



## Guidance Notes for Completion of Fee Remission Application Form

### Eligibility Criteria

The Child Development Centre (CDC) grants fee remission to families who cannot otherwise access CDC services due to their financial circumstances.

### Statement of Income

Please state the following under income declaration:

Annual salaries / wages, business profit, any other earned income received in the last year. The annual income for the period should also include bonus, commissions, tips and any allowance received.

Remittances and contributions received from family members, relatives or friends.

Annual rent received in the past financial year from letting of any houses, flats, shops or land owned by any member of the family (in Hong Kong or overseas). This should also include any subletting of house/flat occupied by the family. Details of which should be given in the ASSETS Section.

### Assets & Liabilities

Please give full details of all assets held at current market value, owned or partly owned by each member of the family during the period of 12 months immediately prior to date of application. This should include all land and properties, stocks and shares, vehicle(s), monies including foreign currencies deposited in bank(s) and/or other financial institutions, company, firm or with individual person, and finally any cash on hand. All liabilities incurred by the family (including all local and / or overseas personal loans, mortgages, credit card balances, etc).

### Housing

Please give full details of accommodation occupied by the family. Do not include management fees, electricity, gas or water charges. If housing is rented, one copy of the current rental agreement in respect of your housing should be attached to the form, failure to do so may result in the exclusion of housing expenditure incurred by you.

### Medical Cost

Medical expenses for any member of family, who is permanently incapacitated or chronically sick, may be allowed for deduction. Please give details. A social welfare or a medical certificate should be attached. It should state the nature of the incapacity or sickness and confirm that the costs declared are reasonable.

### Additional Information by Applicant

If there has been a considerable change in circumstances, information as detailed above should still be supplied. In addition, documentary evidence of new circumstances must also be included. This may be photocopy of notification of

redundancy or cancellation of a contract, a statement of new income, copy of pay advice etc.

#### Documents to Be Submitted with the Application

The following documents should be attached to this application:

Documentary evidence in respect of the earned income of **every member** of the family which include:

- Photocopies of **latest** Salaries Tax demand note from Inland Revenue Department
- Photocopies of **latest** salary statement or contract

In addition, for self-employed workers, it will be necessary for them to provide in writing details of income earned with supporting evidence during the relevant period, which include:

- Photocopies of **latest** Profit Tax demand note from Inland Revenue Department
- Photocopies of Audited Profit and Loss account and Balance Sheet

Photocopies of **last three months'** bank statements / passbook records in respect of all current / savings / fixed deposit accounts held by yourself and family members. The photocopy of the first page of each passbook showing the name(s) of the account holder(s) should be included.

Photocopies of rental agreement, receipt for rent received (including sub-letting) or rent paid, rates or mortgage repayment of the property / properties or dwelling place.

A social welfare or medical certificate in respect of the Medical Cost Section.

Notes: Applicants should be the parents or the legal guardian of the service user. Applicants are required to complete in full all the details requested in the application form. Otherwise, the application may not be considered. Failure to produce documentation without good reason may lead to rejection of application.

Applications and documents submitted are not returnable. The information provided will be used for the purpose of processing your application for the Financial Assistance Scheme. After the applicant has been processed, the data will be retained for future administration. The data held by us will be kept confidential and is only accessible to the Accounts Department.

You have the right to obtain access to and to request correction of any personal information held by the CDC. Requests for such access should be in writing and made to the Operations Manager.

Applications can be submitted at the beginning of the school year or during the school year.