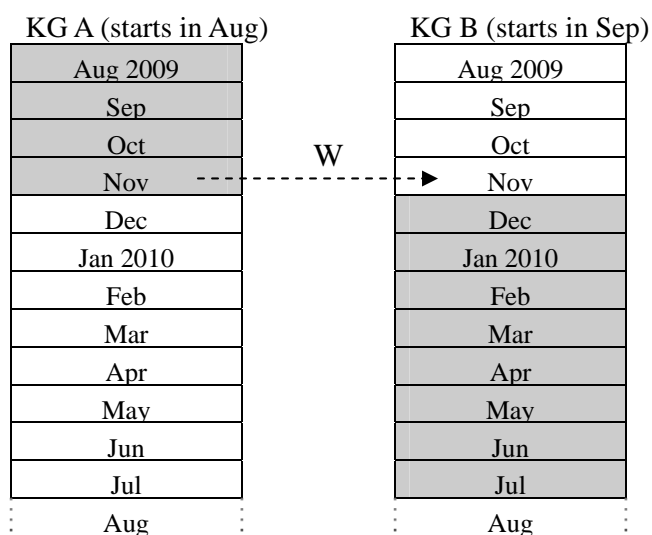


Pre-primary Education Voucher Scheme (2009/10) (PEVS)
Calculation of Subsidy in Case of Pupil Transfer
 (for Non-profit Making Kindergartens)

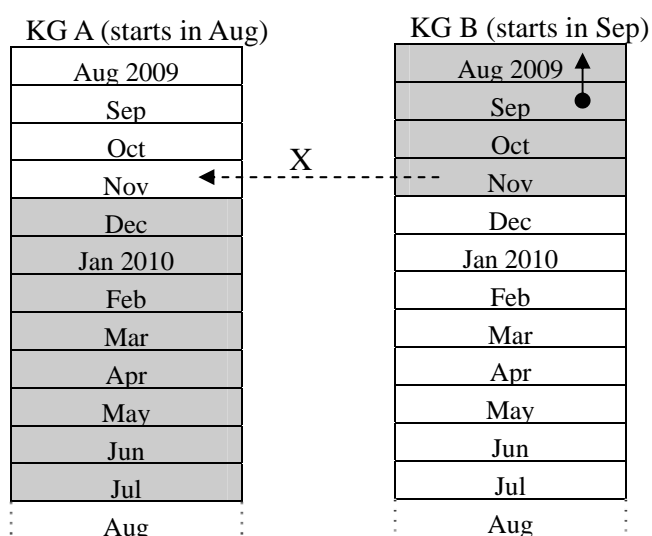
Example 1 (refers to para. 1.4.1 of the Guidelines)



Pupil W moves from KG A to KG B (both KGs are joining PEVS) in mid Nov 2009

KG A will redeem the pupil's subsidy from Aug to Nov 2009 and KG B will redeem the pupil's subsidy from Dec 2009 to Jul 2010

Example 2 (refers to para. 1.4.1 of the Guidelines)



Pupil X moves from KG B to KG A (both KGs are joining PEVS) in mid Nov 2009.

KG B will redeem the pupil's subsidy from Aug to Nov 2009 and KG A will redeem the pupil's subsidy from Dec 2009 to Jul 2010

Example 3 (refers to para. 1.4.4 of the Guidelines)

KG A (starts in Aug)	Y	KG B (starts in Sep)
Aug 2009	→	Aug 2009
Sep		Sep
Oct		Oct
Nov		Nov
Dec		Dec
Jan 2009		Jan 2009
Feb		Feb
Mar		Mar
Apr		Apr
May		May
Jun		Jun
Jul		Jul
Aug		Aug

After attending one month in KG A, pupil Y moves from KG A to KG B (both KGs are joining PEVS) from Sep 2009.

KG A will redeem the pupil's subsidy of Aug 2009 and KG B will redeem the pupil's subsidy from Sep to Jul 2010. The subsidy received by KG B is less than the full-year subsidy.

Example 4

KG A (starts in Sep; charges fee by 12 instalments)	Z	KG B (starts in Sep; charges fee by 10 instalments)
Aug 2009		Aug 2009 ↑
Sep		Sep ●
Oct		Oct
Nov		Nov
Dec		Dec
Jan 2010		Jan 2009
Feb		Feb
Mar		Mar
Apr		Apr
May		May
Jun		Jun
Jul	←	Jul
Aug		Aug

