

**Financial Assistance for Non-school-attending Ethnic Minorities and New Arrivals**  
**from the Mainland for Taking Language Examinations**  
**Notes to Applicants**

**1. Eligibility Criteria**

Applicants shall meet all of the following four criteria:

1.1 People holding one of the following Hong Kong resident statuses:

- (i) Ethnic minorities (see Note 1) who are holders of Hong Kong Permanent Identity Cards; **or**
- (ii) Ethnic minorities who are holders of Hong Kong Identity Cards and have the right to land or on unconditional stay in Hong Kong or stay in Hong Kong as dependants (and their sponsors are Hong Kong permanent residents, or non-permanent residents with the right to land or on unconditional stay in Hong Kong). They must have resided in Hong Kong for less than 7 years as at the date submitting an application. Please refer to the issue date of dependant visa/entry permit; **or**
- (iii) New arrivals from the Mainland on One-way Permit and have resided in Hong Kong for less than 7 years as at the date submitting an application. Please refer to the date stamped on One-way Permit by Hong Kong Immigration Department.

1.2 From low-income families:

- (i) The applicant or family member residing with the applicant (see Note 2) has passed the family/household-based means-test establishing eligibility for assistance under any one of the following specified assistance schemes (i.e. Comprehensive Social Security Assistance (“CSSA”) Scheme; or student financial assistance schemes under the Student Financial Assistance Agency (“SFAA”); or Hospital Authority Medical Fee Waiving Mechanism (excluding one-off waiver)); **or**

<b>Specified Assistance Schemes</b>	<b>Supporting Documents to be Submitted (must be valid at the date of submission of application form)</b>
<b>[1] CSSA Scheme</b>	Certificate of Comprehensive Social Security Assistance Recipients (for Medical Waivers)
<b>[2] Student financial assistance schemes under the SFAA</b>	
(i) Tertiary Student Finance Scheme - Publicly-funded Programmes	Notification of Result of the respective year
(ii) Financial Assistance Scheme for Post-secondary Students	Notification of Result of the respective year
(iii) Financial Assistance for Primary and Secondary Students (i.e. the School Textbook Assistance Scheme, Student Travel Subsidy Scheme, Subsidy Scheme for Internet Access Charges, Examination Fee Remission Scheme), Project Yi Jin (full fee reimbursement) or Financial Assistance Scheme for Designated Evening Adult Education Courses (full/half fee reimbursement)	Notification of Result (Eligibility Assessment of Primary and Secondary Students)/ Eligibility Certificate (Financial Assistance for Primary and Secondary Students) of the respective year
(iv) Kindergarten and Child Care Centre Fee Remission Scheme	Notification of Result of the respective year
<b>[3] Hospital Authority Medical Fee Waiving Mechanism (i.e. Waiving Mechanism for Public Hospitals and Clinics) (excluding one-off waiver)</b>	Hospital Authority’s Certificate for Waiver of Medical Charges

Note 1: Refer to non-Chinese speaking (NCS) people.

Note 2: Refer to father, mother, son, daughter, husband or wife residing with the applicant (including legally recognised adoptive parents/children and illegitimate children with proof of parentage).

- (ii) With an average monthly household income (see Note 3) below the following specified income limit applicable to the relevant household size:

Household Size (persons)	Income Limit (HK\$)
1	\$7,875

2	\$15,375
3	\$25,200
4	\$33,675
5	\$43,275
6 or above	\$45,825

\* The specified income limit will be subject to updates. For details, please visit the websites of the Home Affairs Department ([www.had.gov.hk](http://www.had.gov.hk)) or New Home Association ([www.nha.org.hk](http://www.nha.org.hk)).

