensive Social Security Assistance Scheme (CSSA)

☐ 2024/25 年度學生資助計劃津貼 (學資處)
Financial Assistance Schemes for Primary & Secondary Students for 2024/25 from SFO

如「有」，請填第 7 至 8 部份(不用填第 4 至 6 部份)；如「沒有」，請繼續填第 4 至 8 部份。

If yes, please complete Part 7 to 8(skip Part 4 to 6) ; If no, please continue to complete Parts 4 to 8.

第四部份 Part 4

家庭成員資料 Particulars of Family Members

A 配偶 Spouse

☐ 已婚 Married ☐ 離婚 Divorced ☐ 分居 Separated ☐ 喪偶 Widowed ☐ 未婚 Single

如申請人離婚／分居／喪偶／未婚，則不用填寫以下配偶資料。

If the applicant is Divorced／Separated／Widowed／Single, leave Spouse blank.

英文姓名

English Name

中文姓名

Chinese Name

聯絡電話

Phone Number

B 同住未婚子女 Unmarried children residing with the family

2024-2025 學年的狀況 Status for the period in 2024-2025	在學 Receiving education	就業 In employment	失業 Unemployed	其他 Others
1 姓名 Name 出生日期 Date of Birth	☐	☐	☐	☐
2 姓名 Name 出生日期 Date of Birth	☐	☐	☐	☐
3 姓名 Name 出生日期 Date of Birth	☐	☐	☐	☐
4 姓名 Name 出生日期 Date of Birth	☐	☐	☐	☐
5 姓名 Name 出生日期 Date of Birth	☐	☐	☐	☐
6 姓名 Name 出生日期 Date of Birth	☐	☐	☐	☐

C 受供養父母 Dependent Parent(s)

1 姓名 _____ 出生日期 _____
Name Date of Birth

供養狀況 _____
Status

☐ 與申請人家庭同住
Residing with the applicant's family

☐ 居於申請人 / 其配偶自置或租用的物業
Resided in premises owned or rented by the applicant or his / her spouse

☐ 居於安老院並由申請人 / 其配偶支付有關費用或由申請人 / 其配偶提供全部生活費用
Resided in an elderly home and the expenses were fully paid by the applicant or his / her spouse OR totally supported by the applicant or his / her spouse.

2 姓名 _____ 出生日期 _____
Name Date of Birth

供養狀況 _____
Status

☐ 與申請人家庭同住
Residing with the applicant's family

☐ 居於申請人 / 其配偶自置或租用的物業
Resided in premises owned or rented by the applicant or his / her spouse

☐ 居於安老院並由申請人 / 其配偶支付有關費用或由申請人 / 其配偶提供全部生活費用
Resided in an elderly home and the expenses were fully paid by the applicant or his / her spouse OR totally supported by the applicant or his / her spouse.

第五部份 Part 5**家庭收入 Family Income**

請填報你及你的家庭成員於 2023 年 4 月 1 日至 2024 年 3 月 31 日期間的有關收入。
Please provide information on your relevant income and that of your family member(s) during the period from 1 April 2023 to 31 March 2024.

申請人及家庭成員 Applicant and Family Member	行業及職位 Occupation and Position	工作機構 Name of Institution	全年總收入 (HK\$) Total Annual Income (HK\$)
1. 申請人 Applicant			
2. 配偶 Spouse			
3. 同住未婚子女 姓名 : _____ Unmarried child residing with the family Name: _____			
總計 (1) + (2) + (3) = Total sum of (1) + (2) + (3) =			HK\$ _____

第六部份 Part6

其他有關家庭狀況的特別資料 Other Special Family Information

如申請人有特殊經濟困難／須負擔患有痼疾或永久喪失工作能力的家庭成員的醫療開支，請詳述情況。

If the applicant has any special financial hardship / has incurred medical expenses for family members who are chronically ill or permanently incapacitated, please state details of the situation.

