

Photocopies of the following documents should be attached to the application form:

- (a) Income proof of every member of the family, e.g. the latest Salaries Tax Demand Note from the Inland Revenue Department or the latest salary statement or employment contract. (Self-employed applicant or family member(s) must provide in writing details of income earned during the relevant period, with supporting evidence, e.g. the latest Profit Tax Demand Note from the Inland Revenue Department or the latest Profit and Loss Account and Balance Sheet submitted to the Inland Revenue Department)
- (b) Rental agreements, receipts for rent received (including sub-letting) or rent paid, rates or mortgage repayment of the property/properties or dwelling place.

Other matters

- (a) Applicants must complete the application form with all the required details. Otherwise, the application may not be considered.
- (b) Failure to produce any required documentation without good reason may lead to rejection of the application.
- (c) The school may conduct investigation, including home visits, for authentication of the application data.
- (d) Application forms and documents submitted are not returnable.
- (e) The information provided will be used for the sole purpose of assessing the application for Fee Remission Scheme.
- (f) After processing the application, the data will be retained for future administrative use. These data will be kept confidential and are only accessible to the school.
- (g) The applicant has the right to obtain access to and request correction of any personal information on himself / herself held by the school. Requests for such access should be made in writing to the Principal.