

Pre-primary Education Voucher Scheme
Guidance Notes on Voucher Redemption (2009/10 School Year)
(for Eligible Non-Profit-Making Kindergartens)

In the 2009/10 school year, the process of voucher redemption for eligible non-profit-making kindergartens (NPM KGs) under the Pre-primary Education Voucher Scheme (PEVS) is in general the same as that in the 2008/09 school year. These Guidance Notes, which provide further details on the implementation of the PEVS in accordance with the Circular No.1/2007, aim to explain to KG operators the calculation method and procedures of voucher redemption.

Introduction

According to the Education Bureau Circular No. 1/2007 on “ New Initiatives in Pre-primary Education ”, starting from the 2007/08 school year, the Education Bureau (EDB) has implemented a Pre-primary Education Voucher Scheme (PEVS) to provide fee subsidy for parents with children attending nursery class (K1), lower class (K2) or upper class (K3) in local NPM KGs (including kindergarten-cum-child care centres and schools with kindergarten classes) and subsidy for professional development of teachers. The process of kindergartens (KGs) applying for fee subsidy and teacher development subsidy, which are calculated on the basis of intake of pupils with a Certificate of Eligibility (CE), is known as the redemption of the voucher.

1. Calculation Method for Subsidy under the PEVS

Fee Subsidy under the PEVS

- 1.1 In the 2009/10 school year, the fee subsidy is **\$12,000** per pupil per annum. Regardless of whether the school year starts in August or September, the voucher will be redeemed on a monthly basis from August 2009 to July 2010 at \$1,000 per instalment. The KG shall redeem the voucher for its pupils monthly and collect the outstanding amount of the school fee after voucher redemption pursuant to the number of instalments and the fee as specified in the Fees Certificate.
- 1.2 When a KG redeems the voucher, the amount of subsidy is calculated on the basis of its monthly intake of pupils. In other words,
 - the amount of subsidy to be redeemed in August 2009 by a KG = number of pupils in August (on the first school day) x \$1,000. As for a KG commencing school year in September, the amount of subsidy to be redeemed for August shall also be calculated on the pupils attending in September (on the first school day).
 - As for the remaining eleven months, the monthly amount of subsidy to be redeemed by a KG = the number of pupils of the month (on the first school day) x \$1,000.

Example 1: A KG starts the school year in August. The number of pupils in August and September are 100 and 102 respectively. As a result, the amounts of subsidy for August and September are \$1,000 x 100 and \$1,000 x 102 respectively.

Example 2: A KG starts the school year in September. The number of pupils in

September is 100. As a result, the amounts of subsidy for August and September are both \$1,000 x 100.

- 1.3 If a KG does not have any normal classes for the whole month immediately before the end of redemption period of the school year, the amount of subsidy for the month should be calculated on the number of pupils in the previous month (on the first school day). For example, if a KG starts its summer holidays from July, the amount of subsidy to be redeemed for July shall also be calculated on the pupils attending in June.
- 1.4 The monthly fee subsidy for each pupil can only be redeemed in one KG. Should there be any new intakes, dropouts or transfers of pupils during the school year, the calculation method on voucher redemption will be as follows (please refer to Appendix 1 for reference):
 - 1.4.1 If a pupil is transferred to another KG in a certain month, the former KG can still redeem the fee subsidy for the month while the new KG can only redeem the fee subsidy for the following months. For instance, a pupil is transferred to another KG in mid-November 2009. The former KG can redeem the fee subsidy of \$1,000 for November while the new KG can only redeem the fee subsidy from December onwards (\$1,000 per month).
 - 1.4.2 If a child is admitted to a KG in a certain month, and the voucher for the month has not been redeemed by any KG, the KG can redeem the child's fee subsidy for the month even though the date of admission does not fall on the first school day of the month.

Example 1: A child with a CE enrolled in a KG for the first time in mid-December. The KG can redeem the child's fee subsidy from December 2009 onwards (\$1,000 per month).

Example 2: A pupil with a CE drops out of a KG in mid-November 2009, and is re-admitted to another KG in mid-February 2010. The latter can redeem the pupil's fee subsidy from February 2010 onwards (\$1,000 per month).
 - 1.4.3 For pupils with a CE newly admitted during the school year, KGs should collect the school fee after the redemption of the voucher as shown on the Fees Certificate.
 - 1.4.4 For a KG which starts the school year in September 2009 and admits pupils having studied in August 2009 in another KG which starts the 2009/10 school year in August, please note that the fee subsidy of the newly-admitted pupils for August will be redeemed by the former eligible KG. For instance, a child attends KG "A" (which starts the school year in August) in August 2009 but is transferred to KG "B" (which starts the school year in September), the fee subsidy for August will be redeemed by KG "A". Subsequently, KG "B" can redeem the fee subsidy for only the remaining eleven months if the child continues to study there until the end of the school year.