第七部份 Part 7

聲明 Declaration

本人已閱讀學費減免計劃申請指引「申請指引」，並完全明白及同意與申請資助有關的安排。本人特此承諾及保證本人遵從一切在申請指引內列出的要求及細則作出此申請，本人謹此聲明：

I have read the “Guidance Notes on Application for Tuition Fee Remission” (GN) and fully understand and agree to the arrangements stated therein in relation to my application. I undertake and warrant that I shall comply with all requirements and specifications set out in the GN in making this application. I hereby declare that:

- 1 此申請書和證明文件內的資料，以及本人就此項申請提供的所有其他資料和作出的陳述，均屬真實、完整和準確。
The information in this application and the supporting documents and all other information and representation provided or made by me in relation to my application are true, complete and accurate.
- 2 本人明白及同意慕光英文書院(學校)根據本人提供的一切資料評估本人家庭的資助資格及幅度，本人亦同意學校在需要時向本人要求提供進一步資料。如有虛報、隱瞞事實或拒絕提供進一步資料，學校有權取消本人的申請資格，並要求本人退還全部獲發的資助款項。
I understand and agree to let MU KUANG ENGLISH SCHOOL (SCHOOL) assess the eligibility of my family based on the information provided by me. We also agree SCHOOL may request additional supporting documents from us. Any misrepresentation, concealment of facts or refuse to provide additional document upon request will lead to disqualification, restitution in full or the assistance granted.
- 3 本人同意學校向有關人士及機構查核及透露本人在此申請表內填報的個人資料。
I hereby give consent to the SCHOOL and its authorized bodies to process my application and to liaise with related parties to verify and disclose the information provided by me.
- 4 本人所填報的資料，如有改變，定必立即通知慕光英文書院。
I shall inform MU KUANG ENGLISH SCHOOL if there are any changes in the information and supporting document(s) provided in this application.

申請人簽署
Signature of Applicant _____

日期
Date _____

第八部份 Part 8

核對表 Checklist

注意：

申請人遞交的申請書必須為其親筆簽署的正本。申請人有責任詳實填妥申請書及提供所有證明文件副本。慕光英文書院將根據申請人就此申請所遞交的資料來評估資助資格及幅度，如提交的文件或資料欠詳盡或失實，申請將不獲進一步處理。

Attention:

The application form submitted must be original and duly signed. It is the responsibility of the applicant to complete the application form fully and truthfully and to provide all the supporting documents. MU KUANG ENGLISH SCHOOL will assess the eligibility for and the level of financial assistance to be granted based on the information provided by the applicant in this application. Insufficient information / misrepresentation of facts will render the application disqualified for further processing.

申請人須仔細檢查以下項目，並在已辦妥事項的方格內劃上「✓」號。

Please check the following items carefully. Put a “✓” for the completed tasks.

身份證明 Personal Identification

- 1 申請人的香港身份證／其他有效的身份證明文件副本

Copies of the HKID Card / other valid identity documents of the applicant.

☐

社會資助證明文件 Social Assistance Certificates

- 2 綜合社會保障援助（綜援）證明副本

Copies of the Comprehensive Social Security Assistance Scheme (CSSA) certificate.

☐

- 3 2024/25 年度學生資助計劃津貼（學資處）證明副本

Copies of the Financial Assistance Schemes for Primary & Secondary Students for 2024/25 from SFO certificate.

☐

以下適用於沒有接受社會資助的申請人：

For applicant who are not received for financial assistance:

收入證明文件 Income Certificates

- 4 由稅務局發出的繳稅通知書／薪俸結算書／顯示支取薪酬、津貼等紀錄的銀行結算單（連戶口持有人姓名頁）（請用顏色筆註明薪金的項目）／由僱主填寫的收入證明書正本（見「附表 1」）

Tax Demand Note issued by the Inland Revenue Department / Salary Statement / Bank transaction record showing payment of salary (together with the page showing the name of bank account holder) (Please highlight the entries with colour and remarks) / Income Certificate certified by the employer (See Annex 1)

☐

- 5 未能提供任何收入證明的受薪或自僱人士，請參照「附表 2」填寫「收入自述書」，詳細列明全年的每月入息的計算方法及沒法提供收入證明文件的原因。

Salaried employed or self-employed person who cannot produce any income proofs. Please follow Annex 2 to provide Self-prepared Income Breakdown detailing the monthly income throughout the year and explaining why income proof cannot be produced.

