



Application for Admissions to S2 to S4 (2023/24)

Notes for Applicants

二零二三/二四年度中二至中四級 插班生入學申請須知

(A) Important Notes 重要事項

1. Application can be submitted through the **online system or in paper format by hand or by post**. The applicant should only opt for **ONE submission format**. Duplicate submissions will be rendered null and void.
申請人可透過網上系統申請、郵寄或親臨本校遞交書面申請。網上或書面申請只可二擇其一，如重複遞交，申請則予作廢。
2. If you wish to submit your application online, please visit our school webpage www.spkc.edu.hk.
如選擇透過網上系統申請，請瀏覽本校網頁 www.spkc.edu.hk。
3. If you wish to submit hard copy application, please read Part (E) carefully.
如選擇以書面申請，請細閱(E)部。

(B) Interview & Criteria 面試及甄選準則

1. **Shortlisted applicants** will be notified **by email** to attend an **interview** and/or sit for a **written assessment**. The subjects included in the written assessment are English, Chinese and Mathematics. **獲選之申請人**需接受**面試及/或筆試**（包括：英文、中文及數學），校方將以**電郵**通知。
2. Admission criteria of the School are primarily based on the applicant's academic achievements, conduct, performance in extra-curricular activities, awards, written test and interview performance. **入學申請按學生之學業成績、操行、課外活動表現、獎項、筆試及面試表現進行甄選。**

(C) Fee Remission 學費減免

Students from families receiving the Comprehensive Social Security Assistance (CSSA), students receiving financial assistance provided by the Working Family and Student Financial Assistance Agency (Student Finance Office) are eligible for school fee remission. Other students with financial needs may also apply. Details of SPKC Student Financial Assistance and Scholarship Scheme are available at the School website (www.spkc.edu.hk). For further information, please contact the General Office.

來自領取綜合社會保障援助（綜援）家庭的學生、領取在職家庭及學生資助事務處〔學生資助處〕財政資助的學生均可獲學費減免；其他有需要的學生亦可申請。有關本校獎助學金計劃的詳情，請瀏覽本校網頁(www.spkc.edu.hk)。如欲進一步查詢，請聯絡本校校務處。

(D) Remark for Secondary 4 Applicants 備註（中四級插班生入學申請）

Please visit the school website www.spkc.edu.hk for the senior secondary curriculum.
中四級之申請人可瀏覽本校網頁 www.spkc.edu.hk 查閱本校之高中課程。

(E) Submitting Hard Copy Application 以書面申請

1. The S2 to S4 Admission Application Form is available at the General Office.
中二至中四級插班生入學申請表可於本校校務處索取。
2. Please note the following when completing the S2 to S4 Admission Application Form.
填寫中二至中四級插班生入學申請表時，請注意以下各項：
 - Please complete the Application Form in BLOCK letters with a blue or black ball pen.
請使用藍色或黑色原子筆，並以正楷填寫申請表格。
 - The personal data provided in the application will only be used for admission purposes.
申請中所提交之資料只供校方處理入學申請之用。
 - If Applicant fails to provide the required information or documents, the application will not be processed.
申請人如未能提供所需之資料或文件，校方將不會處理有關申請。
 - All submitted documents will not be returned.
所有已遞交之文件恕不退還。
3. Documents Required 所需文件
 - The completed Admission Application Form with one recent student photo
填妥之入學申請表（貼上學生近照一張）
 - A copy of the Applicant's HKID Card or other identity documents
申請人之香港身份證或其他身份證明文件副本
 - Copies of all School Reports of the previous **TWO** years (if any)
最近兩學年各學期成績表副本（如有）
 - Copies of recommendation letters, certificates of awards or extra-curricular activities (if any)
推薦信、獎狀、課外活動證書等副本（如有）
 - A crossed cheque of **HK\$50** as a non-transferable and non-refundable application fee made payable to "**Stewards Pooi Kei College Management Committee Limited**" with name of Applicant and contact number written on the back of the cheque
港幣五十元正劃線支票一張，此為入學申請費用，抬頭請寫「**香港神託會培基書院校董會有限公司**」，支票背面請寫上申請人姓名及聯絡電話（費用不可轉讓，不論申請成功與否，將不獲退還）
4. Application Submission 遞交申請
 - (a) In person 親身遞交
Please submit the required documents to the General Office during office hours.
請於辦公時間內把所需文件交至本校校務處。
 - (b) By Post 郵寄遞交
 - "**Application for Admission to S2/3/4 (2023/24)**" should be indicated at the lower left corner of the envelope.
信封面左下角應註明「**二零二三/二四年度中二/三/四級插班生入學申請**」。
 - Parents should ensure the mail bears **sufficient postage by weight**. Please note that Hongkong Post will not provide door delivery for underpaid mail items and the School will not collect the mail from the post office or pay the surcharge for the applicants. You are advised to write the sender's address on the envelope.
請確保郵件**按重量貼上足夠郵票**。請注意，香港郵政將不會上門派遞郵資不足的郵件，校方亦不會派員到郵政局領取有關郵件或代為繳付欠資費用。校方建議家長在信封上清楚寫上寄件人地址。