Teacher Development Subsidy under the PEVS

- 1.5 Regarding the Teacher Development Subsidy (TDS), the method of calculation relating to overall subsidy rate, pupil transfer, and instalments is the same as that of fee subsidy (as stated in paragraphs 1.1 to 1.4 above). The TDS entitled by a KG in the 2009/10 school year is calculated according to the number of eligible pupils in the KG. The

pupils eligible for counting towards TDS are the pupils who are attending KG classes and

- holders of valid CE; or
- beneficiaries of Child Care Centre Fee Assistance Scheme,

TDS is calculated at a rate of \$2,000 per pupil per annum in the 2009/10 school year and will be redeemed by 12 instalments from August 2009 to July 2010. The first instalment of subsidy per pupil is \$174 while that for the remaining eleven instalments is \$166 per month. The monthly TDS = Number of KG pupils (on the first school day) in the month x monthly rate

2. Payment Arrangement of Subsidy

- 2.1 As it takes time to verify a substantial amount of pupil information, EDB will calculate the subsidy based on the projected enrolment of pupils and disburse the subsidy to KGs in advance. Adjustments of subsidy will be made right after verifying schooling information of pupils, which will be conducted by phases. Please refer to the followings for details.

Fee Subsidy under the PEVS

- 2.2 KGs eligible for voucher redemption will receive a provisional monthly fee subsidy upon commencement of the month from August 2009, irrespective of the school year starting in August or September. The first subsidy will be disbursed in early August. In early school year, the amount of provisional subsidy for each month is based on the projected enrolment reported by KG in late June (see Form 1). After verification of pupil schooling information, the monthly provisional subsidy will be based on the latest verified enrolment of pupils.
- 2.3 EDB will verify schooling information of pupils and then calculate the subsidy entitled by KGs (taking account of pupil changes such as transferred pupils and whole-month absentees) in 4 phases during the school year. After verifying the pupil information, any overpayment or underpayment of subsidy will be adjusted accordingly by the end of **December 2009, March, June and August 2010**.
- 2.4 Examples of disbursement of subsidy are given in Appendix 2.

Teacher Development Subsidy under the PEVS

- 2.5 The payment arrangement of TDS is similar to that of fee subsidy. KGs eligible for voucher redemption will receive a provisional monthly TDS upon commencement of the month from August 2009, irrespective of the school year starting in August or September. The first subsidy will be disbursed in early August. The amount of provisional monthly subsidy will be based on the projected enrolment of pupils in specified months. For example, the projected enrolment of pupils reported by a KG in late June (see Form 1) is 100. The amounts of provisional subsidy disbursed to the KG in August and September are 100 x \$174 and 100 x \$166 respectively. Later EDB will verify the monthly enrolment of pupils by phases and will make corresponding adjustments. The amount of provisional monthly TDS will also be based on the latest verified enrolment of pupils.

3. Verification of Pupil Information and Calculation of Subsidy of Transferred Pupils

- 3.1 Since EDB has to verify pupil information and calculate the monthly subsidy payable to KGs, eligible KGs are required to report the information on the pupils admitted, as well as report cases of new intakes and dropouts on specified dates. The required pupil information will be collected in phases. Firstly, KGs are required to update the information of their pupils (who are studying in the schools in August and September in the 2009/10 school year) in one go before 20 September 2009 via the internet. For new intakes or dropouts on 21 September and thereafter, the cases will be reported by fax. Please refer to the followings for details.

Reporting information on pupils studying in August (for KGs commence its school year in August) and September of the 2009/10 school year

- 3.2 EDB will transfer records of K1 and K2 pupils of the 2008/09 school year in the computer database to K2 and K3 levels respectively. KGs are required to confirm the pupil information of those promoted to K2 and K3, to input new intakes of all levels according to information of pupils attending in August (for KGs commence the school year in August) and September of the 2009/10 school year, and to input the last date of attendance of pupils drop out before 20 September 2009. The above process will be completed in one go via the internet before **20 September 2009**. Details are as follows:

3.2.1 Information of pupils holding a valid CE required:

- name of pupil (must be identical with the name on the CE)
- number of CE for the PEVS
- class attended (e.g. KG lower class)
- first date of attendance in the current school year
 - existing pupils: school commencement date of the current school year
 - new pupils registered for the current school year before school commencement date: school commencement date of the current school year
 - new pupils enrolled in the middle of school year: the first school day of the pupils
- last date of attendance (applicable to dropouts only)