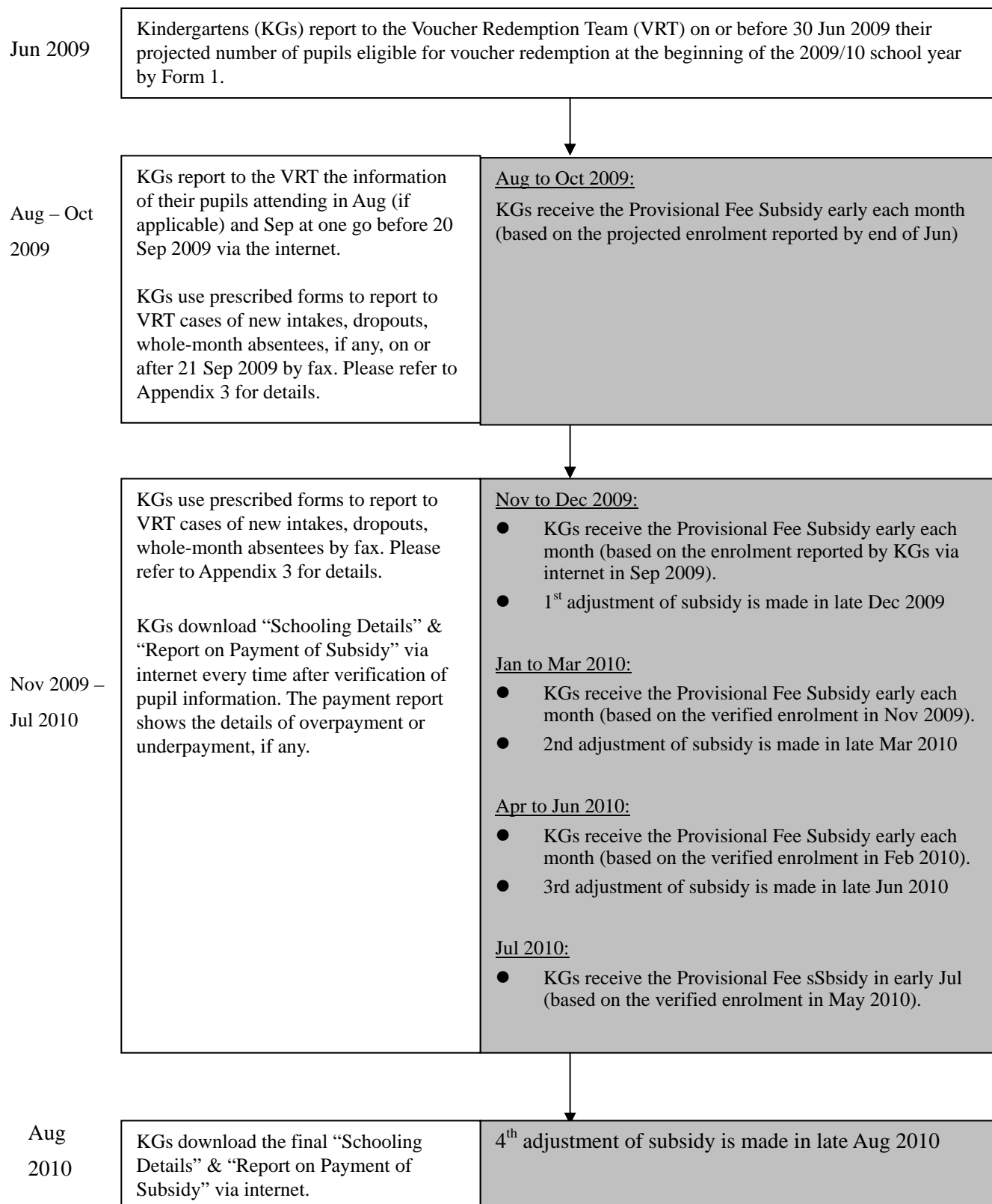
Pupil Z moves from KG B to KG A (both KGs are joining PEVS) in mid Jul 2009.

KG B will redeem the full-year subsidy of the pupil Z from Aug 2009 to Jul 2010. KG A will not get any subsidy.

Pre-primary Education Voucher Scheme (2009/10) (PEVS)

Redemption of Fee Subsidy

(1) Payment Arrangement of Fee Subsidy



(2) Calculation and Payment of Fee Subsidy

Example 1 : Kindergarten “A” (starts the school year from Aug 2009)

	Projected enrolment	Actual enrolment*	Provisional Fee Subsidy	Fee Subsidy entitled	Adjustment of subsidy after verification of pupil information
Aug 2009	100	100	100 x \$1000	100 x \$1000	
Sep	ditto	101	ditto	101 x \$1000	
Oct	ditto	101	ditto	101 x \$1000	
Nov	101	102	101 x \$1000	102 x \$1000	
Dec	ditto	102	ditto	102 x \$1000	1st adjustment
Jan 2010	102	102	102 x \$1000	102 x \$1000	
Feb	ditto	101	ditto	101 x \$1000	
Mar	ditto	104	ditto	104 x \$1000	2nd adjustment
Apr	101	103	101 x \$1000	103 x \$1000	
May	ditto	103	ditto	103 x \$1000	
Jun	ditto	102	ditto	102 x \$1000	3rd adjustment
Jul	103	101	103 x \$1000	101 x \$1000	
Aug					4 th adjustment
Sep					

Example 2 : Kindergarten “B” (starts the school year from Sep 2009)

	Projected enrolment	Actual enrolment*	Provisional Fee Subsidy	Fee Subsidy entitled	Adjustment of subsidy after verification of pupil information
Aug 2009	100	101 ↑	100 x \$1000	101 x \$1000	
Sep	ditto	101 ●	ditto	101 x \$1000	
Oct	ditto	101	ditto	101 x \$1000	
Nov	101	102	101 x \$1000	102 x \$1000	
Dec	ditto	102	ditto	102 x \$1000	1st adjustment
Jan 2010	102	102	102 x \$1000	102 x \$1000	
Feb	ditto	101	ditto	101 x \$1000	
Mar	ditto	104	ditto	104 x \$1000	2nd adjustment
Apr	101	103	101 x \$1000	103 x \$1000	
May	ditto	103	ditto	103 x \$1000	
Jun	ditto	102	ditto	102 x \$1000	3rd adjustment
Jul	103	101	103 x \$1000	101 x \$1000	
Aug					4 th adjustment
Sep					