☐

收入證明書
INCOME CERTIFICATE

附表
Annex

1

(適用於未能提供糧單、薪俸稅單、領取薪金的銀行自動轉賬紀錄或其他收入證明的受薪人士)

(For salaried employed person who **cannot** provide

Salary Statement, Salaries Tax Demand Note, Bank Statement showing autopayment of salaries or other income proofs)

警告 / WARNING

申請人必須詳實填妥申請書。如有虛報或隱瞞事實，慕光英文書院可能會取消申請人的申請資格及／或要求申請人全數歸還已發放的資助款項，更有可能因此被法律訴訟／檢控。申請人須注意，根據《盜竊罪條例》(香港法例第 210 章)，任何人士以欺騙手段取得財產／金錢利益，即屬違法，一經定罪，最高可被判監禁十年。

This application must be completed FULLY and TRUTHFULLY. Any misrepresentation or concealment of facts may lead to disqualification of application and / or full recovery of financial assistance already granted by MU KUANG ENGLISH SCHOOL and possible prosecution. Applicants are reminded 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 a maximum of 10 years under the Theft Ordinance, Chapter 210.

第一部 受薪人士個人資料

Part I Particulars of the Salaried Employed Person concerned

姓 名 / Name : _____

受薪人士與申請人的關係：# 申請人 / 申請人配偶 / 申請人子女 (# 請圈出適用的選項)

The relationship between the salaried employed person and the applicant : # Applicant / Spouse / Child (# please circle the appropriate item)

第二部 入息資料

Part II Particulars of Income

收入證明書
INCOME CERTIFICATE

茲證明_____ (香港身份證號碼_____) 乃受僱於本公司，職位是_____。

在 **1.4.2023 至 31.3.2024 期間** (如不足12個月，請填寫上述時段內的實際受僱日期：_____年____月____日至____年____月____日)，其總薪金 (包括津貼、佣金、花紅、雙糧、假期工資等其他收入 (包括香港、內地及海外)，的全年總和為港幣元_____ *。

This is to certify that _____ (HKID Card No. _____) is employed by this company as _____. His / Her total salary (including allowance, bonus, double pay, leave pay and other income (including Hong Kong, the Mainland and overseas), during **the period from 1.4.2023 to 31.3.2024** (please specify the exact employment period within the above-mentioned period if it was less than 12 months: _____ to _____) is *HK\$_____.

僱主簽名 : _____ 公司蓋章 : _____
Signature of Employer : _____ Company Chop : _____

僱主姓名 : _____ 聯絡電話 : _____
Name of Employer : _____ Telephone No. : _____

公司地址 : _____
Company Address : _____

日期 : _____
Date : _____

(注意：本證明書必須是正本，並備有公司蓋章及僱主聯絡電話。如有刪改／塗改，請僱主在旁加簽。)
(Note: The original copy of this Certificate must bear the company chop and telephone number of the employer.
Employer's initial is required against any deletion / amendment.)

* 如此職員支取薪金並非港幣，請註明貨幣種類。

* Please specify the currency if salary paid is not in Hong Kong dollars.

申請人姓名 : _____
Name of Applicant : _____

申請人香港身份證號碼 : _____
HKID No. of Applicant : _____

申請人簽名 : _____
Signature of Applicant : _____

日期 : _____
Date : _____

收入自述書

Self-prepared Income Breakdown

(適用於未能提供收入證明的小販、三行工人、裝修工人、地盤雜工、散工、清潔工人等。)

(For applicants who cannot provide income proofs such as hawker, construction worker, renovation worker, casual worker, cleaner.)

警告 / WARNING

申請人必須詳實填妥申請書。如有虛報或隱瞞事實，慕光英文書院可能會取消申請人的申請資格及／或要求申請人全數歸還已發放的資助款項，更有可能因此被法律訴訟／檢控。申請人須注意，根據《盜竊罪條例》(香港法例第 210 章)，任何人士以欺騙手段取得財產／金錢利益，即屬違法，一經定罪，最高可被判監禁十年。

This application must be completed FULLY and TRUTHFULLY. Any misrepresentation or concealment of facts may lead to disqualification of application and / or full recovery of financial assistance already granted by MU KUANG ENGLISH SCHOOL and possible prosecution. Applicants are reminded 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 a maximum of 10 years under the Theft Ordinance, Chapter 210.

