

## Checklist on the Operation of the Fee Remission/Scholarship Schemes

No.	Items	Yes/No
1	Has your school adopted eligibility benchmarks no less favorable than the government financial assistance schemes for the fee remission/ scholarship scheme?	
2	If the response to question (1) above is “No”, (a) has your school applied to the Education Bureau (EDB) for exemption from adoption of eligibility benchmarks no less favorable than the government financial assistance schemes as endorsed by School Management Committee/Incorporated Management Committee (SMC/IMC)? ----- (b) has the application been approved by the EDB in accordance with the conditions as set out in EDB Circular No. 10/2012?	
3	If the reserve for the fee remission/ scholarship scheme has reached a cumulative amount that exceeds the school’s half-year total fee income, (a) has your school reviewed the causes of the low utilization of the school fee remission/ scholarship provision? ----- (b) have improvement measures been drawn up to improve the low utilization rate of the school fee remission/ scholarship provision? ----- (c) has the SMC/ IMC endorsed the improvement measures drawn up? ----- (d) has your school submitted a deployment plan to EDB on ways to use the reserve more effectively?	
4	Has your school consulted the SMC/ IMC or parent-teacher association about the operation of the school fee remission/ scholarship schemes and how the related information should be presented to ensure that it can be easily understood by parents and prospective parents of the school?	
5	Has your school indicated in the <b>application form for admission:</b> (a) that needy students, including those from families receiving Comprehensive Social Security Assistance (CSSA) and students receiving financial assistance provided by the Student Finance Office (SFO), could apply for the school fee remission?	

No.	Items	Yes/No
	(b) details* of the school fee remission/ scholarship schemes?	
	(c) contact information including telephone number for enquiry about the schemes?	
6	<p>Has your school indicated in the <b>School Profile</b> published by the Committee on Home-School Co-operation:</p> <p>(a) that needy students, including those from families receiving CSSA and students receiving financial assistance provided by the SFO, could apply for the school fee remission?</p> <p>(b) an updated hyper-link through which details* of the school fee remission/scholarship schemes can be obtained on the school website?</p>	
7	Has your school included in the <b>school prospectus</b> a statement of fees with details* of any fee remission and scholarship scheme?	
8	Has your school included in the details* of any fee remission and scholarship scheme uploaded to the <b>school website</b> the contact information including telephone number for enquiry?	
9	Has your school enclosed in the <b>letter offering admission</b> details* of the school fee remission/ scholarship schemes?	
10	When notifying students of the application results for financial assistance provided by SFO, has your school provided an application form for the school fee remission/ scholarship schemes to each of the eligible students as well?	

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\* **Details of fee remission/ scholarship schemes** should include the amounts of school fee, the eligibility criteria, and the levels of fee remission. It should also set out clearly that subject to the availability of funds under the school fee remission/ scholarship schemes, in principle, DSS schools are required to offer fee remission to students from families receiving the CSSA and those receiving assistance from the SFO.