*verified enrolment

Pre-primary Education Voucher Scheme (2009/10) (PEVS)

Examples of payment of Fee Subsidy under the PEVS

Month	Calculation Method/ Payment Procedure	Example 1 Kindergarten “A” (school year starts in Aug)	Example 2 Kindergarten “B” (school year starts in Sep)
Jun 2009	Kindergartens (KGs) report to the Voucher Redemption Team (VRT) on or before 30 Jun 2009 their projected no. of pupils eligible for voucher redemption at the beginning of the 2009/10 school year by Form 1.	The estimated number of pupils holding Certificate of Eligibility at the beginning of the 2009/10 school year is 100	The estimated number of pupils holding Certificate of Eligibility at the beginning of the 2009/10 school year is 100
Aug 2009	KGs report information of pupils admitted in Aug (if applicable) and Sep. Provisional Fee Subsidy for Aug = \$1000 x projected enrolment reported in Jun 2009	Provisional Fee Subsidy for Aug = \$1000 x 100 Provisional Fee Subsidy for Sep = \$1000 x 100	Provisional Fee Subsidy for Aug = \$1000 x 100 Provisional Fee Subsidy for Sep = \$1000 x 100
Sep 2009	Provisional Fee Subsidy for Sep = \$1000 x projected enrolment reported in Jun 2009		
Oct 2009	Provisional Fee Subsidy for Oct = \$1000 x projected enrolment reported in Jun 2009	Provisional Fee Subsidy for Oct = \$1000 x 100	Provisional Fee Subsidy for Oct = \$1000 x 100
Nov 2009	Provisional Fee Subsidy for Nov = \$1000 x enrolment reported in Sep 2009	Provisional Fee Subsidy for Nov = \$1000 x 101	Provisional Fee Subsidy for Nov = \$1000 x 101

Month	Calculation Method/ Payment Procedure	Example 1 Kindergarten "A" (school year starts in Aug)	Example 2 Kindergarten "B" (school year starts in Sep)																
Dec 2009	Provisional Fee Subsidy for Dec = \$1000 x projected enrolment reported in Sep 2009 "Schooling Details" & "Report on Payment of Subsidy" are available on internet after the 1 st verification of pupil information.	Provisional Fee Subsidy for Dec = \$1000 x 101 1 st verification: <table border="1"> <tr> <td></td> <td>Aug 2009</td> <td>Sep 2009</td> <td>Oct 2009</td> </tr> <tr> <td>Actual number of pupils</td> <td>100</td> <td>101</td> <td>101</td> </tr> </table> Adjustment of Fee Subsidy = [(100-100) + (101-100) + (101-100)] x \$1000		Aug 2009	Sep 2009	Oct 2009	Actual number of pupils	100	101	101	Provisional Fee subsidy for Dec = \$1000 x 101 1 st verification: <table border="1"> <tr> <td></td> <td>Aug 2009*</td> <td>Sep 2009</td> <td>Oct 2009</td> </tr> <tr> <td>Actual number of pupils</td> <td>101</td> <td>101</td> <td>101</td> </tr> </table> * Subsidy entitled in Aug is calculated according to the enrolment in Sep Adjustment of Fee Subsidy = [(101-100) + (101-100) + (101-100)] x \$1000		Aug 2009*	Sep 2009	Oct 2009	Actual number of pupils	101	101	101
	Aug 2009	Sep 2009	Oct 2009																
Actual number of pupils	100	101	101																
	Aug 2009*	Sep 2009	Oct 2009																
Actual number of pupils	101	101	101																
Jan 2010	Provisional Fee Subsidy for Jan = \$1000 x projected enrolment reported in Nov 2009	Provisional Fee Subsidy for Jan = \$1000 x 102	Provisional Fee Subsidy for Jan = \$1000 x 102																
Feb 2010	Provisional Fee Subsidy for Feb = \$1000 x projected enrolment reported in Nov 2009	Provisional Fee Subsidy for Feb = \$1000 x 102	Provisional Fee Subsidy for Feb = \$1000 x 102																
Mar 2010	Provisional Fee Subsidy for Mar = \$1000 x projected enrolment reported in Nov 2009 "Schooling Details" & "Report on Payment of Subsidy" are available on internet after the 2 nd verification of pupil information.	Provisional Fee Subsidy for Mar = \$1000 x 102 2 nd verification: <table border="1"> <tr> <td></td> <td>Nov 2009</td> <td>Dec 2009</td> <td>Jan 2010</td> </tr> <tr> <td>Actual number of pupils</td> <td>102</td> <td>102</td> <td>102</td> </tr> </table> Adjustment of Fee Subsidy = [(102-101) + (102-101) + (102-102)] x \$1000		Nov 2009	Dec 2009	Jan 2010	Actual number of pupils	102	102	102	Provisional Fee Subsidy for Mar = \$1000 x 102 2 nd verification: <table border="1"> <tr> <td></td> <td>Nov 2009</td> <td>Dec 2009</td> <td>Jan 2010</td> </tr> <tr> <td>Actual number of pupils</td> <td>102</td> <td>102</td> <td>102</td> </tr> </table> Adjustment of Fee Subsidy = [(102-101) + (102-101) + (102-102)] x \$1000		Nov 2009	Dec 2009	Jan 2010	Actual number of pupils	102	102	102
	Nov 2009	Dec 2009	Jan 2010																
Actual number of pupils	102	102	102																
	Nov 2009	Dec 2009	Jan 2010																
Actual number of pupils	102	102	102																