1.3 The applicant must be non-school participant.

1.4 The applicant must obtain a pass or above (or a specified result) in the following specific international public examination:

<b>A. Specific English Examinations</b>		
Name of Examination	Examination Code	Passing Mark or Specified results
Business English Certificates (BEC) – Preliminary, Vantage, Higher	A01	<b>Pass</b>
Business Language Testing Service (BULATS) –Standard, Speaking, Writing	A02	<b>26</b>
English for Business (EFB)-Writing-3 Levels; Speaking/Listening-For All Levels	A03	<b>Pass</b>
English for Business Communications (EBC)-Level 1 to Level 3	A04	<b>Pass</b>
English for Commerce (EFC)	A05	<b>Pass</b>
English for Office Skills (EOS)-Level 1 to Level 2	A06	<b>Pass</b>
English Language Skills Assessment (ELSA) – Speaking, Listening & Reading, Writing I/II	A07	<b>48</b>
International English for Speakers of Other Languages (IESOL)	A08	<b>Pass</b>
International English Language Testing System (IELTS)	A09	<b>3</b>
International Spoken English for Speakers of Other Languages (ISESOL)-Preliminary to Mastery (6 Levels)	A10	<b>Pass</b>
Pearson Test of English (PTE)-General	A11	<b>Pass</b>
Spoken English for Industry & Commerce (SEFIC)	A12	<b>Pass</b>
Test of English As a Foreign Language (TOEFL)	A13	i. Internet-based: <b>45</b> ii. Computer-based: <b>133</b> iii. Paper-based: <b>450</b>
Test of English for International Communication-Listening; Reading; Speaking; and Writing (TOEIC)	A14	i. Listening: <b>150</b> ii. Reading: <b>92</b> iii. Speaking: <b>40</b> iv. Writing: <b>40</b>

Note 3 : The average monthly household income in the past 3 months refers to the average monthly household income of the 3 months prior to the submission of application (i.e. the average of the total monthly income of the applicant and family members residing with the applicant (Note 2 refers)), including earnings from employment and other income (i.e. including salary, double pay/leave pay, job allowance, bonus/commission/tips, fees for rendering services, profits from business/investment, alimony, contribution from relatives/friends, interests from fixed deposits, stock and shares, etc., rental income, monthly pension/ widow's and children's compensation). Mandatory contribution to mandatory provident fund schemes, financial assistance provided by the Government, charitable donations and financial assistance from assistance programmes of the Community Care Fund, etc. of the applicant and family members residing with him/her are however not included.

Test of English for International Communication Bridge (TOEIC Bridge)	A15	<b>60</b>
Trinity Graded Examinations in Spoken English for Speakers of Other Languages (Trinity GESE)-Grade 1 to Grade 12	A16	<b>Pass</b>
Trinity Integrated Skills in English Examination (Trinity ISE)-Grade 1 to Grade 5	A17	<b>Pass</b>

Versant for English with open questions	A18	<b>32</b>
Written English for Tourism (WEFT)	A19	<b>Pass</b>
<b>B. Specific Putonghua Examinations</b>		
Hong Kong Examinations and Assessment Authority- Test of Proficiency in Putonghua (TPP)	B01	<b>Pass</b>
State Language Commission- Putonghua Shuiping Ceshi Test (PSC)	B02	<b>Grade 3 Class A</b>
<b>C. Specific Chinese Examination</b>		
International General Certificate of Secondary Education (IGCSE)- Chinese Language	C01	<b>E</b>
General Certificate of Education (GCE) (Advanced Supplementary Level) - Chinese Language	C02	<b>E</b>
General Certificate of Education (GCE) (Advanced Level) - Chinese Language	C03	<b>E</b>
General Certificate of Secondary Education (GCSE) - Chinese Language	C04	<b>E</b>

\* Examinations and passing requirements can be adjusted as deemed appropriate by the Government. For details, please visit the websites of the Home Affairs Department ([www.had.gov.hk](http://www.had.gov.hk)) or New Home Association ([www.nha.org.hk](http://www.nha.org.hk)).

**Notes :**

- (i) The applicant can only apply for financial assistance for the **same examination** for a maximum of **two** times.
- (ii) The applicant who has obtained a pass or above in the first attempt will not be eligible for financial assistance for the second attempt of the same examination.
- (iii) The applicant who failed to obtain a pass or above in the first attempt but have obtained a pass or above in the second attempt of the same examination will be granted financial assistance for both attempts.
- (iv) The applicant who failed in both of the first and second attempts will only be granted assistance for the first attempt.

