

**Pre-primary Education Voucher Scheme (PEVS)**  
**Supplementary Guide for Verifying “Report on Pupil-eligibility for Voucher Redemption”**

This Supplementary Guide serves to assist kindergartens joining PEVS (thereafter called KGs) in verifying the “Report on Pupil-eligibility for Voucher Redemption” through illustrations.

**1. Fee Subsidy**

The amount of monthly subsidy that KGs should receive is calculated on the basis of no. of eligible pupils (i.e. no. of eligible pupils X subsidy rate for that specific month).

KGs receive their “Report on Pupil-eligibility for Voucher Redemption” quarterly, in which the no. of eligible pupils for calculation of the Fee subsidy is listed out. To ensure the receipt of correct amount of subsidy, KGs should verify that the total no. of eligible pupils shown in their “Report on Pupil-eligibility for Voucher Redemption” should be equal to the actual no. of eligible pupils attending in the corresponding months (Note 1). If the above-mentioned figures are different, KGs may check the no. of eligible pupils by individual courses (Notes 2), or further check the individual pupil’s record (Note 3).

**2. Teacher Development Subsidy (TDS)**

The “Report on Pupil-eligibility for Voucher Redemption” also shows the no. of pupils eligible for calculation of TDS (Note 1). This number is the sum of

- no. of pupils eligible for Fee Subsidy, and
- no. of pupils who are not holder of Certificate of Eligibility (CE) but eligible for counting towards TDS (Note 4). KGs may check these information if necessary.

For enquires of Fee Subsidy, please contact Voucher Redemption Team at 3107 2076.

For enquires of TDS, please contact Kindergarten and Support Team 2 at 2186 6735.

December 2009

Voucher Redemption Team

Education Bureau

**Explanatory Notes for reading “Report on Pupil-eligibility for Voucher Redemption”**

Note 1

- The total no. of pupils eligible for calculation of Fee Subsidy and TDS are listed at the end of the “Summary” page of the “Report on Pupil-eligibility for Voucher Redemption”. Please check whether the total no. of eligible pupils of the school is equal to the total no. of eligible pupils attending in the corresponding months.

| Total no. of eligible pupils |  | 獲得發放學費資助的學生人數和資助額 (按每名學生全年\$11000學費資助額計算)<br>No. of Pupils Eligible to Fee Subsidy in School with Annual Voucher Subsidy = \$11000                   |       |       |       |       |       |       |       |       |       |       |       |
|------------------------------|--|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                              |  | 8月   | 9月    | 10月   | 11月   | 12月   | 1月    | 2月    | 3月    | 4月    | 5月    | 6月    | 7月    |
|                              |  | Aug  | Sep   | Oct   | Nov   | Dec   | Jan   | Feb   | Mar   | Apr   | May   | Jun   | Jul   |
|                              |  | 3  | 4     | 4     | 3     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     |
|                              |  | \$924  | \$916 | \$916 | \$916 | \$916 | \$916 | \$916 | \$916 | \$916 | \$916 | \$916 | \$916 |
| Total no. of eligible pupils |  | 獲得發放教師發展津貼的學生人數和資助額 (按每名學生全年\$3000教師發展津貼額計算)<br>No. of Pupils Eligible to Teacher Development Subsidy in School with Annual Voucher Subsidy = \$3000 |       |       |       |       |       |       |       |       |       |       |       |
|                              |  | 8月   | 9月    | 10月   | 11月   | 12月   | 1月    | 2月    | 3月    | 4月    | 5月    | 6月    | 7月    |
|                              |  | Aug  | Sep   | Oct   | Nov   | Dec   | Jan   | Feb   | Mar   | Apr   | May   | Jun   | Jul   |
|                              |  | 4  | 5     | 5     | 4     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     |
|                              |  | \$250  | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 | \$250 |

Monthly rate of Fee Subsidy

Monthly rate of TDS

**Note 2**

- The pupil records are listed out by individual courses.
- Under each course, it shows the no. of pupils eligible for calculation of Fee Subsidy and TDS.

