



Notes on Year 7 Admissions (201+-201,) 七年級入學申請須知 (201+-201,)

1 General Notes 一般須知

- Scholarships & Financial Assistance Scheme are available to eligible registered students.
本校設有獎學金和學生資助計劃供合資格的已註冊學生申請。
- Our school does not take part in the Secondary School Places Allocation System (SSPA). All students will be admitted only through our admissions and selection process. According to the guidelines given by the Education Bureau, after you have submitted the application form to us, you are still eligible for applying to another school through the SSPA System.
本校並無參與教育局的「自行分配學位」或「統一派位」。所有申請人需直接向本校遞交申請，經過甄選程序才會獲得取錄，而申請入讀本校並不影響學生參加「中學學位分配」的申請。
- Admitted applicants, who have signed a matriculation agreement with us, will not be allocated any places through the SSPA System. If school places have been allocated to the applicant, those school places will be withdrawn.
凡獲本校取錄的申請人，在接受學位後，將不能透過「中學學位分配」辦法獲派中一學位。如申請人已透過「中學學位分配」辦法獲派學位，該學位亦會被取消。
- The School Administrative & Admissions Committee of Lutheran Academy reserves all rights related to all arrangements of application for admissions, and may amend the arrangements at any time without prior notice. In case of any disputes arising out of the admissions, the decision of Lutheran Academy shall be final.
宏信書院行政及入學申請組保留一切申請安排及其修改的權利而毋須事先知會家長。如有任何爭議，本校保留最終決定權。
- The application is valid for one academic year. (September 2016 to July 2017)
申請表的有效期限為一學年。(本年九月至翌年七月)
- Each applicant can only apply for one year level in each academic year.
每位申請者只能於每學年報讀一個級別。

2 Admissions Dates & Seminars 申請日期及入學簡介會

- The first round Admissions application will start from **24 Sep 2016 (Sat) until 12 Nov 2016 (Sat)**.
第一階段申請由 **2016年9月24日(六)** 開始截至 **2016年11月12日(六)** 為止。
- There will be an admissions seminar to be held on **22 Oct 2016 (Sat) at 2pm**.
Please sign up at http://www.luac.edu.hk/Admissions/admissions_seminar
as seats are limited.
校方會於**2016年10月22日(星期六)下午二時正**舉行一場入學簡介會，座位有限，請於
http://www.luac.edu.hk/Admissions/admissions_seminar 登記。
- If the Tropical Cyclone Signal No.8 or above is hoisted, or Red or Black Rainstorm Warning is issued at or after 12:00pm on 22 Oct 2016 (Sat), the Admissions seminar will be postponed to another day with further notice. Parents are advised to check the latest news from the Lutheran Academy website.

如入學簡介會遇上惡劣天氣，安排如下：天文台於2016年10月22日(星期六)下午十二時正或以後發出8號或以上的熱帶氣旋訊號，或紅色/黑色暴雨警告訊號，簡介會將延期舉行，詳情另行通知，家長亦可留意宏信書院網頁上的公佈。

3 Submission 遞交申請

- Complete the online application at <http://admissions.luac.edu.hk>
 - ▶ **Application Period: 24 Sep 2016 (Sat) to 12 Nov 2016 (Sat)**.
- 到以下網址填妥網上申請表格: <http://admissions.luac.edu.hk>
 - ▶ **申請期限: 2016年9月24日(星期六) 至 2016年11月12日(星期六)**
- An application fee of **HK\$50** should be paid to our Admissions Office by cash or a crossed cheque made payable to “**ELCHK LUTHERAN ACADEMY**” by **12 Nov 2016 (Sat) 12pm**.
(Cheque can also be posted to our Admissions Office)

Please write the applicant's name and application number at the back of the cheque. This fee is non-refundable. However, if applicants have financial difficulties in paying the application fee, please submit a written explanation, we will consider waiving the application fee.

Unless a waiver of the application fee has been granted, the application will not be proceeded if the applicant fails to settle the **HK\$50** application fee before **12 Nov 2016 (Sat)**.

請於**2016年11月12日(星期六)下午十二時正前**，親身到本校的入學組辦事處以現金或劃線支票支付報名費**港幣伍拾圓正** (亦可以郵寄方式遞交劃線支票到本校入學辦事處)，抬頭請寫「**基督教香港信義會宏信書院**」，並於支票背後寫上申請人姓名及申請編號。

該費用一經繳付，概不退還。惟申請人如有任何財政困難，以致未能繳交報名費，可以書面形式申請豁免，以供我們考慮豁免繳交報名費之用。

除非申請人已獲豁免繳付報名費，否則，如申請人未能於**2016年11月12日前**交妥**港幣\$50**報名費，其申請將不會獲得處理。

■ Supporting documents to be submitted with the online application form:

遞交電子申請表時，申請人須同時附上以下之證明文件:

- ▶ A most recent photo of the applicant 申請人近照乙張
- ▶ A photocopy of the applicant's birth certificate/identity card/Passport
香港身份證/出生證明書副本/證件*
- ▶ A photocopy of the applicant's recent report card 最近一次的成績表副本
- ▶ No more than one recommendation letter, if any 不多於一封的推薦信(如適用)
- ▶ A photocopy of the Primary 6 Student Record Form 小六學生資料表副本

Items to be submitted to our Admissions Office by **12 Nov 2016 (Sat) 12pm**:

請於**2016年11月12日十二時正前**遞交以下項目到本校入學辦事處:

- ▶ Application Fee of HK\$50 by cash or a crossed cheque (Cheque can be posted to our office)
報名費港幣伍拾圓正現金或劃線支票乙張(支票可以郵寄方式遞交)

■ Portfolio is not required and will not be considered in the admissions process.