1.5 Those who belong to the following categories are not eligible under the Programme:

- (i) Persons admitted into Hong Kong under the Capital Investment Entrant Scheme and their dependants;
- (ii) Persons admitted into Hong Kong under the Quality Migrant Admission Scheme and their dependants;
- (iii) Persons admitted into Hong Kong for employment as imported workers under the Supplementary Labour Scheme;
- (iv) Persons admitted into Hong Kong under the Working Holiday Scheme;
- (v) Persons admitted under the following immigration policies/arrangements and their dependants: training, study, employment or investment under the General Employment Policy, employment under the Admission Scheme for Mainland Talents and Professionals, or employment under the Immigration Arrangements for Non-local Graduates;
- (vi) Foreign domestic helpers;
- (vii) Visitors; or
- (viii) Persons under custody.

**2. Application Procedure**

2.1 Application forms and detailed guidance notes are available at District Service Centres of New Home Association and New Home Association's service counters in China Travel Service Hong Kong Limited, Public Enquiry Service Centres of the Home Affairs Department and Support Service Centres for Ethnic Minorities; and websites of the Home Affairs Department and New Home Association.

2.2 The applicant must provide the required information in this Form. Failure to provide the information may result in non-processing of the application by New Home Association.

2.3 The applicant must submit copies of the following 3 types of documentary proofs together with the application form:

#### A. Personal Particulars

Type of Supporting Documents	Notes
1. Copy of HKIC or Acknowledgement of Application for a HKIC	Must provide
2. Copy of One-way Permit	For applicants who entered Hong Kong from the Mainland on One-way Permit and have resided in Hong Kong for less than 7 years
3. Copy of valid dependant visa/entry permit; Copy of Hong Kong Permanent Identity Card/HKIC of the sponsor of the application for dependant visa/entry permit	For ethnic minority applicants who are holders of dependant visa/entry permit and have resided in Hong Kong for less than 7 years

#### B. Family Income

Type of Supporting Documents	Notes
1. Copies of relevant supporting documents of the specified assistance schemes as chosen in part 3 of the form	For applicants/family members residing with the applicants who have passed the family/household-based means-test of the specified assistance schemes
2. Copy of documentary proof for the relationship of the family member with the applicant (e.g. marriage certificate or birth certificate, etc.)	For the applicant's family member who applied for the specified assistance scheme concerned

#### C. Examination Details

Type of Supporting Documents	Notes
1. Copies of the notification of examination results (first attempt)(second attempt(if applicable))	Must provide
1. Copies of the receipts of examination fee (first attempt)(second attempt(if applicable))	Must provide

2.4 Any date of examination falls on or after 20 April 2011 will be regarded as eligible under the Programme.

2.5 The duly completed application forms together with copies of relevant documentary proof with sufficient postage on the envelope should be sent by post to any District Service Centre of New Home Association or HOME Support Service Centre for Ethnic Minorities, or dropped into the deposit box at any District Service Centre of New Home Association or HOME Centre.

2.6 Each applicant should submit only one application form for the same examination, and ensure accuracy of the information provided and have signed on the application form. Duplicate submissions or subsequent amendment of information therein may delay the processing of application and reimbursement of financial assistance. Duplicate submissions will not be processed. This application form, once submitted, cannot be withdrawn except with valid reasons. Applicants are advised to keep a copy of a duly completed form for future reference.

### 3. Processing of Application

3.1 Postmark date on the envelope will be regarded as the date of submission of those application forms by post. For application forms dropped into the deposit box at any District Service Centre of New Home Association or HOME Centre, the date when the centres receive the application forms will be regarded as the date of submission.

3.2 District Service Centre of New Home Association or HOME Centre will vet every application form, including verifying the applicants' eligibility and checking the supporting documents submitted by the applicant.

3.3 The responsible social workers may contact the applicants regarding the information on the application form. Applicants

may be required to clarify or submit additional information by post, via fax or by hand within 3 days after receiving the notification. Failure to provide additional information promptly may result in non-processing of the application or delay in the processing of the application.