Month	Calculation Method/ Payment Procedure	Example 1 Kindergarten “A” (school year starts in Aug)	Example 2 Kindergarten “B” (school year starts in Sep)																		
Apr 2010	Provisional Fee Subsidy for Apr = \$1000 x projected enrolment reported in Feb 2010	Provisional Fee Subsidy for Apr = \$1000 x 101	Provisional Fee Subsidy for Apr = \$1000 x 101																		
May 2010	Provisional Fee Subsidy for May = \$1000 x projected enrolment reported in Feb 2010	Provisional Fee Subsidy for May = \$1000 x 101	Provisional Fee Subsidy for May = \$1000 x 101																		
Jun 2010	Provisional Fee Subsidy for Jun = \$1000 x projected enrolment reported in Feb 2010 “Schooling Details” & “Report on Payment of Subsidy” are available on internet after the 3 rd verification of pupil information.	Provisional Fee Subsidy for Jun = \$1000 x 101 3 rd verification: <table border="1" data-bbox="846 630 1444 782"> <tr> <td></td> <td>Feb 2010</td> <td>Mar 2010</td> <td>Apr 2010</td> </tr> <tr> <td>Actual number of pupils</td> <td>101</td> <td>104</td> <td>103</td> </tr> </table> Adjustment of Fee Subsidy = [(101-102) + (104-102) + (103-101)] x \$1000		Feb 2010	Mar 2010	Apr 2010	Actual number of pupils	101	104	103	Provisional Fee Subsidy for Jun = \$1000 x 101 3 rd verification: <table border="1" data-bbox="1489 630 2065 782"> <tr> <td></td> <td>Feb 2010</td> <td>Mar 2010</td> <td>Apr 2010</td> </tr> <tr> <td>Actual number of pupils</td> <td>101</td> <td>104</td> <td>103</td> </tr> </table> Adjustment of Fee Subsidy = [(101-102) + (104-102) + (103-101)] x \$1000		Feb 2010	Mar 2010	Apr 2010	Actual number of pupils	101	104	103		
	Feb 2010	Mar 2010	Apr 2010																		
Actual number of pupils	101	104	103																		
	Feb 2010	Mar 2010	Apr 2010																		
Actual number of pupils	101	104	103																		
Jul 2010	Provisional Fee Subsidy for Jul = \$1000 x projected enrolment reported in May 2010	Provisional Fee Subsidy for Jul = \$1000 x 103	Provisional Fee Subsidy for Jul = \$1000 x 103																		
Aug 2010	The 4 th adjustment of subsidy is made in late Aug. “Schooling Details” & “Report on Payment of Subsidy” are available on internet after the 4 th verification of pupil information.	4 th verification: <table border="1" data-bbox="846 1040 1326 1232"> <tr> <td></td> <td>May 2010</td> <td>Jun 2010</td> <td>Jul 2010</td> </tr> <tr> <td>Actual number of pupils</td> <td>103</td> <td>102</td> <td>101</td> </tr> </table> Adjustment of Fee Subsidy = [(103-101) + (102-101) + (101-103)] x \$1000		May 2010	Jun 2010	Jul 2010	Actual number of pupils	103	102	101	4 th verification: <table border="1" data-bbox="1460 1040 2065 1232"> <tr> <td></td> <td>May 2010</td> <td>Jun 2010</td> <td>Jul 2010</td> <td>Aug 2010</td> </tr> <tr> <td>Actual number of pupils</td> <td>103</td> <td>102</td> <td>101</td> <td>Not Applicable</td> </tr> </table> Adjustment of Fee Subsidy = [(103-101) + (102-101) + (101-103)] x \$1000		May 2010	Jun 2010	Jul 2010	Aug 2010	Actual number of pupils	103	102	101	Not Applicable
	May 2010	Jun 2010	Jul 2010																		
Actual number of pupils	103	102	101																		
	May 2010	Jun 2010	Jul 2010	Aug 2010																	
Actual number of pupils	103	102	101	Not Applicable																	

Pre-primary Education Voucher Scheme (2009/10) (PEVS)
Reporting Changes of Pupil Information with Standard Forms
 (for Non-profit Making Kindergartens)

Event	Form	Workflow
Kindergartens (KGs) to admit new pupils holding Certificate of Eligibility (CE pupils)	<u>Form 2B</u> <ul style="list-style-type: none"> ● For KGs to issue to parents for acknowledgment of receipt of CE from parents ● For KGs to report to Voucher Redemption Team (VRT) on admission of new pupils 	Figure 1
KGs to admit new pupils not holding CE (Non-CE pupils)	<u>Form 3A</u> <ul style="list-style-type: none"> ● For KGs to report to VRT on admission of new pupils without CE 	Figure 1
Non-CE pupils to get CE after admission to KGs	<u>Form 2E</u> <ul style="list-style-type: none"> ● For KGs to issue to parents for acknowledgment of receipt of CE from parents ● For KGs to report additional information about CE to VRT 	Figure 1
Withdrawal of CE-pupils from KGs	<u>Form 2D</u> <ul style="list-style-type: none"> ● For parents to issue to KGs for acknowledgment of return of CE from KGs ● For KGs to report to VRT on pupils withdrawing from KGs 	Figure 2
Withdrawal of non-CE pupils from KGs	<u>Form 3B</u> <ul style="list-style-type: none"> ● For KGs to report to VRT on non-CE pupils withdrawing from KGs 	Figure 2
Pupils absent for an entire month	<u>Form 4</u> <ul style="list-style-type: none"> ● For KGs to report to VRT on cases of non-attendance for an entire month 	
Change of Course	<u>Form 5</u> <ul style="list-style-type: none"> ● For KGs to report to VRT on change of course of pupils 	

