

**Po Leung Kuk Development Fund for  
Children with Special Needs**

接案編號：_____
個案編號：_____
(保良局專用)

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**Application form for Special Education Training**

**Part A Personal Particulars of Applicant (Applicant must be child's parents or guardian)**

Name: (English) \_\_\_\_\_ (Chinese) : \_\_\_\_\_

Identification Document. : \_\_\_\_\_(HKID / Other (please specify)\_\_\_\_\_

Address : \_\_\_\_\_

Telephone No. : (Home)\_\_\_\_\_ (Mobile) : \_\_\_\_\_

**Financial Condition of Family Members**

N o o f P e r s o n	Name of family member	Age	Relationship with the child of concern	Level of education	Occupation	Monthly income(\$)
1			Applicant			
2			Spouse			
3			Name of child concerned			
4						
5						
Total Number of Person						Total household income \$

**Part B Particulars of Child Beneficiary**

1. Name : (Chinese) \_\_\_\_\_

(English) \_\_\_\_\_ Gender : \_\_\_\_\_

2. Date of Birth/Age : \_\_\_\_\_

3. School enrolled : \_\_\_\_\_ Class : \_\_\_\_\_(am/pm/full day)

4. Language :  Cantonese  English  Mandarin  Others(please specify) : \_\_\_\_\_

5. Has the child received any assessment services?

No , child referred by parents / school : \_\_\_\_\_

Yes , assessment results : \_\_\_\_\_ (Please attach assessment report if available)

Organisation where the child has the assessment conducted : \_\_\_\_\_

Date of assessment : \_\_\_\_\_ / \_\_\_\_\_ (mm/yy)

Others : \_\_\_\_\_

6. Awaiting services: Integrated Programme in Kindergarten-cum-Child Care Centre / Early Education & Training Centre /Special Child Care Centre /On-site Pre-school Rehabilitation Service /Services subsidised by Hospital Authority (Others (please specify):\_\_\_\_\_

7. The child is currently under Training Subsidy for Children who were on the Waiting List of Subvented Pre-school Rehabilitation Services : Yes/ No

### Part C Declaration and Undertaking by Parent or Guardian

1. I have read/have been read and explained the “Brief on Po Leung Kuk development fund for children with special needs” and fully understand the contents and procedures.
2. I hereby declare the child beneficiary \_\_\_\_\_ has not received any assistance services provided by social welfare department, this includes: Integrated Programme in Kindergarten-cum-Child Care Centre/ Early Education & Training Centre /Special Child Care Centre /On-site Pre-school Rehabilitation Service; and data submitted in this application form and other data to be submitted under this “Special Education Training” are true and correct. I undertake to notify the Fund head office forthwith on any changes to the child beneficiary’s waitlist status/ acceptance of any assistance services mentioned above.
3. I hereby declare that all data submitted in this application are true and correct, and I understand that if I knowingly or willfully make any false statement, Po Leung Kuk reserves the right to take appropriate legal actions, and the child beneficiary may become ineligible for the subsidised services under this fund as a consequence of deliberate provision of false data.

Please note:

1. The personal data supplied by you will be used by the Po Leung Kuk Development Fund for processing of this application. At any point of the process, Po Leung Kuk Development Fund may collect, transfer the data internally and disclose them to other parties which are involved in the assessment of my application or in the provision of appropriate service/assistance which is relevant to my/the child beneficiary’s needs, such as government bureaux/departments, non-governmental organizations (NGOs) and public utility companies.
2. You have the right to request access to and correction of your personal data held by Po Leung Kuk in accordance with the Personal Data (Privacy) Ordinance, Cap 486. Requests for access to and correction of personal data collected by Po Leung Kuk, please contact the social worker of the Po Leung Kuk Development fund on 2277 8301. Po Leung Kuk reserves the right to charge costs which are directly related to and necessary for the processing of any personal data access request, however a fee is generally unnecessary under normal circumstances.
3. Any personnel who are in any way involved in this application shall observe the Prevention of Bribery Ordinance (Cap. 201) (PBO) that they are not allowed to offer to or solicit or accept from any person any money, gifts or advantage as defined in the PBO in the conduct of or in relation to the application. The maximum penalty for the proposed offences upon conviction on indictment is a fine of \$500,000 and imprisonment for 7 years.

4. Po Leung Kuk may use your personal data and donation record in the database of the Kuk to send you the most updated information relating to our services, development and the appeal of donation campaigns through various channels such as direct mailing, email, telephone, SMS or facsimile, etc.

I wish / do not wish to receive any promotion materials from Po Leung Kuk.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### OFFICAL USE ONLY

**Part D Application Documents Checklist** **Date of Receipt :** \_\_\_\_\_

- Copies of Identification Document of applicant and child beneficiary
- Copies of documents on total household income
- Child's relevant medical records and assessment reports (if available)  
(Reasons for not able to provide application as listed: applicant wishes to pay full fee)

**Part E Referral** < to be completed by social worker of the Po Leung Kuk Development Fund >

I have verified information of this application, the applicant is eligible the level of assistance

ticked:  100% subsidy       50% subsidy       0% subsidy

Remarks : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**Part F Approval**

- Approved
- Not approved, reason : \_\_\_\_\_

Signature of Manager (Child Development Centre) : \_\_\_\_\_ Name : \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Senior Manager (Child Care Service) : \_\_\_\_\_ Name : \_\_\_\_\_

Date: \_\_\_\_\_

Service Commence Date : \_\_\_\_\_

Discharge Date : \_\_\_\_\_