3.4 New Home Association will finish the vetting of the application within 5 working days and will issue a notification of result to the applicant by email and post after vetting the application concerned.

#### **4. Procedure of Appeal**

4.1 Applicants who disagree with the application results can appeal in writing with justifications within 7 days after receiving the notification (based on the postmark date on the envelope). All appeals against application results will be handled by the supervising committee under New Home Association. The decision of the committee shall be final. The committee only accepts one appeal for each application.

#### **5. Reimbursement of Examination Fee**

5.1 Successful applicant could collect cash reimbursement 2 days after receiving the application result at the designated centre of New Home Association. Notification letter and original HKIC should be produced.

5.2 If the applicant cannot collect the reimbursement in person, he or she may authorise another person to collect the reimbursement at the designated centre of New Home Association. The person should bring a Letter of Authorization, copy of the HKIC and his or her HKIC for verification.

#### **6. Random Check**

6.1 New Home Association will conduct random check on selected cases in the course of processing the application or after the reimbursement of the financial assistance. The selected applicant is required to provide additional information or produce the original copies of the supporting documents in person at the District Service Centre of New Home Association for verification. Such investigation may affect the application result. Applicants may also be requested to refund the amount as certified by New Home Association as overpayment or payment by mistake.

6.2 Any person, who knowingly or wilfully makes any false statement or withholds any information for the purpose of obtaining financial assistance under the Programme, is a criminal offence. The person may be liable to prosecution and on conviction to imprisonment for a maximum of 14 years under the Theft Ordinance (Cap. 210).

#### **7. Complaint Procedure**

7.1 Applicants must lodge a complaint in writing.

7.2 Complaints relating to the implementation of the programme at district level or accountability of the centre supervisors will be treated as district-based complaints and handled by the centre supervisor.

7.3 Complaints relating to the overall operation of the programme and beyond the control of the centre supervisor will be treated as managerial complaints and handled by the supervising committee of New Home Association.

7.4 The case officer will call the complainant no later than 2 working days from the date of receipt of complaint (postmark date) to collect any background information that is necessary to understand the complaint and explain the process of investigation.

7.5 The investigation of complaints will be completed within 12 working days. The case officer will convey the outcome of the investigation to the complainant in writing.

7.6 If the complainant is not satisfied with the outcome of the investigation, a written appeal may be filed with the supervising committee within 7 days of receipt of the decision (postmark date). The supervising committee will handle the appeal and provide a written result notification to the complainant within 12 working days. Only one appeal is accepted for each case.

## 8. Enquiry

For details of the Programme, please visit the websites of the Home Affairs Department ([www.had.gov.hk](http://www.had.gov.hk)) or New Home Association ([www.nha.org.hk](http://www.nha.org.hk)), call the programme hotline **2815 5799** during office hours (Monday to Friday 10:00-13:00; 14:00 to 18:00, closed on Saturday, Sunday and public holidays), or contact the District Service Centres of New Home Association or HOME Support Service Centre for Ethnic Minorities:

### New Home Association Jockey Club Hong Kong East Service Centre

Tel : 2807 2188

Fax : 2807 2788

Email : [hkisc@nha.org.hk](mailto:hkisc@nha.org.hk)

Address: Unit 4, G/F Wing B, Yiu Lok House, Yiu Tung Estate, Shau Kei Wan, Hong Kong

### Wah Fu Service Centre

Email : [hkisc@nha.org.hk](mailto:hkisc@nha.org.hk)

Address: Units Nos. 614-615, Wah Kee House, Wah Fu (I) Estate

### Kowloon East Service Centre

Tel : 2191 2939

Fax : 2191 2028

Email : [kllesc@nha.org.hk](mailto:kllesc@nha.org.hk)

Address: Unit 03, 8/F, Futura Plaza, 111-113 How Ming Street, Kwun Tong, Kowloon

### Choi Wan Service Centre

Tel : 3460 5208

Fax : 3618 4679

Email : [kllesc@nha.org.hk](mailto:kllesc@nha.org.hk)