Figure 1

Voucher Redemption (2009/10 School Year)
Report of Information on New Pupils Admitted on or after 21 Sep 2009
(for Non-profit-making Kindergartens)

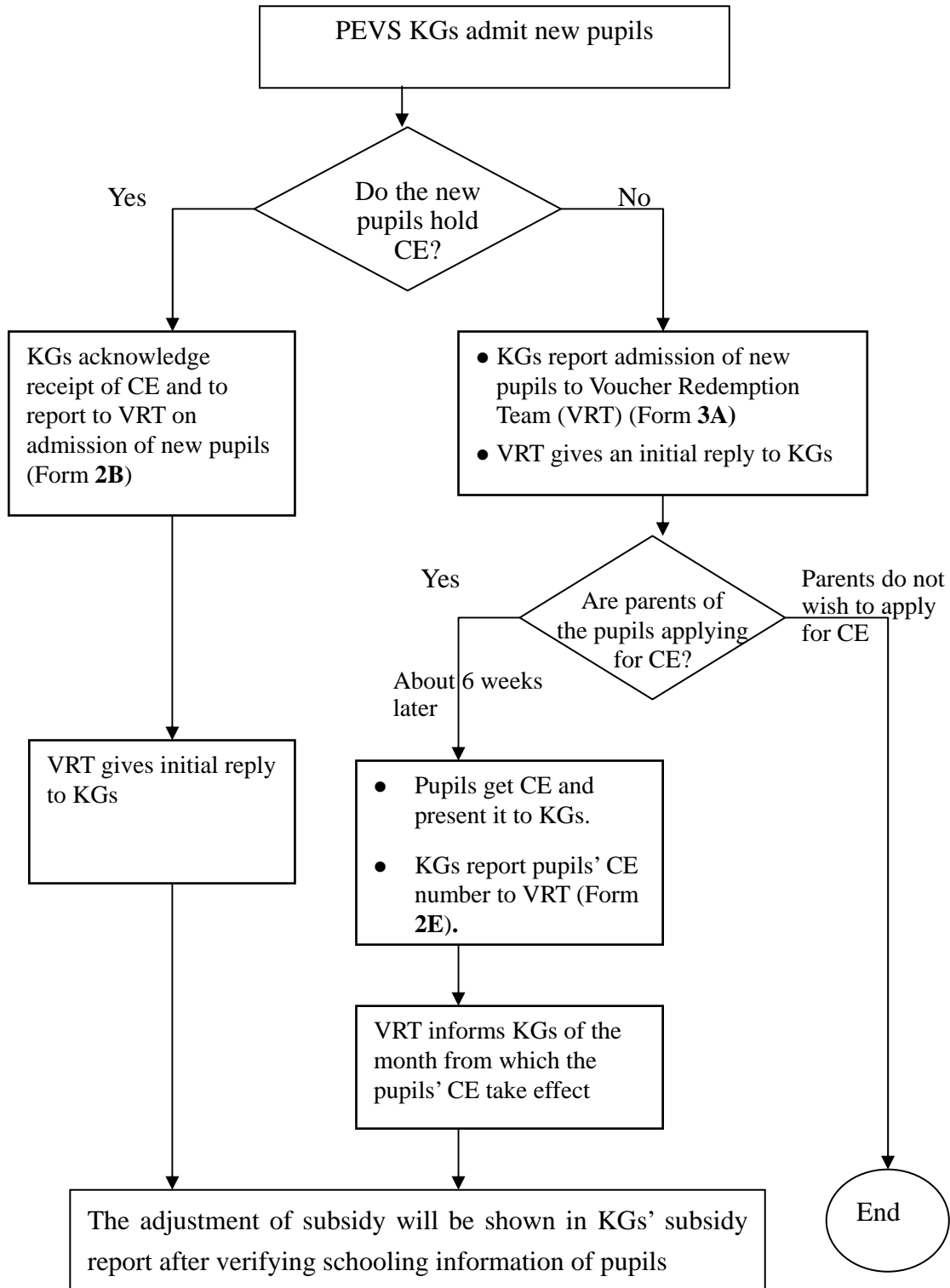
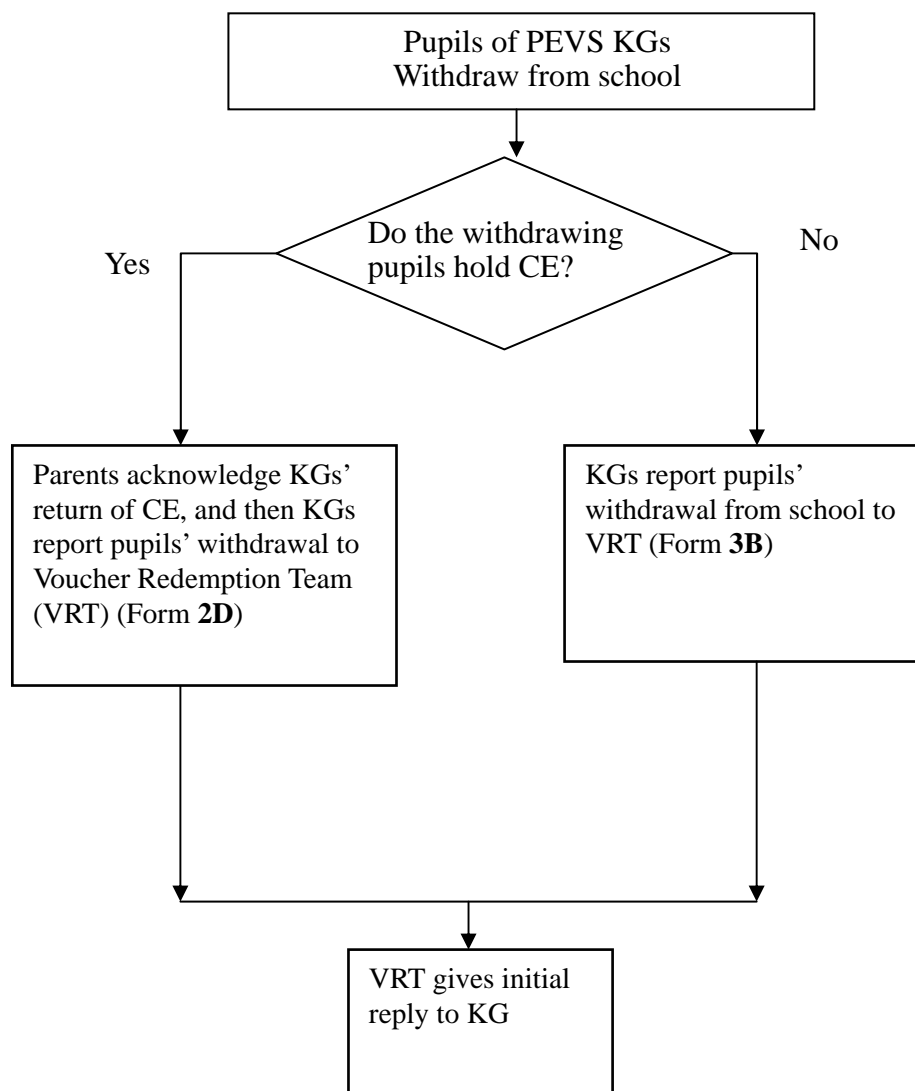