- 3.2.2 Pupils not holding a CE for the PEVS may be currently recipients of fee subsidy under other schemes (e.g. Child Care Centre Fee Assistance Scheme) and do not need to apply for the voucher. Since KGs can apply for the TDS based on the number of these pupils, they are required to submit the information of pupils not holding a CE (including dropouts in August and September) to the Voucher Redemption Team (VRT) for vetting as well. If these pupils are verified as eligible for counting towards the subsidy, EDB will disburse the TDS to the KGs according to the number of eligible pupils admitted.

Information of pupils not holding a CE required:

- name of pupil (must be identical with the name on the Hong Kong Birth Certificate/Identity Card)
- sex of pupil

- date of birth and number of Hong Kong Birth Certificate (if Hong Kong Birth Certificate is not available, please provide the number of Hong Kong Identity Card)
- class attended (e.g. KG lower class)
- date of admission of the current school year
 - existing pupils: school commencement date of the current school year
 - new pupils registered for the current school year before school commencement date: school commencement date of the current school year
 - new pupils enrolled in the middle of school year: the first school day of the pupils
- last date of attendance (applicable to dropouts only)

Reporting Pupil Information from 21 September onwards

- 3.3 KGs have to report to the VRT new pupils enrolled and dropouts from 21 September onwards within 7 days of occurrence. In case the pupils are CE holders, KGs should inform VRT by fax with Forms 2B and 2D (see Appendix 3) for making adjustments on fee subsidy and TDS. If the pupils are non-CE holders, KGs should inform VRT by fax with Forms 3A and 3B (see Appendix 3) so that VRT can determine whether they can be counted in the number of pupils for calculation of the TDS.
- 3.4 Please refer to Appendix 3 for flow charts and standard forms for reporting changes of schooling information of pupils.

4. Points to Note by KGs

- 4.1 When parents have decided to choose a KG which is eligible for voucher redemption and their children holding CE are admitted to the KG, they can present the original of the CE to the KG for safe-keeping during registration. The KG should issue the receipt at Form 2A or Form 2B (see Appendix 3) to parents to acknowledge that the CE has been received. KGs may collect registration fee on registering new pupils. In case the amount of the registration fee exceeds the school fee less fee subsidy in the first month, KGs have to refund the difference in the amount to parents upon commencement of school year.
- 4.2 KGs should explain the dropout procedures to parents on admission of new pupils to avoid unnecessary disputes. As CE is the property of pupils, it should be returned to their parents once they drop out. Form 2C or Form 2D (see Appendix 3) can be used as parents' receipts.
- 4.3 Some children may not have CE when they seek admission to KGs. If their application for CE is under process, KGs may exercise flexibility by charging the amount of school fee less the fee subsidy to make it convenient for parents. KGs should use Form 3A (see Appendix 3) to inform VRT of the admission of children not holding CE, and subsequently report to VRT by using Form 2E (see Appendix 3) upon getting the children's CE so that VRT can determine the month from which subsidy should be calculated on individual basis. KGs must report these late CE cases as soon as possible so as to redeem the CE within the school year. EDB will not accept applications for redemption for any period in the previous school year.
- 4.4 If pupils receiving school fee subsidy under PEVS have been absent from school for a

whole month, KGs should report the absentees' information by using Form 4 so that VRT can determine whether to suspend the disbursement of fee subsidy on individual basis. If pupils have been absent from school for a whole month due to illness, certified copies of the supporting documents (such as certificate of sick leave, admission to hospital and discharge from hospital) should be submitted to VRT by schools together with Form 4. Pupils who have been absent from school for a whole month normally will not receive fee subsidy for the month unless the cause of absence is due to illness.

- 4.5 As KGs joining PEVS have to report pupil information such as new intakes, dropouts and whole-month absentees during school year to VRT regularly, KGs should designate a staff member to liaise with VRT on matters concerning voucher redemption.

