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## Application for Admissions to S2 to S4 (2021/22)

### Notes for Applicants

#### 二零二一/二二年度中二至中四級 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](http://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](http://www.spkc.edu.hk)。
3. If you wish to submit hard copy application, please read Part (B) carefully.  
如選擇以書面申請，請細閱(B)部。

#### (B) Submitting Hard Copy Application 以書面申請

1. 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：
  - (a) 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。
  - (b) 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。
  - (c) 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。
  - (d) All submitted documents will not be returned.  
所有已遞交之文件恕不退還。
2. 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  
**港幣五十元正劃線支票**一張，此為入學申請費用（費用不可轉讓，不論申請成功與否，將不獲退還）
  - made payable to “**Stewards Pooi Kei College Management Committee Limited**”  
抬頭請寫「**香港神託會培基書院校董會有限公司**」
  - name of Applicant and contact number written on the back of the cheque  
支票背面請寫上申請人姓名及聯絡電話

### 3. **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
  - (i) “**Application for Admission to S2/3/4 (2021/22)**” should be indicated at the lower left corner of the envelope.  
信封面左下角應註明「**二零二一/二二年度中二/三/四級插班生入學申請**」。
  - (ii) 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**。

### 4. **Interview & Criteria 面試及甄選準則**

- (a) **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。
- (b) 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。

### 5. **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](http://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](http://www.spkc.edu.hk))。如欲進一步查詢，請聯絡本校校務處。

### 6. **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](http://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](http://www.spkc.edu.hk) 查閱本校之高中課程。



# STEWARDS POOI KEI COLLEGE

## 香港神託會培基書院

### Application Form for Admissions (S2 to S4)

#### 中二至中四級插班生入學申請表

Recent Photo

近照

#### FOR OFFICIAL USE 此欄由本校填寫

Application No. 申請編號	Date of Submission 遞交日期	Checking of original supporting documents 核對證明文件正本	
		Date 日期	Checker's Signature 核對職員簽署
20 ____/____ S ____-____			

Please read the Notes for Applicants before you complete this form. Please put a "✓" in the appropriate box.

填寫此表格前，請先細閱入學申請須知。請在適當的空格內加上「✓」號。

Level Applying For 報讀級別	<input type="checkbox"/> S2	<input type="checkbox"/> S3
	<input type="checkbox"/> S4 (S4 applicants must fill in Part VI. 中四級申請人必須填寫第 VI 部分。)	

#### (I) Personal Particulars 個人資料

Please fill in the information as shown on the HKID card / passport. 請根據香港身分證／護照上之資料填寫。

Name of Applicant (English): 申請人姓名 (英文)		Name of Applicant (Chinese): 申請人姓名 (中文)	
HKID Card No.: 香港身分證號碼	Gender: 性別	Student Reference No. (STRN) (as issued by EDB): 學生編號 (由教育局提供)	
Date of Birth (dd/mm/yy): 出生日期 (日/月/年)		Place of Birth: 出生地點	
Date of Arrival (if applicable): 到港日期 (如適用)		Home Tel. No.: 住宅電話	
Correspondence Address: 通訊地址			
Religion: 宗教		Church Attending: 所屬教會	

#### (II) Education Background 學歷

Please write in reverse chronological order. 請從最近期之學校開始倒序填寫。

Date 日期		Level 級別	Name(s) of School(s) Attended 曾就讀之學校名稱	Main Medium Of Instruction 主要授課語言
From 由 (mm 年/yy 月)	To 至 (mm 年/yy 月)			
/	/	-		
/	/	-		
/	/	-		

#### (III) Family Information 家庭資料

\* Please delete as appropriate. 請刪去不適用者。

Relationship with Applicant: 與申請人關係	Father 父親 / Guardian 監護人*	Mother 母親 / Guardian 監護人*
Name: 姓名		
Occupation: 職業		
Contact Number: 聯絡電話號碼		
Email Address: 電郵地址		
Relative(s) studying in / graduated from Stewards Pooi Kei College (if any) with class(es) attending / year(s) of graduation 現就讀本校／在本校畢業之親屬 (請註明班別／畢業年份)		
Name(s): 姓名	Class(es) Attending / Year(s) of Graduation: 班別／畢業年份	Relationship with Applicant: 與申請人關係



