

Hong Kong Examinations and Assessment Authority
Examination Circular No. (3) 2012 / 2013
Applications for Examination Fee Remission in HKDSE Examination

1. Eligibility Criteria

Students who pass the means test of the Student Financial Assistance Agency (SFAA) are eligible to apply for Examination Fee Remission (EFR) for the 2013 Hong Kong Diploma of Secondary Education (HKDSE) Examination.

Student-applicants who are recipients of School Textbook Assistance (TA) in the last school year and have submitted the 2012 / 2013 “Application for Assessment of Eligibility for Primary and Secondary Students (Form B)” together with the “Application for Financial Assistance Scheme(s) (Form R)” to the SFAA will receive “Notification of Result on Assessment of Eligibility” (notification letter) (**see specimen of this green letter**) from the SFAA, provided they pass the means test. Other students who apply for student financial assistance from the SFAA and pass the means test will receive an Eligibility Certificate (EC) (**see specimen of this pink form**) issued by the SFAA.

Both the notification letter and EC will indicate the assistance level the student is entitled to and the effective date of assistance. EFR will be granted to eligible candidates sitting for the HKDSE Examination if the following criteria are met:

- (1) The candidate is:
 - (i) a Senior Secondary 3 full-time day school student who sits for the HKDSE Examination as a school candidate in 2013; or
 - (ii) an adult learner who attends Secondary 6 / Senior Secondary 3 evening courses in designated centres that are quality-assured and commissioned by the Education Bureau (EDB), and is sitting for the HKDSE Examination as a school candidate in 2013; or
 - (iii) a candidate who is sitting for the HKDSE Examination for the **second** time as a school candidate in 2013, provided that he/she has sat for the HKDSE Examination for the first time¹ in 2012 as a school candidate.
- (2) (i) Candidates whose “Eligibility Level” for student finance has been assessed as “Full” (eligible for full waiver) or “Half” (eligible for half EFR) by the SFAA; or

¹ Under the HKDSE Examination, the examinations of 4 core and 24 elective New Senior Secondary subjects will take place from March to May each year and the internal assessments of Applied Learning subjects will also be completed by then. The examinations of the six Other Language subjects will take place in June and/or November of the preceding year according to the timetable of the Cambridge International Examinations. Examinations taken from March to June and November of the preceding year under the HKDSE Examination will be considered to be taken in the same examination year and therefore counted altogether as one examination entry for the purpose of EFR.

- (ii) Candidates who are recommended for “Full” or “Half” grant of TA by the attending school (only applicable to government, aided, per caput grant secondary day schools and local private day schools under the Direct Subsidy Scheme).
- (3) Candidates must apply for EFR through the Hong Kong Examinations and Assessment Authority (HKEAA).
- (4) The effective date for financial assistance as listed on the notification letters / EC is on or before **11 October 2012** (i.e. the registration closing date for the HKDSE Examination). For ‘late applications’ received after 11 October 2012, candidates must pay the full examination fees. Refunds will be arranged by the HKEAA around February 2013, after confirmation of their eligibility by the SFAA.

Students entering the HKDSE Examination as private candidates or studying in evening schools [except the EDB designated centres mentioned in (1) above] are ineligible to apply for EFR.

2. Application Procedures

- (1) School principals are requested to:
 - (a) inform all eligible candidates who are sitting for the HKDSE Examination to apply for EFR at the time of registration, including those who have registered for the Category C Other Languages subject examinations for November 2012 under the HKDSE Examination.
 - (b) refer to the Result Data Files for Student Finance transmitted to the schools by the SFAA from mid August 2012 or School Textbook Assistance / Student Travel Subsidy (TA / STS) Report issued by the SFAA to the eligible student-applicants from late August 2012 to ascertain their eligibility as mentioned in paragraph 1 and submit EFR application for them. It is strongly advised that all relevant data (including the list of eligible candidates and their level of assistance) be checked carefully before submission of application for EFR.

Method of application for EFR

Schools should apply for EFR for the eligible candidates via the HKDSE Examination Registration System:

- (i) Schools using WebSAMS should import the result data file via the CDS to the SFAA module in WebSAMS and confirm the application for examination fee remission in the HKEAA module before transmitting the entry data to the Registration System. Any changes in the level of assistance before the closing of September Registration can be made in individual candidates’ records or through the “Group Update” function in the Registration System.
- (ii) Schools not using WebSAMS may **either** indicate the level of assistance “100” (“Full” assistance level), “50” (“Half” assistance level) or “0” (No remission) for the candidates in their data file before uploading the data to the Registration System **or** input the level of assistance through the “Group Update” function or in the individual candidates’ records in the Registration System.
- (c) make sure that the HKID card no. of the candidate has been printed / put down on the EC before submitting it to the SFAA and a photocopy is made for the school’s future reference.

