保良局羅氏基金中學
Po Leung Kuk Laws Foundation College

由學校填寫 For School Use Only	
Application No.	
Date	

入學申請表 (插班生 New Comer)

Application for Admission

申請人資料 Applicant's Information

姓名 Name	中文姓名 Name in Chinese 英文姓名 Name in English	性別 Gender □ 男 Male □ 女 Female	申請人近照 Applicant's Recent Photo
申請班級 Form / class applying for	本年度是否曾經報考插班生試 Did you take the admission test in this academic year Yes/是 □ No/否 □		
出生日期 Date of Birth	/ / (DD 日 / MM 月 / YYYY 年)	年齡 Age	
國籍 Nationality		出生地點 Place of Birth	
香港出生證明書/身份證號碼/其他 (請註明) HK Birth Certificate/ ID No. / Others (Place specify)			
住址 Home Address	中文 Chinese 英文 English		
通訊地址(如與上列不同) Correspondence Address (if different from above)	中文 Chinese 英文 English		
電話號碼 (住宅) Telephone No. (Home)			

曾就讀學校 Previous Schools Attended

年份 Year	班級 Class / Form	學校 Name of School

申請人的專長和興趣 (包括體育、社會服務、藝術等) 如不敷應用，請另頁書寫
Talents and Interests of the Applicant (including sports, community service, art, etc.)

Should the space be insufficient, please attach an A4 paper

家庭成員資料 Family Information

	姓名 Name	聯絡電話 Telephone	職業 Occupation	工作機構名稱 Name of Company
父親 Father	中文 Chinese	手提電話號碼 Mobile Phone No.		
	英文 English	電郵地址 Email address		
母親 Mother	中文 Chinese	手提電話號碼 Mobile Phone No.		
	英文 English	電郵地址 Email address		
監護人 Guardian (如適用 If Any)	中文 Chinese	手提電話號碼 Mobile Phone No.		
	英文 English	電郵地址 Email address		

在本校就讀之兄姊 Sibling(s) studying in our school

姓名 Name	班別 Class	就讀期間 Duration	與申請人之關係 Relationship

在本校任職之親友 Connections

你有否認識現時於本校任職之人士?

Do you know anyone working in Po Leung Kuk Laws Foundation College?

☐ 否 No ☐有 Yes : 姓名:_____ 現職:_____ 關係:_____

Name Present Position Relationship

報名須知 Information on Application

1. 入學申請表格已放置在本校校務處，有意申請入讀本校者，可到本校校務處索取；亦可經由本校網頁下載申請表格。
   Application forms can be obtained from our school or downloaded from our website.
2. 申請人請**親身**將下列文件交回本校(請以 A4 紙張列印文件)，為避免郵遞失誤，郵寄、電郵或傳真恕不接受。The applicant is required to submit the following documents (A4 paper size) **in person**. Documents sent via mail, email or fax will not be processed.
3. 遞交申請表時，請出示學生身份證明文件 (學生手冊/學生證/身份證/護照) **正本**，並附下列文件之副本，附件頁數（不包括申請表）請勿超過 12 張（雙面影印):
   Please bring along an **original copy** of Student Identification (i.e. Student Handbook / Student Card / Hong Kong Identity Card / Passport) and include a copy of the following documents which should be printed on both sides and no more than a total of 12 sheets, excluding the application form:
   - 已填妥貼有近照之申請表及報名費港幣七十五元正 (只收現金)
     The completed application form with a recent passport-sized photograph attached together with the application fee of HK75 (cash only).
   - 最近兩年學生成績表副本。
     Photocopies of student's school reports of the last two years.
   - 與課外活動及服務表現及其他特別才藝有關之證明文件的副本。
     Evidence of participations and achievements in extra-curricular activities and service.
   - 有關英語及普通話水平之證明 (如適用)。
     Evidence showing good English and Putonghua skills (if available).
   - 香港身份證副本。
     Photocopy of Hong Kong I.D. Card.
   - 一個已**貼妥郵票 ($2.4)** 之回郵信封 (23cm x 10cm)，信封面須註明申請人的姓名及地址。
     Enclose 1 self-addressed and stamped **(each HK$2.4)** envelopes (23cm x 10cm) with applicant's name and address.
4. 考生必須通過插班生考試，其校內成績及操行亦一併考慮。
   For successful admission, candidates must pass the admission test. Their academic results and conducts in their previous schools will also be taken into consideration for the admission.
5. 學費 Tuition Fee
   - 中一至中三全年學費為港幣$19,800 (分十期繳交)，中四至中六全年學費為港幣$24,000 (中四及中五分十期繳交) (中六分五期繳交)。下學年學費將有所調整，但加幅將不會多於 5%。
     Annual school tuition fee for S1 to S3 is $19,800 (10 installments), Annual school tuition fee for S4 to S6 is $24,000 (10 installments for S4 & S5) (5 installments for S6). The school fee will be raised by not more than 5% in the next academic year.
   - 本校設有獎學金制度，以嘉許成績優異之學生。
     To encourage academic excellence, an academic scholarship scheme has been set up.
   - 清貧學生，包括來自領取綜援家庭的學生及領取在職家庭及學生資助事務處財政資助的學生，可申請學費減免。
     Needy students, including those from families receiving the CSSA and students receiving financial assistance provided by the Working Family and Student Finance Assistance Agency (WFSFAA) could apply for school fee remission.
   - 有關學費減免及獎學金詳情，請參閱本校網頁。
     For further information of fee admission and academic scholarship, please visit our school website.
6. 插班生考試日期、時間及地點將另行通知。
   The date, time and place for the admission test will be announced later.
7. 獲取錄之申請人將會收到由本校發出的書面通知。
   Our School will notify successful applicants in writing.
8. 申請人不能於同一學年內「重複」提交同一年級的插班申請。
   The applicant cannot resubmit an application for the same level within the same academic year.

