

Fee Remission Application Document Checklist

Please ensure that all required documents are prepared before submission and tick “✓” in the appropriate boxes:

Completed Fee Remission Application Form:

- ☐ Have you marked “✓” in Part V “Declaration”, Section II
- ☐ Have both the applicant and the applicant’s spouse signed in the designated sections and filled in the date
- ☐ Electronic Submission
Have you uploaded Appendix I: copy of Hong Kong Identity Card; if a Birth Certificate is used, please submit a copy via email to the School
- ☐ Hard Copy Submission
Have you paste Appendix I: copy of Hong Kong Identity Card; if a Birth Certificate is used, please submit a copy together with the application form to the School

Proof of Family Income:

- ☐ Copy of salary proof (applicant, spouse, and unmarried children living in the same household) (if applicable)
- ☐ Copy of rental income and tenancy agreement (if applicable)
- ☐ Appendix II Income Certificate (must bear company chop and employer’s signature in original form) (if applicable)
- ☐ Appendix III / Appendix IV Income Certificate (if applicable)

Other Supporting Documents:

- ☐ Copy of divorce / death / single status certificate (if applicable)
- ☐ Copy of medical expense receipts (if any)
- ☐ Copy of result notification issued by the Student Financial Assistance Agency (if any)
- ☐ Copy of certificate issued by the Social Welfare Department (if any)
- ☐ Original statutory declaration issued by the Home Affairs Department (proof of dependent parents / no income declaration / other required declarations) (if applicable)

Submission of Application:

1. Applicants choosing **Electronic Submission** should email the application form together with all supporting documents to fee-remission@logosacademy.edu.hk.

(If Appendix II Income Certificate or a statutory declaration issued by the Home Affairs Department is required, the original must be submitted to the School separately.)
2. Applicants choosing **Hard Copy Submission** should submit the application form together with all supporting documents to the School Office.

Remarks:

- Incomplete applications may result in processing delays
- The School reserves the right to request additional documents or to verify the information provided
- All submitted information will be kept confidential