- (2) **Students receiving “Full” level of assistance need not pay the examination fees while those receiving “Half” level of assistance will need to pay half of the examination fees at the time of registration.** Apart from candidates mentioned in paragraph 1(4) above who will be refunded the examination fees (including those for Category C subjects) around February 2013, the HKEAA will arrange refunds of the examination fees for the Category C subjects under the HKDSE Examination to candidates, who have already paid the examination fees for this subject during registration in June/July 2012, around December 2012.
- (3) The HKEAA will inform schools of the outcome of the EFR applications around January 2013, upon confirmation of the candidates’ eligibility by the SFAA.

3. **Procedures for Handling Additional EFR Applications or Adjustment of Assistance Level after Submission of Entries**

- (1) **After the submission of examination entries**, schools will receive TA / STS Result data file from the SFAA via CDS or notification letter / late EC submitted by eligible candidates. These reports / documents will inform schools of additional applications required or adjustment of candidates’ assistance level. Schools should follow up with the candidates who have become eligible for EFR. Schools should make use of the attached DSE13 form “Examination Fee Remission – Additional Application” to submit applications for the eligible candidates as mentioned in paragraph 1.

Additional EFR application: Candidates must pay the full examination fees. Refunds will be arranged by the HKEAA around February 2013, after confirmation of their eligibility by the SFAA.

Adjustment of assistance level: All over-paid and under-paid cases will be handled by the HKEAA around February 2013, after confirmation of the candidates’ eligibility by the SFAA. In this connection, schools need NOT inform HKEAA of the adjustment of assistance level of their candidates.

- (2) Schools should note and inform candidates who wish to apply for EFR that additional EFR applications should be submitted **on or before 7 December 2012, or within 1 month after the issue of the EC (or notification of assistance level adjustment)**, whichever is later. **Late additional EFR applications will normally not be accepted.**

4. **Other Points to Note**

- (1) Families in receipt of Comprehensive Social Security Assistance (CSSA) should apply directly to the Social Welfare Department for assistance towards their children's examination fees.
- (2) **School principals are requested to notify the HKEAA immediately if any of the EFR applicants has left the school or withdrawn from the HKDSE Examination.**
- (3) For EFR applicants who wish to add or change a subject after the submission of examination entries, if the requests are made on or before 7 December 2012, candidates who are eligible for “full” assistance level should pay the supplementary fee for substitution/addition of subjects only. Candidates who are eligible for “half” assistance level should pay the supplementary fee for substitution/addition of subjects and half amount of the total subject fees (including all the additional subject fees / difference in subject fees). If the requests are made between 8 and 21 December 2012, all candidates should be responsible for paying the supplementary fees and the subject fees incurred.

- (4) If an EFR applicant is subsequently found ineligible after submitting his / her application, he / she will be required to pay the full amount of the examination fee to the HKEAA / SFAA. Pursuant to Clause 5.9 of 2013 HKDSE Examination Regulations, entries of candidates will not be regarded as having been accepted until the fees payable have been received in full by the Authority. As such, candidates' applications for 2013 HKDSE Examination will be cancelled if they fail to pay the full amount of the examination fee. No admission form will be issued to the candidates concerned.
5. In case of enquiries, please contact Mr. Albert Lam (Tel. No. 3628 8911).

MARGARET HUI (MS)
General Manager, School Examinations and Assessment Division

To: Principals of Participating Schools

學校編號 School Code:				

2013 年香港中學文憑考試
2013 Hong Kong Diploma of Secondary Education Examination

減免考試費 – 新增申請
Examination Fee Remission – Additional Application
(在遞交報考資料後的申請 Applications after submission of examination entries)

本人證明在 2012/13 學年，下列考生不是以自修生名義報考，其資助幅度獲學生資助辦事處評為「全額」或「半額」資助，而生效日期為 **2012 年 10 月 11 日** 或之前*。

I confirm that, for the 2012/2013 school year, the candidate(s) below is/are not private candidate(s) and their eligibility level(s) has/have been assessed as “Full” or “Half” by the Student Financial Assistance Agency (SFAA). The effective date(s) for financial assistance is/are **11 October 2012 or before***.

* 如考生的資助生效日期為 **2012 年 10 月 11 日** 以後，其減免考試費申請不會獲接納。

If the effective date for financial assistance for a candidate is **after 11 October 2012**, the candidate's application for examination fee remission will not be accepted.

考生 註冊編號 Reference No.	考生姓名 Candidate Name	香港身分證/有效 旅遊證件號碼 HKID/Valid Travel Document No.	考試費總額 Amount of Full Exam Fee	資助幅度# Level of Assistance

請以“FULL”代表「全額」資助；“HALF”代表「半額」資助。

Please fill in “FULL” for full assistance level and “HALF” for half assistance level.

學校名稱

Name of School: _____

校長簽署

Signature of Principal: _____

日期

Date: _____

請將填妥的表格傳真(傳真號碼：3628 8990) / 郵遞 / 親手交回至香港考試及評核局學校考試及評核部(地址：香港灣仔軒尼詩道 130 號修頓中心 12 樓)。

Please return the completed form by fax (fax no: 3628 8990) / by post / by hand to the School Examinations and Assessment Division, Hong Kong Examinations and Assessment Authority (Address: 12/F, Southern Centre, 130 Hennessy Road, Wan Chai, Hong Kong).



