



Name of Kindergarten: \_\_\_\_\_

**Record of Teacher Course Fee Reimbursement from the 2007/08 to the 2010/11 School Year**

No.	School Year <sup>1</sup>	Name of Teacher		Holding Post in that School Year (Principal, Senior teacher, Teacher)	HK ID Number	Teacher Registration Number	Highest Teacher Training Qualification Attained (QKT/C(ECE)/B(ECE))	Date of Appointment (mm/yyyy)	Course Code of the Approved Course Attended (ACL0xx)	Date of Admission of the Course (mm/yyyy)	Date of Completion of the Entire Course (mm/yyyy)	Amount of Course Fee Reimbursed <sup>2</sup> in that School Year (\$)	Put a "✓" if this is the <u>LAST</u> <sup>3</sup> claim of Course Fee Reimbursement of the Course Taken.	Serial No. of the copy of Acknowledgement Receipt for Course Fee Reimbursement
		Chinese Name	English Name											
1					( )									
2					( )									
3					( )									
4					( )									
5					( )									
6					( )									
7					( )									
8					( )									
9					( )									
10					( )									

Total Amount of Course Fee Reimbursed:

(Should tally with the amount of 'Reimbursed Course Fee' on the Income and Expenditure Statement)

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<sup>1</sup> Please complete in the order of school year, i.e. write down the course fee reimbursement (CFR) records of the 2007/08 school year first, then write down the records of the 2008/09 school year and so on. Write down only the CFR record of that school year for each item.

<sup>2</sup> The course fee reimbursement is confined to tuition fee. Other charges are not included.

<sup>3</sup> The last claim of course fee reimbursement should be processed upon teachers' completion of the course taken.

Name of Kindergarten: \_\_\_\_\_

Record of Supply Teachers Appointed under TDS from the 2007/08 to the 2010/11 School Year										
No.	School Year <sup>4</sup>	Name of Supply Teacher		HK ID Number	Appointment Period in that School Year		Terms of Payment (1 =daily paid; 2 =monthly paid)	Payment Rate (per day/ per month including MPF) (\$)	Actual Amount of Payment in that School Year (including MPF) (\$)	Serial No. of Certified True Copy of Receipt
		Chinese Name	English Name		From (dd/mm/yyyy)	To (dd/mm/yyyy)				
1				( )						
2				( )						
3				( )						
4				( )						
5				( )						
6				( )						
7				( )						
8				( )						
9				( )						
10				( )						

Total Amount of Payment:

(Should tally with the amount of 'Payments for Supply Teacher' on the Income and Expenditure Statement)

<sup>4</sup> Please complete in the order of school year, i.e. write down the records of the supply teachers appointed in the 2007/08 school year first, then write down the records of the 2008/09 school year and so on. Write down only the appointment record of that school year for each item.

Name of Kindergarten: \_\_\_\_\_

Record of School-based Training paid by TDS from the 2007/08 to the 2010/11 School Year									
No.	School Year <sup>5</sup>	Name of School-based Training Programme	Programme Duration in that School Year		Venue ( 1=Local 2=Overseas)	Name of Service Provider	Learning Mode (e.g. workshop or seminar, etc)	Actual Expenditure in that School Year (\$)	Serial No. of Certified True Copy of Receipt
			From (dd/mm/yyyy)	To (dd/mm/yyyy)					
1									
2									
3									
4									
5									

Total Expenditure:

(Should tally with the amount of 'School-based Training' on the Income and Expenditure Statement)

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**Personal Information Collection Statement**

1. The personal data collected by means of this statement will be used by the Education Bureau (EDB) for processing the TDS related issues.
2. The personal data collected in this statement are covered by the Personal Data (Privacy) Ordinance which gives rights to the data subject to make requests to data users (i.e. EDB) for data access and data correction. Such right of access includes the right to obtain a copy of personal data provided in this statement.
3. The personal data may be disclosed to other Government departments/agencies authorised to process personal data for verification of information with the above-mentioned purposes.
4. Enquires concerning the personal data collected by means of this statement, including the making of access and correction, should be addressed to Kindergarten and Support Section 2.

<sup>5</sup> Please complete in the order of school year, i.e. write down the records of school-based training (SBT) organised in the 2007/08 school year first, then write down the records of the 2008/09 school year and so on. Write down only the SBT record of that school year for each item.