Figure 2

Voucher Redemption (2009/10 School Year)
Report of Information on Pupil Withdrawing from School on or after 21 Sep 2009
(for Non-profit-making Kindergartens)



2B	<u>For Non-profit-making Kindergartens' use</u> <ul style="list-style-type: none"> ● For KGs' use as receipt to parents (applicable only to new CE-pupils admitted to school on or after 21 Sep 2009) ● For KGs to report to EDB on new CE-pupils admitted to school on or after 21 Sep 2009
-----------	--

To : Parent/Guardian of _____ (name of pupil)

Pre-primary Education Voucher Scheme (2009/10 School Year)
Acknowledge Receipt of Certificate of Eligibility

This is to acknowledge receipt of the original of the Certificate of Eligibility of the pupil below:

Name of Pupil	(Chin)	(Eng)
Course Attended	*Nursery Class(K1) / Lower Kindergarten (K2) / Upper Kindergarten (K3)	
No. of Certificate of Eligibility	*AM / PM / WD	
First Date of Attendance	____ / ____ / ____ (dd/mm/yyyy)	

The original of the Certificate of Eligibility will be returned to you upon the above-named pupil's completion of the kindergarten education in this school or his/her withdrawing from this school.

Signature of Principal : _____ Date : _____
 Name of Principal : _____
 Name of Kindergarten : _____



~~~~~ ❖ ~~~~~

|                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>For KG's use (report within 7 days after admitting pupil to school)</b>                                                                                                                                                                                                                                                                  |
| To : Voucher Redemption Team (Fax : 3106 0319)<br>Please adjust the amount of subsidy according to the new intake reported above.<br>School No.-Location No.: _____ Signature of Principal: _____<br>Name of Contact Person (principal/senior teacher/others*): _____<br>Telephone: _____ Fax : _____ Date: ____ / ____ / ____ (dd/mm/yyyy) |

|                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EDB's reply</b>                                                                                                                                                                                                                                                                                                  |
| To : Principal<br>The above notice is noted. Upon verifying the pupil's information, the subsidy disbursed to your school will be adjusted accordingly and the calculation will be shown in the summary report of the subsidy. For enquiries, please contact _____ at _____.<br>Date: _____ Voucher Redemption Team |



\*Please delete where inappropriate

|           |                                                                                                                                                                                                                                                                                                                               |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2D</b> | <p><u>For Non-profit-making Kindergartens' use</u></p> <ul style="list-style-type: none"> <li>● For parents' use as receipt to KGs (applicable only to CE-pupils withdrawing from school on or after 21 Sep 2009)</li> <li>● For KGs to report to EDB on CE-Pupils withdrawing from school on or after 21 Sep 2009</li> </ul> |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

To : Principal of \_\_\_\_\_ (name of kindergarten)

**Pre-primary Education Voucher Scheme (2009/10 School Year)**  
**Acknowledgement of Return of Certificate of Eligibility**

I acknowledge receipt of the original of the Certificate of Eligibility of my child whose particulars on withdrawal from school are as follows:

|                                   |                                                                           |       |
|-----------------------------------|---------------------------------------------------------------------------|-------|
| Name of Pupil                     | (Chin)                                                                    | (Eng) |
| Course Attended                   | *Nursery Class(K1) / Lower Kindergarten (K2)<br>/ Upper Kindergarten (K3) |       |
| No. of Certificate of Eligibility | *AM / PM / WD                                                             |       |
| Last Date of Attendance           | ____ / ____ / ____ (dd/mm/yyyy)                                           |       |

\*Please delete where inappropriate

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_



| <b>For KG's use (report within 7 days after pupils' withdrawal from school)</b>                                            |                               |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| To : Voucher Redemption Team (Fax : 3106 0319)                                                                             |                               |
| The above information about the pupil withdrawing from school is true and correct.<br>Please adjust the amount of subsidy. |                               |
| School No.-Location No.: _____                                                                                             | Signature of Principal: _____ |