學校政策聲明 Policy Statements

1. 目的 Purpose

   本校所收集的個人資料將會用作考慮閣下申請入讀本校之用，而獲取錄之學生的個人資料則會用作本校的學生紀錄。

   The personal data collected by our school is for consideration of your application. Data of successful applicants will be kept as part of the school's student records.

2. 資料使用 Data User

   只有本校授權人士方可查閱及使用閣下所提供的資料。

   Only authorized personnel can access and use the data provided.

3. 資料儲存 Retention of Data

   除非獲申請人同意，否則本校會於是次招生程序完結後，將申請人之資料銷毀。

   Unless otherwise consented by applicants, unsuccessful applications will be destroyed upon completion of the admission.

4. 資料更改 Data Correction

   申請人如欲查閱及更改所提供之個人資料，請以書面形式向本校校務處提出申請。

   Applicants who wish to request access to, and correction of, their personal data may write to our General Office.

5. 所有文件及費用一經遞交，恕不歸還。

   All documents and application fee submitted will not be returned.

申請人聲明 Declaration of the Applicant

本人已閱讀及明白 貴校收集個人資料的政策。

本人確認於此申請表內所填寫的內容及向 貴校所提供的其他資料，均完整無誤。本人明白，任何虛報或隱瞞重要事實之行為，會導致本人之申請不獲考慮。

I confirm that I have read and understood the policy statements of Po Leung Kuk Laws Foundation College on Personal Data Collection.

The information I have supplied on this form and any attachment is complete and correct. I understand that any willful misrepresentation or withholding of material information will lead to disqualification from the admission.

家長/監護人簽署
Signature of Parent/Guardian _____

家長/監護人姓名
Name of Parent/Guardian _____

日期
Date _____

遞交表格注意事項 / Remarks on Application form Submission

請將填妥之申請表格連同所需文件及費用，於辦公時間內**親臨**保良局羅氏基金中學遞交。(郵遞、電郵或傳真申請，概不受理)

The completed application form must be submitted **IN PERSON** to Po Leung Kuk Laws Foundation College.

(Application made by post, email or fax will NOT be considered)

地址 ： 新界將軍澳陶樂路 8 號 (查詢電話：2701 8778)

Address 8 To Lok Road, Tseung Kwan O, New Territories (For enquiries: 2701 8778)

報名日期及時間 ： 由即日起至 2026 年 6 月 22 日 星期一至五：上午 9:00 至下午 4:00

Application date and Time: From now until 22 June 2026 Monday to Friday: 9:00 am – 4:00 pm

星期六：上午 9:00 至中午 12:00

Saturday: 9:00 am – 12:00 pm

星期日及公眾假期不接受申請。

The application is not accepted on Sundays and public holidays.