

## CCC Kung Lee College

### 2023-2024 Secondary 2 Application Guidelines

#### **I) Distribution of Application Form**

- Applicants may obtain the application forms and relevant information from our school online application website.

#### **II) Submission of Application Form and Relevant Supporting Documents**

- All application forms must be submitted through our school online application website.
- The application period will begin on 1st November 2022.
- Please fill in the application form carefully. Applications will not be further processed if any wrong or incomplete information is found in the form.
- Selected applicants will be notified in two weeks by the school for an interview.

#### **III) Relevant Supporting Documents**

- Please submit the completed application form together with the following items:
  1. A recent ID photo (File Format: gif / jpg / png only; Min. Resolution: 230x300 pixels)
  2. Photocopy of HKID
  3. Secondary 1 school reports (including results of all terms; (if available) )
  4. Parents can hand in the photocopy of the school report later on or before the date of the 1st admission interview in person, via mail or fax (fax no. 25775016). Please be reminded to write down student' s full name and application number on the top right hand corner of the photocopy during the resubmission.
  5. Evidence of participation and achievement in extra-curricular activities and services.
  6. Evidence showing good English and Putonghua skills (if available). File Format: gif / jpg / png / pdf; Max. File Size: 10MB per file; For image file (if applicable): min. width 1900 pixels)

- All relevant supporting documents must be submitted through our school website application system. Original copies of the relevant documents should be submitted for inspection during the interview.

#### **IV) Application Fees**

- A non-refundable application fee of HK\$100 will be levied via the online platform.

#### **V) Interview Arrangements**

- Selected applicants will be arranged to attend an interview in both English and Cantonese offered by the selection panel.
- Members of selection panel:
  - i) Ms. O. H. Yuen, Heather (Principal)
  - ii) Mr . K. M. Lau, Paris (Assistant Principal)
  - iii) Mr . H. K. Poon (Assistant Principal)
- Students will be admitted on the basis of their performance at an interview, his past academic records and extra-curricular talents. The school reserves the right for final decision. The admission criteria for the academic year 2023-2024 have been amended as follows:

<b>Criteria for the selection of Students</b>	<b>Weight</b>
Academic Results	50%
Other Learning Experience	15%
6Cs Performance in the Interview	10%
Conduct & Attitude	15%
Others	10%

\*6Cs of Education: Critical thinking, Collaboration, Communication, Creativity, Citizenship, Connectivity.

#### **VI) Release of Results**

- Successful applicants will be notified in writing
- Applicants who are not shortlisted will automatically be placed in the waiting list.

## **VII) Annual Tuition Fees/ Scholarships and Subsidy Scheme**

- Annual school tuition fees for school year 2023-2024 Secondary Two programme is \$25,600 (10 installments) (To be approved by EDB).
- The adjustment of tuition fees is based on the current tuition fees of each form this year.
- To encourage academic excellence, an academic scholarship scheme has been set up.
- Needy students, including those from families receiving the Comprehensive Social Security Assistance (CSSA) Scheme and students receiving financial assistance provided by the Student Finance Assistant Agency (SFAA) could apply for school fee remission.
- For further information of fee admission and academic scholarship, please visit our school website.

## **VIII) Policy Statements**

- The personal data collected by the school will only be used for students' applications.
- The provision of personal data in this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.
- Unless otherwise consented by applicants, unsuccessful applications will be destroyed upon completion of the admission.
- Enquiries concerning the personal data may contact General Office staff.

Note:

Admissions Enquiries 25775778 (Mon-Fri: 9am to 4pm; Sat: 9am to 12pm (except Public Holiday))

## 中華基督教會公理書院

### 2023-2024 年中二級入學申請須知

#### I) 申請表領取方法

- 入學申請表經由本校網站內的申請系統領取。

#### II) 提交申請表及相關文件

- 所有申請均須透過本校之網上系統遞交。
- 申請日期為 2022 年 11 月 1 日開始。
- 請小心填寫申請表格，申請一經遞交，申請人將不能在系統內修改內容。
- 獲邀參加面試的申請者將於申請遞交後兩星期後收到通知。

#### III) 相關文件

- 請在申請系統內，上載以下文件：
  1. 最近三個月的個人證件相
  2. 身分證影印本
  3. 中一成績表（包括各學期成績）（如適用）
  4. 如遞交網上申請時，學生未有中一成績表副本，家長可於第一次面試日或以前透過郵遞、傳真(傳真號碼：25775016) 或親臨本校補交資料。補交時，請於相關資料右上方寫上學生的申請姓名和網上申請編號。
  5. 課外活動及其他校外活動參與證明或證書
  6. 與英文和普通話語言能力相關的證書（如適用）
- 所有相關文件須透過本校之報名系統上載。申請者須要在面試期間提供相關文件之正本以供核實。

#### IV) 申請費用

- 申請費用為港幣 100 元正，使用一經繳交將不獲退款。

## V) 面試安排

- 合適的申請者將獲邀參加中文和英文面試。
- 面試委員會成員如下：
  - i. 阮愛馨校長
  - ii. 劉建文助理校長
  - iii. 潘泓強助理校長
- 面試將根據申請人之面試表現、過往學術成績、課外活動表現為評審準則，本校擁有面試結果的最終決定權。有關 2023-2024 學年的人學面試評分準則如下：

面試評分準則	比重
學術成績	50%
其他學習經歷	15%
面試表現(6C 技能)	10%
操行	15%
其他	10%

\*6Cs of Education: Critical thinking, Collaboration, Communication, Creativity, Citizenship, Connectivity.

## VI) 面試結果

- 成功被錄取的學生將會在 2 月收到書面錄取信。
- 所有在第一輪未被取錄之申請人，將自動進入本校之候選錄取名單。

## VII) 學費及資助

- 2023-2024 學年中二級級學費為 25,600 港幣（分 10 期繳交）(待批)。
- 學費將根據不同年級和課程有所調整。
- 本校提供獎學金計劃以鼓勵有潛質的學生。
- 合資格的學生（包括已領取學生資助辦事處的學生）均可以申請本校之學費資助。
- 其他有關學費減免和獎學金的資料可於本校網頁查閱。

### VIII) 私隱及政策聲明

- 所有收集之個人資料只會作入學申請之用。
- 申請者純屬自願提供其個人資料。倘若申請者不提供所要求的資料，本校可能無法處理其入學申請。
- 除非獲申請人同意，否則本校會於招生程序完結後，將申請人之資料銷毀。
- 如欲查詢申請表格內之個人資料包括查閱及改正，可聯絡學校校務處職員。

#### 注意:

- 有關入學申請之查詢在辦公時間內致電 2577 5778(公眾假期除外)  
(星期一至星期五：上午 9 時正至下午 5 時正；星期六：上午 9 時正至中午 12 時正 (公眾假期除外))