5. Points to Note by Parents (for Reference by KGs)

- 5.1 Upon receiving a CE, parents will also receive a copy of the "Guidance Notes to Parents on Voucher Redemption" which reminds them of the points to note in redeeming voucher. Key messages of the Guidance Notes are as follows:
- 5.1.1 Children holding a CE for the PEVS will receive school fee subsidy only if they are enrolled in KGs approved to join PEVS. The fee subsidy for the 2009/10 school year will be \$12,000 per pupil per annum.
 - 5.1.2 When children are admitted to a KG which is eligible for voucher redemption and their parents have decided to choose the KG, the original of the CE can be handed to the KG for safe-keeping. The KG will issue Form 2A or Form 2B to parents to acknowledge receipt of the CE.
 - 5.1.3 If the approved school fee is higher than the fee subsidy, parents should pay the difference by instalments. The amount of school fee payable and the number of instalments are set out on Fees Certificate issued to KGs by EDB. Parents should pay school fee according to what have been stated on the Fees Certificate. If the school fee charged is lower than the fee subsidy, parents will not have to pay the school fee, nor will they receive the difference.
 - 5.1.4 The CE for PEVS carries an expiry date, it can only be redeemed during the validity period. EDB will not redeem an expired CE. Under normal circumstances, EDB will not extend the validity period of the CE.
 - 5.1.5 If a child is granted limited stay in Hong Kong by the Immigration Department, the validity period for receiving subsidy under PEVS should last until the end of his permitted stay. If the child is permitted to extend his stay by the Director of Immigration and his parents also wish to keep on receiving fee subsidy, they should re-submit their application to the Student Financial Assistance Agency at least one month before the expiry of the visa.
 - 5.1.6 If a child will not be able to attend school for a period of time, parents should inform the KG at their earliest convenience so that EDB will determine whether the disbursement of fee subsidy should be suspended in the light of individual absence cases.
 - 5.1.7 If a child is transferred to another KG during the validity period of the CE, his parents should inform the original KG of their decision of dropping out. The original KG will then return the CE to the parents and Form 2C or Form 2D

should be signed by parents to confirm receipt of the CE.

- 5.1.8 If parents wish to receive school fee subsidy continuously after their child is transferred to another KG, they have to select a KG eligible for voucher redemption. They should also pay attention to the school fee charged by the new KG, in particular the amount they have to pay after deducting the fee subsidy.
- 5.1.9 The CE for PEVS will be returned to parents after the child has completed KG education.
- 5.1.10 For pupils receiving fee subsidy under PEVS, they can apply for fee remission from the Kindergarten and Child Care Centre Fee Remission Scheme if their family has financial difficulty and is in need of additional fee reduction.
- 5.1.11 Pupils aged 6 or above should normally be attending primary schools. For enquiries regarding the Primary One Admission System, please call the EDB enquiry hotline at 2891 0088. Regarding support services for primary school pupils with special educational needs, please visit the following webpage:

<http://www.edb.gov.hk/index.aspx?nodeid=154&langno=1>

6. Enquiries and Correspondence

On voucher redemption procedures:

Voucher Redemption Team, Education Bureau

Telephone: 3107 2076

Fax: 3106 0319

Address: Room 2507, Hopewell Centre, 183 Queen's Road East, Wan Chai

On teacher development plan or teacher development subsidy:

Kindergarten and Support Section 2, Education Bureau

Telephone: 2186 6735

Fax: 3105 0277

Address: Room 3603, 248 Queen's Road East, Wan Chai

Education Bureau

August 2009

Form 2A

For kindergartens' use as receipt to parents in the 2009/10 school year [applicable only to pupils admitted in August (for kindergartens commence school year in August) and September 2009]

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

Pre-primary Education Voucher Scheme (2009/10 school year)

Acknowledgment Receipt of Certificate of Eligibility

(for Non-profit making kindergarten)

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(K1) / Lower Kindergarten(K2)/ Upper Kindergarten (K3)	
		*AM /PM /WD
No. of Certificate of Eligibility :		
First date of attendance	____ / ____ / ____ (dd/mm/yyyy)	

*please delete where inappropriate

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

Signature of Principal: _____

Name of Principal: _____

Name of Kindergarten: _____

Date: _____

School Chop

Form 2C

For parents' use as receipt to kindergartens in the 2009/10 school year [applicable only to pupils withdrawing in August (for kindergartens commence school year in August) and September 2009]

To : Principal of _____ (name of kindergarten)

Pre-primary Education Voucher Scheme (2009/10 school year)

Return of Certificate of Eligibility

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

Name of pupil:	(Chin)	(Eng)
Course attended	*Nursery(K1) / Lower Kindergarten(K2)/ Upper Kindergarten (K3)	* AM /PM /WD
No. of Certificate of Eligibility :		
Last date of attendance:	____ / ____ / ____ (dd/mm/yyyy)	

*please delete where inappropriate

Signature of Parent/Guardian:

Name of Parent/Guardian:

Date:
