



**Notes on How to Complete and Return “School Certificate” (SC)
(Applicable to the Kindergarten and Child Care Centre Fee Remission Scheme (KCFRS) /
Grant for School-related Expenses for Kindergarten Students (Grant-KG))**

Note:

- For those student-applicants provided with SC with pre-printed information [SC (pre-printed)] (**SFO287E**) – Please **check** the particulars of the applicant and student-applicant pre-printed in Parts I and II of the SC (pre-printed). Please refer to Part (A) below for details of the points to note.
- For those student-applicants without SC pre-printed – Please **complete** the SC (**SFO288E**). Please refer to Part (B) for details of the points to note.

A. For student-applicants with the SC (pre-printed) (SFO287E)

1. Applicants must submit the SC (pre-printed) to the Student Finance Office (SFO) **through attending schools for the 2021/22 school year** if student-applicants belong to the following categories:
 - (i) the school, class and session to be attended in the 2021/22 school year are different from those pre-printed in items 5-7 of Part II of the SC (pre-printed) for the student-applicants;
 - (ii) no preprinted information in items 5-7 of Part II of the SC (pre-printed) for the student-applicants;
or
 - (iii) apply for financial assistance for pre-primary students for the first time.
2. Please check pre-printed information shown in items 5-7 of Part II of the SC (pre-printed). If any information is found incorrect or missing, please submit the SC (pre-printed) to the school concerned for completion of Part IV **by 31 August 2021 or within two weeks from the issue date of the SC (pre-printed) (whichever is the later)** for verification of student information. In case applicants cannot submit the SC (pre-printed) to the schools by the deadline, they should submit the SC (pre-printed) to the schools as soon as possible. Otherwise, disbursement of subsidies may be delayed. The SFO will arrange disbursement of subsidies to the successful applicants upon receipt of the SC verified by the schools concerned.
3. If amendment or updating to the personal particulars pre-printed in Part I and items 1-4 of Part II is required, the applicants should write to the SFO separately with relevant documentary proof provided.
4. In case a student-applicant who has submitted SC (pre-printed) later transfers to another school during the 2021/22 school year, the applicant should obtain Form C (Application Renewal Form for student-applicant who has changed school / resumed class within the 2021/22 school year) from the kindergarten / child care centre newly attended and return the completed form to the SFO **through the new school**. They need not submit a SC again. The effective month of fee remission will be the month in which Form C is received by the kindergarten / child care centre, or the month in which the student-applicant is admitted to the school, whichever is the later.
5. **For those applicants who have submitted electronic household application form, they must submit paper-based SC if they fulfil the requirement set out in item 1 above.**
6. Applicants are reminded to read the declaration, sign and fill in the date at Part III.

B. For student-applicants who have not received pre-printed forms (SFO288E)

1. Applicants must complete SC (Parts I to III) and return the SC to the SFO **through attending schools for the 2021/22 school year** if student-applicants belong to the following categories:

- (i) newly admitted to a kindergarten / child care centre in the 2021/22 school year; or
 - (ii) apply for financial assistance for pre-primary students for the first time.
2. Apart from submission of the completed SC to the attending school, the applicants are required to return the household applications to the SFO direct. The household applications need not be submitted through attending schools. Please note that the effective month of fee remission will be the month in which the application forms are submitted by the applicants, or the month in which the student-applicants are admitted to the kindergarten / child care centres, whichever is the later.
 3. Applicants should complete and return the SC to the attending schools **by 31 August 2021** for verification of student information. In case applicants cannot submit the SC to the schools concerned by the deadline with exceptional reasons, applicants should submit the SC to the schools as soon as possible. Otherwise, disbursement of subsidies may be delayed. The SFO will arrange disbursement of subsidies to the successful applicants upon receipt of the SC verified by the schools concerned.
 4. In case a student-applicant who has transferred to another school subsequent to the submission of a SC during the 2021/22 school year, the applicant should obtain the Form C (Application Renewal Form for student-applicant who has changed school / resumed class within the 2021/22 school year) from the kindergarten / child care centre newly attended and return the completed form to the SFO **through the new school**. They need not submit a SC again. The effective month of fee remission will be the month in which Form C is received by the kindergarten / child care centre, or the month in which the student-applicant is admitted to the school, whichever is the later.
 5. **For those applicants who have submitted electronic household application form, they are still required to submit paper-based SC.**
 6. Applicants are reminded to read the declaration, sign and fill in the date at Part III.