| Name of Contact Person (principal/senior teacher/others*): _____                                                           |                               |
| Telephone: _____ Fax : _____ Date: ____ / ____ / ____ (dd/mm/yyyy)                                                         |                               |

School  
Chop

| <b>EDB's reply</b>                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To : Principal                                                                                                                                                                                                                                             |
| The above notice is noted. Upon verifying the pupil's information, the subsidy disbursed to your school will be adjusted accordingly and the calculation will be shown in the summary report of the subsidy. For enquiries, please contact _____ at _____. |
| Date: _____                                                                                                                                                                                                                                                |
| Voucher Redemption Team                                                                                                                                                                                                                                    |

Chop

|           |                                                                                                                                                                                                                                                                                                      |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2E</b> | <u>For Non-profit-making Kindergartens' use</u> <ul style="list-style-type: none"> <li>● For KGs' use as receipt to parents (applicable only to pupils who have got CE after admission to school)</li> <li>● For KGs to report to EDB on pupils who have got CE after admission to school</li> </ul> |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

To : Parent/Guardian of \_\_\_\_\_ (name of pupil)

**Pre-primary Education Voucher Scheme (2009/10 School Year)**  
**Acknowledgement of Receipt of Certificate of Eligibility**

This is to acknowledge receipt of the original of the Certificate of Eligibility of the following pupil whose particulars are as follows :

|                                   |                                                                        |       |
|-----------------------------------|------------------------------------------------------------------------|-------|
| Name of Pupil                     | (Chin)                                                                 | (Eng) |
| Course Attended                   | *Nursery Class(K1) / Lower Kindergarten (K2) / Upper Kindergarten (K3) |       |
| No. of Certificate of Eligibility | *AM / PM / WD                                                          |       |
| First Date of Attendance          | ____ / ____ / ____ (dd/mm/yyyy)                                        |       |

The original of the Certificate of Eligibility will be returned to you upon the above-named pupil's completion of the kindergarten education in this school or his/her withdrawing from this school.

Signature of Principal : \_\_\_\_\_ Date : \_\_\_\_\_

Name of Principal : \_\_\_\_\_

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



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| |
|---|
| For KG's use (report within 7 days after admitting pupil to school) |
| To : Voucher Redemption Team (Fax : 3106 0319)
Our school previously reported the admission of the pupil. The above-named pupil has got the Certificate of Eligibility. Please adjust the amount of subsidy accordingly.
School No.-Location No.: _____ Signature of Principal: _____
Name of Contact Person (principal/senior teacher/others*): _____
Telephone: _____ Fax : _____ Date: ____ / ____ / ____ (dd/mm/yyyy) |

| |
|--|
| EDB's reply |
| To : Principal
The CE of the pupil takes effect from _____ (month) _____ (year). *The above pupil is eligible to redeem voucher when he/she was admitted. *The pupil should be charged full fee for the month(s) prior to the aforesaid effective month. For enquiries, please contact _____ at _____.
Date: _____ Voucher Redemption Team |

*Please delete where inappropriate

3A**For Non-profit-making kindergartens' use**

- For KGs' use as report to EDB on admission of pupils without CE on or after 21 Sep 2009 (within 7 days after pupils' admission to school)

To: Voucher Redemption Team (Fax : 3106 0319)

Pre-primary Education Voucher Scheme (2009/10 School Year)**Admission of Pupil not Holding CE**

The following pupil who is not holder of Certificate of Eligibility (CE) has been admitted to our school :

| | | | |
|---|---|---------------|------------------------------------|
| Name of Pupil | (Chin) | (Eng) | |
| First Date of Attendance | ____ / ____ / ____ (dd/mm/yyyy) | | Sex *Boy /Girl |
| Course Attended | *Nursery Class(K1) / Lower Kindergarten (K2)
/ Upper Kindergarten (K3) | | *AM / PM / WD |
| No. of *HK Identity Card / HK Birth Certificate | | Date of birth | ____ / ____ / ____
(dd/mm/yyyy) |

The pupil (please ✓ as appropriate)