申請人毋須遞交個人資料夾，因收生過程中不作參考。

■ For non-permanent Hong Kong residents: Applicants should present valid supporting document to show that he/she can reside and study in Hong Kong.

非香港永久性居民: 申請人須出示有效的證明文件，以證明他 / 她能夠在香港逗留及讀書。

■ The school assumes no responsibility or obligation for any mistakes or losses of the documents sent by mail.

本校概不會負責任何郵寄之損失。

■ All documents submitted will not be returned.

本校恕不會退還任何已遞交的文件。

* The date on the VISA showing the limit of the applicant's stay in Hong Kong should still be valid at the time of admissions to the school.

簽證上的日期須顯示持證人在獲得取錄時，其在港逗留期限仍然有效。

Admissions Office : 1/F, ELCHK Lutheran Academy, 25 Lam Hau Tsuen Road, Yuen Long, N.T.

入學申請組辦事處地址：新界元朗欖口村路25號基督教香港信義會宏信書院1樓

Tel/電話：820 820 92

Email/電郵: admissions@luac.edu.hk

Website/網址：www.luac.edu.hk

Fax/傳真：2443 1400

4 Interview 面試

- An admissions interview will be conducted. It will be conducted in groups on **3 Dec 2016 (Sat)**. Parents are invited to talk with our teachers about education beliefs while the students are having interview.
入學申請面試將於**2016年12月3日(星期六)**舉行。面試會以小組形式進行。另外，當孩子進行面試時，家長會獲安排與教師會面，互相分享教育理念。
- The interview time is randomly assigned; please reserve the aforementioned date for the interview as requests for rescheduling will not be entertained.
面試時間乃隨機分配，敬請申請人預先騰出前述日期的時間，並依照面試通知書的指定時間出席面試。
(有關面試日期及時間恕不更改)
- Applicants will not be considered if they fail attend the interviews.
如申請人缺席面試，其入學申請將作廢。
- All applicants will receive an interview and will be notified of the details by email.
所有申請人將獲邀進行面試，面試詳情會以電郵方式通知申請人。
- Original copies of the relevant documents should be presented for verification during the interview.
面試時申請人需出示有關文件正本以供核實。
- If the applicant is sick on the Interview Day, he/she should submit the Certificate of Sickness to us within the next working day, so that the school may arrange another interview for the applicant. However, the make-up interview is not guaranteed. If we did not receive any related documents within the time specified, we would consider the applicant as giving up the interview.
如面試當日申請人身體不適，申請人可於面試後的下一個工作天內交回醫生證明文件，學校會視乎情況嘗試為申請人再次安排面試，惟校方並不保證必定能作出安排。若申請人在指定時間內沒有交回相關文件，學校會視申請人為放棄面試機會。

5 Result of Application 申請結果

- Applicants will be notified by email of their application status in mid-December 2016.
申請結果將於2016年12月中旬以電子郵件方式通知申請人。
- If all places are filled up during the first round of admissions, other applicants will be put on our waiting list.
當所有學位於第一階段已獲分配時，其餘的申請人將會列入後補名單。

6 Admissions Criteria 收生準則

- We place high importance on our students' proficiency level of English and good characters.
本校非常重視學生良好的英文水平及品格。
- The overall assessment is divided into two parts,
整體評分為兩部分：
 - ▶ The applicant's in-school performance and his/her talents (e.g. academic performance, conduct, interests and talents etc)
申請人的校內表現及其興趣專長 (如校內成績、操行、興趣及專長等);
 - ▶ The applicant's interview performance (e.g. communication ability, co-operation, comprehensiveness etc)
申請人的面試表現 (如溝通能力、合群性、理解能力等)

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7 Scholarship & Fee Remission Subsidy Schemes 獎學金及學費津助

- Scholarship will be granted to students who attained outstanding academic/non-academic merits as a token of appreciation.
本校設有獎學金鼓勵學業或課外活動方面有卓越成就的同學。
- Fee Remission Subsidy will be provided to students who are in financial hardship.
本校會為經濟困難的學生提供學費減免。
- Details of the schemes are available on the school's website (www.luac.edu.hk).
有關獎學金及學費減免資助計劃的詳情，請瀏覽本校網頁查詢 www.luac.edu.hk。

8 Contacts 聯絡方法

Office Hours of Admissions Office: Mondays - Fridays, 9am - 5pm;
Saturdays, 9am - 1pm. (except for public holidays)

入學申請組辦事處辦公時間：星期一至五，上午九時至下午五時正

星期六，上午九時至下午一時。（公眾假期除外）

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