C. Provision / handling of personal data

1. It is the responsibility of applicants to complete the SC fully and truthfully. **Insufficient information / misrepresentation of facts / provision of false and misleading information will render the application processing deferred, application disqualified or will even lead to criminal prosecution against the applicant.**
2. The personal data provided in the application and any supplementary information provided on the request of the SFO will be used by the SFO and Education Bureau (EDB) / disclosed to the agents of the SFO / EDB, the schools / institutions concerned and relevant government bureaux / departments for the following purposes:
 - (i) Activities relating to the processing and counter-checking of application and notification of application result. The applicant consents that the SFO may inform schools / institutions of the result of the application, including assistance level, subsidy amount and date of payment of assistance;
 - (ii) Activities relating to authentication of application against other database of the SFO and the database of other relevant government bureaux / departments and schools / institutions in association with the student financial assistance received by the applicant / applicant's family members to prevent double subsidies, detect fraudulence, recover overpayment(s) / overdue repayment(s) or any outstanding amount / any cost arising therefrom, and other related matters;
 - (iii) Activities relating to the matching of the personal data of the student-applicant (where applicable) with the database of EDB in association with processing and counter-checking of the application for student financial assistance schemes and the granting of other student financial assistance by the SFO, so as to verify / update student records of the SFO and confirm eligibility for individual scheme;
 - (iv) Activities relating to the matching of the personal data of the applicant and applicant's family members with other database of the SFO and the database of SWD in association with processing and counter-checking of the application and the granting of other student financial assistance by the SFO and SWD to prevent double subsidies (in case the applicant's family was in receipt of CSSA during the relevant assessment period or is currently in receipt of CSSA) and recover overpayment(s);

- (v) Administration and maintenance of loan account(s) and repayment of loans;
 - (vi) Statistics and research purposes; and
 - (vii) Processing and counter-checking of applications / selection of needy students for award of other student financial assistance administered by the SFO, the EDB, other relevant government departments / organizations and the schools / institutions concerned.
3. The personal data of the applicant and those of his / her family members provided by the applicant may be disclosed to government bureaux / departments / organizations and the schools / institutions concerned for the purposes stated in paragraph 2 of Part C above; or where the applicant has given consent to such disclosure; or where such disclosure is authorized or required by law.
 4. If necessary, the SFO will contact schools / institutions concerned, other government departments and organizations, including the employers of the applicant and his / her family members, to authenticate the information provided in the application. Any misrepresentation and concealment of facts will lead to disqualification, restitution in full of the assistance granted and possible prosecution.
 5. As a measure to verify the truthfulness and completeness of the information provided by the applicants, the SFO will conduct counter-checking on some of the successful applications, through home visit or other means. During home visits or authentications, the SFO staff may seek clarifications of the application data and require additional information. They may also examine the originals of all supporting documents. It is the responsibility of applicants to keep all supporting documents of the application data for at least two years, and they should cooperate with the SFO staff. Intentional obstruction to the SFO staff in their course of verification, concealment of facts or failure to provide the information required will lead to restitution in full of the assistance granted (including the financial assistance offered under all financial assistance scheme(s) administered by the SFO) and possible prosecution.
 6. All documents submitted are not returnable. However, in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administrative Region), an applicant has the right to obtain access and make corrections to the data provided by him / her. He / She can also obtain copies of his / her personal data subject to the payment of necessary administrative charges. Such request should be addressed to Assistant Controller (Administration), SFO. In this regard, to avoid the need to apply for photocopies of the application documents, applicants are advised to make a copy of the SC for record before submission.

D. Enquiry

For enquiries relating to complete and return SC, please call our 24-hour enquiry hotline at 2802 2345.