**Task C - Review on Fee Remission/ Scholarship Scheme**

You are a member of the Governance Review Sub-committee (GRSC) of ABC College. One of the selected review items for the 2014/15 school year is the policy on fee remission/ scholarship scheme. A meeting is now held to examine the school’s policy on *Fee Remission Scheme* (FR R1). You can make reference to an extract from EDB Circular No. 10/2012 on *Fee Remission/ Scholarship Schemes in Direct Subsidy Scheme (DSS) Schools* (FR R2) and the *information downloaded from the webpage on Financial Assistance for Primary and Secondary Students of the Student Financial Assistance Agency* (FR R3) while conducting the review. Please note down your observations and recommendations in the table below. Ignore the parts shaded in grey.

Areas to be reviewed: Policy on Fee Remission/ Scholarship Scheme (the Schemes)

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|  | **Review Items** | **Yes** | **No** | **Findings/Evidence** | **Recommendations** | **Actions Required** |
| 1. | Is the policy on the Schemes, which includes application procedures as well as approving and appeal mechanisms, discussed and approved by the SMC/ IMC? |  |  |  |  |  |
| 2. | Is the operation of the Schemes discussed and approved by the SMC/ IMC with an annual operational summary and its criteria? |  |  |  |  |  |
| 3. | Has the school set aside the required amount of school fee income into a reserve for the Schemes? |  |  |  |  |  |
| 4. | (i) The fee remission reserve is at or below the school’s half-year total fee income; or |  |  |  |  | Group C - FR |
|  | (ii) An utilization plan on how the reserve could be effectively deployed have been devised and endorsed by the SMC/ IMC, and submitted to the EDB. |  |  |  |  |  |
| 5. | Has the school consulted the SMC/IMC and PTA about the operation of the Schemes and how the related information should be presented? |  |  |  |  |  |
| 6. | (i) Has the school adopted eligibility benchmarks no less favourable than the government financial assistance schemes for the Schemes; or |  |  |  |  |  |
|  | (ii) (a) Has the school obtained approval from EDB to exempt the adopting of the benchmarks; and |  |  |  |  |  |
|  | (ii) (b) Have students received fee remission before the exemption being not affected by the revised benchmarks until they graduate from the school.  |  |  |  |  |  |
| 7. | Has the school offered fee remission to students from families receiving the CSSA or assistance from SFAA if funds available, and set this out clearly in the Schemes? |  |  |  |  |  |
| 8. | Has the school processed applications from newly admitted students before the new school year begins as far as possible? |  |  |  |  |  |
| 9. | Has the school processed applications received during the school year as early as possible? |  |  |  |  |  |
| 10. | Are records on the operation of the Schemes properly kept? |  |  |  |  |  |
| 11. | Have details of the Schemes, including the amount of school fee, eligibility criteria and levels of fee remission been provided: |  |
|  | in the application form for admission? |  |  |  |  |  |
|  | in the School Profile by stating the hyper-link for relevant details on the schools’ websites? |  |  |  |  |  |
|  | (for all students newly admitted) by enclosing such details with the letter offering admission? |  |  |  |  |  |
|  | in the school prospectuses and on the school’s website? |  |  |  |  |  |
|  | to students when notifying them their application results for financial assistance provided by SFAA? |  |  |  |  |  |
| 12. | Has the school provided a simulation test for fee remission on their websites as encouraged by EDB? |  |  |  |  |  |
| 13. | Are any deviations from the laid down procedures approved by the SMC/ IMC and justifications recorded? |  |  |  |  |  |
| 14. | Is there a mechanism to handle appeals and complaints? |  |  |  |  |  |

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|  | Items shaded in grey are included for the completeness of the checklist on the key domain of School Fee Remission/Scholarship Scheme. The information in the case study might not be sufficient to assess these items. |