(必須填寫下列所有項目)

(Please fill in all of the following items)

從事下述行業的家庭成員姓名

Name of the family member engaged in the following business : _____

(每份收入自述書只可填寫一位家庭成員的收入資料)

(Each self-prepared income breakdown should contain the income information of ONE family member only.)

此家庭成員與申請人的關係：# 申請人 / 申請人配偶 / 申請人子女 (# 請圈出適用的選項)

The relationship between this family member and the applicant: # Applicant / Spouse / Child (# please circle the appropriate item)

行業 (例：建造業)

Nature of Industry (e.g. Construction) : _____

職位 (例：三行工人)

Position (e.g. Construction Worker) : _____

實際收入 (不接受約數，請填報實際收入，如該月份沒有收入，請填上 \$0，切勿留空任何月份。此外，如於 5 月份支薪而該筆收入是在 4 月份工作賺取的，應填寫在 4 月份的空格內，如此類推。)

Actual Income (Please fill in actual figure. If you do not have any income in a specific month, please fill in \$0. Do not leave any month blank. In addition, for payment made in arrears, for instance, if the payment date of your salary for April is in May, you should fill in the salary amount in the month of April, etc.)

月份/年份 Month/Year	實際收入 Actual Income	月份/年份 Month/Year	實際收入 Actual Income	月份/年份 Month/Year	實際收入 Actual Income
4/2023 : HK\$		8/2023 : HK\$		12/2023 : HK\$	
5/2023 : HK\$		9/2023 : HK\$		1/2024 : HK\$	
6/2023 : HK\$		10/2023 : HK\$		2/2024 : HK\$	
7/2023 : HK\$		11/2023 : HK\$		3/2024 : HK\$	

全年合共 / Total Annual Income : HK\$ _____

支取薪金方法 (請在方格上加 ✓，可選擇多項)

Payment method (Please tick the appropriate box. More than one item may be selected)

- ☐ 現金 / 現金支票
By Cash / Cash Cheque
- ☐ 劃線支票 / 自動轉帳 (請提交上述期間的銀行存摺副本，連同顯示戶口持有人姓名的一頁，並用顏色筆圈出薪金的項目及計算總數，以茲證明，並在其他存入金額旁說明入數來源，否則會將該筆款項納入家庭收入計算。)
By Cheque / Direct Credit (please provide a copy of the transaction record together with the page showing the name of the bank account holder, circle the entries and highlight the total amount with color or verification. For any entries other than income, please also make necessary remarks next to them, or else may include the amount in calculating your family income.)

未能提供收入證明文件的原因 (請在方格上加 ✓) / Reason for not being able to provide income proof (Please tick the appropriate box)

- ☐ 沒有固定僱主。
I have no fixed employer.
- ☐ 前受僱的公司已倒閉，未能向前僱主索取證明文件及沒有其他收入證明。
The company I worked for has wound up and I cannot obtain documentary proof from the ex-employer and do not have any other income proof.
- ☐ 其他，請註明
Others, please specify :

聲明：本人謹此聲明，以上資料均屬完整真確。

Declaration: I declare that the above information is true and complete.

從事上述行業的家庭成員簽名 (如非申請人)

Signature of family member engaged in the above business (if not the applicant): _____

申請人姓名 : _____
Name of Applicant申請人簽名 : _____
Signature of Applicant申請人香港身份證號碼 : _____
HKID No. of Applicant日期 : _____
Date

由本校填寫
For Office Use

申請人家庭全年總收入
Gross annual income of the family : _____

調整後家庭收入 = _____

AFI

申請人家庭成員總人數 +1 / +2 : _____

Number of family members +1 / +2 _____

調整後家庭收入 = _____

AFI

For IAL only

1 操行
Conduct _____

2 出席率
Attendance _____

申請結果 Application Results

資助幅度
Level of Assistance

☐ 100% ☐ 75% ☐ 50% ☐ 25% ☐ 0%

原因
Reason

負責老師 Teacher in charge
簽署 Signature _____

日期
Date _____

校長簽署
Signature of Principal _____

日期
Date _____