

## Guidelines to Verification of Eligibility

With effect from 1<sup>st</sup> September 2003, students joining the **Student Health Service (StdHS)** / **School Dental Care Service (SDCS)** have been charged according to their “eligible persons” and “non-eligible persons” status.

Department of Health may obtain the relevant documentation relating to the students from the students and the parents/guardians concerned for verification of their eligibility status for fee-determination purpose. Students with one of the following valid identity documents belong to “eligible persons”:

- i) Hong Kong Permanent Identity Card / Hong Kong Identity Card (subject to further checking)
- ii) Hong Kong Birth Certificate with permanent resident status of Hong Kong Special Administrative Region (HKSAR) indicated as “ESTABLISHED”
- iii) Hong Kong Birth Certificate with permanent resident status of HKSAR indicated as “NOT ESTABLISHED”, but the Permit to Remain in the HKSAR shows that:
  - a) unconditional stay in HKSAR has been granted
  - b) the holder is permitted to remain until (date) and provided that the holder **is not a visitor** and **has not overstayed in Hong Kong**
- iv) HKSAR Passport
- v) HKSAR Re-entry Permit
- vi) HKSAR Document of Identity for Visa Purpose bearing valid visa endorsement to stay in Hong Kong
- vii) Travel documents with one of the following labels / stamps issued by Immigration Department:
  - a) “The right to land in Hong Kong”
  - b) “The holder was permitted to land”
  - c) “Previous conditions of stay are hereby cancelled”
  - d) “Eligibility for Hong Kong permanent identity card verified”
  - e) “Certificate of Entitlement to the right of abode in HKSAR”
  - f) “Unconditional stay” (subject to further checking)
  - g) “Permitted to remain until (date)” / “permission to remain extended until (date)” provided that the holder **is not a visitor** and **has not overstayed in Hong Kong** (subject to further checking)
- viii) Certificate of Exemption
- ix) Consular Corps Identity Card

### **Student Health Service:**

The service is provided free to those students who are “eligible persons”. Those students who are **non-eligible persons**, e.g. holders of travel document (passport, Two-way Permit) showing their status as “Visitors” or holders of Form of Recognizance, have to pay on the appointment day the gazetted annual fee (**the prevailing rate is HK\$615**). Students may have to provide relevant identity documents for checking of their eligibility for free service.

### **School Dental Care Service:**

Students who are “**eligible person**” are required to pay a nominal fee of HK\$36 when they enroll the Service, and those who are **non-eligible persons**, e.g. holders of travel document (passport, Two-way Permit) showing their status as “Visitors” or holders of Form of Recognizance, **will have to pay HK\$835**. For those who are eligible for medical waiver or able to provide a Medical Waivers Certificate, the said payment would be waived after verification of their eligibility.

Please note:

**Application will only be accepted after full payment is verified. Once enrolled, the fee is not refundable.**

## **Statement of Purposes**

### **Student Health Service / School Dental Care Service**

#### **Purpose of Collection**

1. The personal data are provided by patients and clients with whom the Department of Health (DH) interacts in the delivery of the services, and other related activities. The personal data provided will be used by DH for the following purposes:
  - (a) Proof of eligibility;
  - (b) Providing services including but not limited to clinical service, dental laboratory service, appointment arrangement and notification and client relation matters;
  - (c) Record of test results / examination / investigation / treatment for continuation of care or reference by other medical professionals;
  - (d) Consent for particular treatments / tests;
  - (e) Tracking of payment;
  - (f) Suspected outbreak investigation;
  - (g) For notification of tuberculosis or other diseases reportable / notifiable for public health purposes;
  - (h) Tracing defaulters for follow-up / treatment;
  - (i) Record of enrolment / management;
  - (j) For preparing statistics and accounting reports, epidemiological surveillance, carrying out research or teaching purpose;
  - (k) Audit purpose; and
  - (l) To provide alert for public health emergencies.

\* The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to prove your eligibility for specific service / activities and cannot provide service / assistance to you or even the service / assistance may still be provided, you will be charged at the non-entitled person (usually higher) rate.

#### **Classes of Transferees**

2. The personal data you provide are mainly for use within the DH but they may also be disclosed to other Government bureaux / departments, the Hospital Authority or relevant parties for the purposes mentioned in paragraph 1 above, if required. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

#### **Access to Personal Data**

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you during the occasions as mentioned in paragraph 1 above. A fee may be imposed for complying with a data access request.

#### **Enquiries**

4. Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to:

##### **School Dental Care Service**

Clerical Officer  
Rm. G8, Ground Floor, MacLehose Dental Centre,  
286 Queen's Road East, Wan Chai,  
Hong Kong  
Telephone: 2892 2157

##### **Student Health Service**

Clerical Officer  
4/F, Lam Tin Polyclinic,  
99 Kai Tin Road, Kwun Tong,  
Kowloon  
Telephone: 3163 4600

School Dental Care Service  
<https://www.school dental.gov.hk/>



Student Health Service  
<https://www.studenthealth.gov.hk/>



Electronic Health System  
[www.ehealth.gov.hk](http://www.ehealth.gov.hk)



Register as the Online User of  
The School Dental Care Service  
[https://www.school dental.gov.hk/wsmile/en/onlineservice\\_studentsignon](https://www.school dental.gov.hk/wsmile/en/onlineservice_studentsignon)



Health Programmes at  
Student Health Service Centre  
<https://www.studenthealth.gov.hk/healthprog.pdf>



Electronic Health System  
Registration for a Child (under 16)  
<https://www.ehealth.gov.hk/filemanager/content/pdf/common/registration-for-child.pdf>