Address: Room 207, 2/F, Fei Fung House, Choi Wan (1) Estate, Kowloon

### Kowloon West Service Centre

Tel : 2720 2001

Fax : 2720 7099

Email : [klwsc@nha.org.hk](mailto:klwsc@nha.org.hk)

Address: Room D-F, 1/F, South Ocean Building, 286-300 Cheung Sha Wan Road, Kowloon

### New Territories East Service Centre (Temporary)

Tel : 2672 7770

Fax : 3904 1216

Email : [nte@nha.org.hk](mailto:nte@nha.org.hk)

Address: Unit 104, G/F, Mei Tao House, Mei Lam Estate, Shatin , New Territories

### Sha Tin Service Centre

Tel : 3904 1218

Fax : 3904 1216

Email : [nte@nha.org.hk](mailto:nte@nha.org.hk)

Address: Unit 104, G/F, Mei Tao House, Mei Lam Estate, Shatin , New Territories

New Home Association Jockey Club Tin Shui Wai Service Centre

Tel : 2815 5009

Fax : 2815 5117

Email : ntwsc@nha.org.hk

Address: Shop No.01, G/F, Yiu Shing House, Tin Yiu Estate, Tin Shui Wai, New Territories

Kwai Tsing Service Centre

Tel : 2670 7776

Fax : 2815 5117

Email : ntwsc@nha.org.hk

Address: Unit G2, G/F, Shing On House, Kwai Shing East Estate, Kwai Chung, N.T.

HOME Centre (YTM)

Tel : 3610 4418

Fax : 3590 4642

Email : homeym@nhahome.hk

Address: Shop B, G/F and 1/F, Sun Wah Building, 73 Battery Street, Yau Ma Tei, Kowloon

HOME Centre (SSP)

Tel : 3610 4428

Fax : 3590 4643

Email : homessp@nhahome.hk

Address: Shop A, G/F South Ocean Building, 130 Kiu Kiang Street, Sham Shui Po, Kowloon

Inno Home (SSP)

Tel : 3610 9198

Fax : 3610 9210

Email : innohome\_ssp@nha.org.hk

Address: Shop B, G/F South Ocean Building, 128 Kiu Kiang Street, Sham Shui Po, Kowloon

Inno Home (K&T)

Tel : 3610 9148

Fax : 3013 8707

Email : innohome\_kt@nha.org.hk

Address: 7/F, Sin Hua Bank Building, 122 Wo Yip Hop Road , Kwai Chung, New Territories

**Personal Information Collection Statement**

**Purpose of Collection**

1. The information provided in this application form (“this Form”) and other information that may be provided for the purposes of the Programme (“the Data”) will be used by New Home Association for one or more of the following purposes and any directly related purposes in respect of the Programme:
  - 1.1 To process your application and receipt of payment, if applicable, under the Programme (including but not limited to the process(es) referred to in Part 7 of this Form) and, if required, to communicate with you for matters relating to the Programme;
  - 1.2 To administer the Programme including but not limited to effecting payment to you and conducting random check.
  - 1.3 For statistics purposes on the condition that the resulting statistics will not be made available in a form which will identify the data subjects or any of them; and
  - 1.4 Any other purposes as may be required, authorised or permitted by law.
2. The provision of the Data is voluntary, but if you do not provide sufficient and accurate data, New Home Association may not be able to process your application and may disqualify your application.

**Classes of Persons to Whom the Data may be Transferred**

For the purpose stated in this Form, the Data may be transferred to relevant bureaux/ departments of the Government, including but not limited to the Home Affairs Department, on the purpose of statistics and investigation.

**Access to Personal Data**

Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of the Data when they have not been erased. Your right of access includes the right to obtain a copy of the Data subject to the payment of a fee.

**Access and Correction Requests on Personal Data**

If you request access to personal data, enquire about the personal data privacy policy, or request correction of data obtained from a data access request, you could call 2815 5799 to contact with the secretary of supervising committee of this Programme under New Home Association.