|                                    |                                    |
|------------------------------------|------------------------------------|
| 學校編號 : 123456                      | 幼稚園名稱 : 香港幼稚園                      |
| School Number : 0002               | School Name : HONG KONG            |
| 校址編號 : 0002                        | 校址 : 香港灣仔皇后                        |
| Location ID :                      | Location Description : NO 1234, QU |
| 資料輸入日期 : 15-11-2008                | Data Entry Date :                  |
| 課程 : 上午幼稚園低班                       |                                    |
| Course: LOWER KINDERGARTEN AM (K2) |                                    |

No. of pupils eligible for Fee Subsidy

No. of pupils eligible for TDS

| 於 01-08-2008 至 30-11-2008 期間，獲得發放學費資助/教師發展津貼的學生人數   |     |     |     |     |     |     |     |     |     |     |     |     |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| No. of Pupils Eligible to Fee / Teacher Development Subsidy during the period from 01-08-2008 to 30-11-2008 |     |     |     |     |     |     |     |     |     |     |     |     |
| # 學生人數  | 8月  | 9月  | 10月 | 11月 | 12月 | 1月  | 2月  | 3月  | 4月  | 5月  | 6月  | 7月  |
| No. of Pupil  | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul |
| F   | 2   | 2   | 1   | 1   | 0   | 0   | 0   | 0   | 0   | 0   | 0   | 0   |

**Note 3**

- There is an indicator on the record of every pupil with CE concerning his/her eligibility for Fee Subsidy.

| 學生名稱 (中文)      | 學生名稱 (英文)      | 本學年首個上學日期                          | 最後上課日期                            | 資格證明書編號 | # 每月兌現學券的指標                             | 不符合資格的原因          |
|----------------|----------------|------------------------------------|-----------------------------------|---------|---|-------------------|
| Name (Chinese) | Name (English) | First Date of Attendance in Course | Last Date of Attendance in Course | EC No.  | Eligibility Indicator in Calendar Month | Ineligible Reason |
|                |                |                                    |                                   |         |   | Reason            |
|                |                |                                    |                                   |         |   |                   |
| 孫詠兒            | SUEN WING YEE  | 01-08-2008                         |                                   | 1666666 | B B X B                                 | K02               |
| 蔡嘉惠            | JENNY CHOI     | 01-08-2008                         | 30-10-2008                        | 1777777 | B B B X                                 |                   |

First date of Attendance in Course

Last date of Attendance in Course

month

Eligibility Indicator  
 B - Eligible to both Fee Subsidy and TDS  
 X - Not eligible to both Fee Subsidy and TDS

Pupil has non attendance record for whole month

- If there are queries on the calculation or amount of Fee Subsidy or TDS, please check the eligibility indicator as shown above against the following attendance details of the pupils concerned:
  - ◆ First date of Attendance in Course
  - ◆ Last date of Attendance in Course
  - ◆ Non attendance records for whole month

**Note 4**

- For the list of pupils without CE, some of them may be eligible for counting towards TDS. KGs may check these information if necessary.

| 於 01-08-2008 至 30-11-2008 期間，非持有資格證明書的學童就讀紀錄                              |                |                                    |                                   |            |            |        |
|---|----------------|------------------------------------|-----------------------------------|------------|------------|--------|
| List of pupils without EC during the period from 01-08-2008 to 30-11-2008 |                |                                    |                                   |            |            |        |
| 學生名稱 (中文)   | 學生名稱 (英文)      | 本學年首個上學日期                          | 最後上課日期                            | 出生日期       | 文件編號       | 性別     |
| Name (Chinese)  | Name (English) | First Date of Attendance in Course | Last Date of Attendance in Course | DOB        | Doc No.    | Sex    |
| 陳美儀   | MAY CHAN       | 01-08-2008                         | 30-09-2008                        | 11-12-2004 | Y122222(2) | 女 Girl |
| 何卓文   | HO CHEUK MAN   | 01-09-2008                         |                                   | 21-02-2004 | RM0123456  | 男 Boy  |