Notes on how to complete the forms

1. Schools should complete and submit the following forms in order to apply for the Grant:

   (a) Form NAC (2009): to be used to apply for advance payment for the 2009/10 school year.
   (b) Form NAC-1 : to be used to apply for the Grant for the 2008/09 school year.

2. Copies of the required documents should be serial-numbered in the same sequence as listed in Form NAC-1.

3. For a child who has arrived in Hong Kong for more than a year , schools should request his/her parent to declare in writing that the child's latest date of arriving Hong Kong and that he/she has not attended any local school (including kindergarten) for more than one year prior to admission to the applicant school. The declaration should also be attached to Form NAC-1, as applicable.

4. Completed forms for respective purposes, together with copies of the required documents, should be sent **on or before 8 October 2009** by post or by hand to the Newly Arrived Children Support Unit, Education Bureau, at Room 5702A, 57/F., Hopewell Centre, 183 Queen's Road East, Wan Chai, Hong Kong. Please note that late applications will not be accepted.

5. The rate of the Grant per pupil per annum has been adjusted from $2,830 to $2,805 at primary level and from $4,198 to $4,160 at secondary level for the 2009/10 school year.

6. Further enquiries regarding the Grant should be directed to Mr H M WONG at 2863 4697 or Mr K H TSANG at 2863 4696 of the Newly Arrived Children Support Unit.

7. To collect personal data of students concerned for completion of Form NAC-1, you are advised to refer also to the Survey on Children from the Mainland Newly Admitted to Schools (For details, please refer to the separate letter from School Education Statistics Section on 11 September 2009) and request all required information from parents/guardians in one go so as to minimize workload of your school. For enquiries regarding the Survey, please contact Ms NG at 2892 6361 or Ms TSUI at 2892 6355 of the School Education Statistics Section of the Education Bureau.

September 2009

School-Based Support Scheme Grant
Summary of Application and Advance Payment

1. Applying for the Grant for the actual number of students concerned who were admitted in the 2008/09 school year

I wish to apply for the Grant for a total of _____ students concerned in the 2008/09 school year. Their details are shown in the attached Form 'NAC-1'which are correct to the best of my knowledge. I confirm that we have provided support services for these students.

2. Applying for advance payment for the 2009/10 school year

I wish to apply for the advance payment of the Grant for the 2009/10 school year. It is estimated that my school will admit about _____ children during the period of 1 September 2009 to 31 August 2010.

3. My school's particulars are as follows:

Name of School : _____

School No.							Location ID	0	0	0			School Level		2-Primary 3-Secondary	Session		1- AM 2- PM 3- WD

Signature of Supervisor : _____

Name of Supervisor : _____

Telephone No. : _____

Fax No. : _____

Date : _____

School Chop

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表格 FORM NAC-1

申請校本支援計劃津貼(2008/09 年度)
APPLICATION FOR SBSS GRANT (2008/09 SCHOOL YEAR)

學校編號 School No. (1–6) ☐☐☐☐☐☐

學校位置標識 Location ID (7–10) 0 0 0 ☐

授課時間 Session (11) ☐
1-上午校 AM
2-下午校 PM
3-全日制 WD

(a) 號數 No.	(b) 學生編號 Student Reference Number (STRN)	N 代表非華語兒童	R 代表回流兒童	(c) 學生姓名 Name of Student 英文 (English)	中文 (Chinese)	(d) 性別 Sex M/F	(e) 出生日期 Date of Birth 日/月/年	(f) 取錄資料 Admission Information 取錄班級 Level Admitted	首天上課日期 First Day of Attending Applicant School	(g) 到港日期(以單程證或護照上入境處蓋印爲準) Date of Arrival in H.K.(Refer to the Immigration Dept's date chop on the One-way Permit or the Passport) 日 Day (e.g. 1 3)	月 Month 0 3	年 Year 2 0 0 6
	14–22	4	3							53–54	55–56	57–60

此表格供填寫十名學生資料，請填滿後才另開新頁。
This form is for entering particulars of ten students. It must be completely filled up before a new page is used.

學校名稱 Name of School _____

學校聯絡人姓名及職位 Name and Post of Contact Person of School _____

電話號碼 Telephone No. _____

傳真號碼 Fax No. _____

須填報 2008/09 學年所有兒童資料，包括曾申請預支津貼的兒童。**All information on children of the 2008/09 school year including those for whom the school has applied for the advance payment should be entered.**

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