- does not apply for CE. If the pupil is eligible for calculation of the Teacher Development Subsidy (TDS), please adjust the amount of TDS disbursed to this school.
- is applying for CE. When the pupil gets a CE, we shall inform you (by Form 2E) to let you adjust the amount of subsidy for our school.

Signature of Principal: _____

Date: _____

Name of Principal: _____

School No. – _____
Location No. _____

Name of Contact Person: (*principal/senior teacher/others) _____

Telephone : _____

Fax : _____

Name of Kindergarten _____

School Chop

EDB's reply

To : Principal

The above notice is noted. *If the pupil is eligible for counting towards TDS, the amount of TDS entitled by your school will be adjusted. * Once the pupil gets the CE, please notify our Team with Form 2E for adjustment of the amount of subsidy. For enquiries, please contact _____ at _____.

Date: _____

Voucher Redemption Team

Chop

*Please delete where inappropriate

| | |
|-----------|--|
| 3B | <p><u>For Non-profit-making Kindergartens' use</u></p> <ul style="list-style-type: none"> For KGs' use as report to EDB on pupils without CE withdrawing from school on or after 21 Sep 2009 (within 7 days after pupils' withdrawal from school) |
|-----------|--|

To: Voucher Redemption Team (Fax : 3106 0319)

Pre-primary Education Voucher Scheme (2009/10 School Year)
Non-CE Pupils Withdrawing from School

The following pupil who does not hold Certificate of Eligibility has withdrawn from our school :

| | | | | |
|---|---|---------------|---------------------------------------|------------|
| Name of Pupil | (Chin) | (Eng) | | |
| Last Date of Attendance | _____ / _____ / _____ (dd/mm/yyyy) | | Sex | *Boy /Girl |
| Course Attended | *Nursery Class(K1) / Lower Kindergarten (K2)
/ Upper Kindergarten (K3) | | *AM / PM / WD | |
| No. of *HK Identity Card / HK Birth Certificate | | Date of birth | _____ / _____ / _____
(dd/mm/yyyy) | |

| | | | |
|---|--------------|-------|-------------|
| Signature of Principal: | Date: | | School Chop |
| Name of Principal: | School No. – | _____ | |
| | Location No. | _____ | |
| Name of Contact Person>(*principal/senior teacher/others) | Telephone : | _____ | |
| | Fax : | _____ | |
| Name of Kindergarten _____ | | | |



| |
|---|
| EDB's reply |
| <p>To : Principal</p> <p>The above notice is noted. If the pupil is eligible for counting towards Teacher Development Subsidy (TDS), the amount of TDS entitled by your school will be adjusted accordingly. For enquiries, please contact _____ at _____.</p> <p>Date: _____</p> <p style="text-align: right;">Voucher Redemption Team</p> <div style="text-align: right; border: 1px dashed black; border-radius: 50%; padding: 5px; display: inline-block;">Chop</div> |

*Please delete where inappropriate

| | |
|----------|---|
| 5 | <u>For Non-profit-making Kindergartens' use</u>
<ul style="list-style-type: none"> For KGs' use as report to EDB on change of course of pupils (within 7 days after the change) |
|----------|---|

To: Voucher Redemption Team (Fax : 3106 0319)

Pre-primary Education Voucher Scheme (2009/10 School Year)
Report on Change of Course of Pupil

The following pupil has changed to another course since _____ / _____ / _____ (dd/mm/yyyy):

| | | |
|---|--|---------------|
| Name of Pupil | (Chin) | (Eng) |
| Does the pupil hold a Certificate of Eligibility? | (Please ✓ as appropriate)
<input type="checkbox"/> Yes , the No. of Certificate of Eligibility: _____
<input type="checkbox"/> No , the No. of *HK Identity Card /HK Birth Certificate: _____
_____ | |
| Course Attended | *Nursery Class(K1) / Lower Kindergarten (K2)
/ Upper Kindergarten (K3) | *AM / PM / WD |

*Please delete where inappropriate

Name of Contact Person: _____
 (*principal/senior teacher/others)



Telephone: _____ Fax : _____

Name of Kindergarten: _____


Date: _____ School No. – Location No. _____



| | |
|---|--|
| EDB's reply | |
| To : Principal

The above notice is noted.

Date: _____ | Voucher Redemption Team

 |

Pre-primary Education Voucher Scheme (2009/10 School Year)

Report on Cases of Non-attendance for an Entire Month

(for Non-profit Making Kindergartens)

School No. – Location No.: _____

| Name of pupil
(in English) | No. of
Certificate of
Eligibility | Course
Attended | Month of
non-attendance | | Has school fee
been paid for
that month | | Reasons for
Non-attendance | | (To be completed by EDB) | |
|-------------------------------|---|--|----------------------------|------|---|----|-------------------------------|--------|--|---------|
| | | | Month | Year | Yes | No | Sick
leave# | Others | Result of
assessment | Remarks |
| | | *K1 / K2 / K3
*AM / PM /
Whole-day | □□ | □□□□ | □ | □ | □ | □ | Eligible <input type="checkbox"/>
Ineligible <input type="checkbox"/> | |
| | | *K1 / K2 / K3
*AM / PM /
Whole-day | □□ | □□□□ | □ | □ | □ | □ | Eligible <input type="checkbox"/>
Ineligible <input type="checkbox"/> | |

Please attach **certified copies** of supporting documents such as sick leave/hospital admission and discharge certificates.

Signature of
Principal : _____

Name of
Principal : _____

Name of
Contact Person : _____
(*principal/senior teacher/others)

Telephone : _____

Name of
Kindergarten : _____

Fax : _____

Date : _____

| |
|-------------|
| School Chop |
|-------------|

* Please delete where inappropriate