[Applicable to the School Textbook Assistance Scheme, Student Travel Subsidy Scheme, Subsidy Scheme for Internet Access Charges, Yi Jin Diploma (YJD) Fee Reimbursement and Fee Reimbursement (Financial Assistance Scheme for Designated Evening Adult Education Courses (FAEAECC))]

本資格證明書備有中文版本。如有需要，請向學生資助辦事處索取。

Please read the "Guidance Notes on How to Apply By Scheme (SFAA 189)" (Guidance Notes) carefully before completion.

Part I Particulars of the Applicant

Form for Part I: Name in Chinese, Name in English, Correspondence Address (Flat, Floor, Block, Name of Building, Estate/Village, No. & Name of Street, District, Area), Mobile phone no.

Part II Result of Eligibility Assessment and Application by Scheme

(Please complete Part II to IV and return this EC to school

(i) within 1 week from the commencement date of school; or (ii) within 2 weeks from the issue date of EC, whichever is the later. (Please refer to Guidance Notes - A, Section 2-3 for examples). If the EC is submitted after the deadline, the SFAA will not continue to process your application and NO financial assistance will be released to you.)

Particulars of the Student-applicant

Form for Particulars of the Student-applicant: Name, Date of Birth, HKID Card No., Student Reference Number (STRN)

Eligibility Assessment Result: According to the data you provided in the application for assessment of eligibility, your assistance level is initially assessed as follows: Eligibility Level, Effective Date, Issue Date of Certificate. The SFAA will later conduct authentication on application for student finance...

Specimen

Form for Name of School, Class Attending (Form, Class)

Form for Applicant's Bank Account Information (Bank Name, Bank Code, Bank Account Number)

8. Scheme(s) Applying for (Please circle the scheme(s) you wish to apply for. You may choose more than 1 scheme, if applicable. Please refer to Guidance Notes - A, Section 1 and B, Part II, Section 4 for details.)

Selection boxes for schemes: A School Textbook Assistance, B Student Travel Subsidy, C Subsidy for Internet Access Charges, D Yi Jin Diploma Fee Reimbursement, E Financial Assistance Scheme for Designated Evening Adult Education Courses Fee Reimbursement

For Office Use: TA, STS

9. Term-time Residential Address (For assessment of Student Travel Subsidy. Please refer to Guidance Notes - B, Part II, Section 5 for details.) (If there is any amendment or the address pre-printed at the left is not the student's residential address during term-time, please provide the complete address in the boxes below.)

Form for Term-time Residential Address: Name of Building, Estate/Village, No. & Name of Street, District, Area



學生資助辦事處
STUDENT FINANCIAL ASSISTANCE AGENCY

九龍旺角道壹號商業中心 8 樓 803-806 室
Room 803-806, 8/F, One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon

File No.: 2012 /

[Name and address of applicant]

Date:

Dear Sir / Madam,

**ASSESSMENT OF ELIGIBILITY 2012 / 13
NOTIFICATION OF RESULT**

This is to inform you that the initial result of your application for Assessment of Eligibility for the following children who are studying in primary and secondary schools:-

Eligibility Assessment Result

Eligibility Level:

Student Name Date of Birth HKID Card No. Effective Date

Specimen

If you have provided correct information, provisional textbook assistance should have been disbursed in respect of these children* and subsidy for internet access charges should have been granted to your family. In addition to the above named children, if you have earlier indicated in the application that you have other children who require the Eligibility Certificate(s) for applying for assistance schemes for the new school year (i.e. School Textbook Assistance, Student Travel Subsidy, Subsidy for Internet Access Charges, Yi Jin Diploma Fee Reimbursement, and Fee Reimbursement (Financial Assistance Scheme for Designated Evening Adult Education Courses Fee)), the SFAA will issue their Eligibility Certificate(s) to you later.

Please note that the SFAA will conduct post-payment authentication on the applications, including home visits, random checking, and data matching with the Social Welfare Department. If the findings are different from the initial assessment result, the SFAA will adjust the level and hence the amount of assistance granted to you.

If you are dissatisfied with the assessment result, you may apply in writing to the Financial Assistance for Primary and Secondary Students Section of this Agency for re-assessment, specifying in the written request the application number or the HKID card number of the applicant, providing detailed justifications and any documentary evidence in support of your application. The application for re-assessment must be duly signed by the applicant. Re-assessment of eligibility normally takes three months to process. Since longer processing time will be needed for re-assessment, applicant should apply for re-assessment promptly within one month from the issue date of the notification of result. This Agency may give special consideration to appeal request which cannot be submitted within the aforesaid period only with exceptional reasons. For enquiry, please contact us at 8226 7067.

Student Financial Assistance Agency

*if applicable