

**Course Fee Reimbursement Application Form for the 2008/09 School Year
(Application Form)**

**[Applicable to Private Independent Kindergartens¹ and Non-Profit-Making
Kindergartens not joining the Pre-primary Education Voucher Scheme
(PEVS)]**

Important Notes

1. Please read the “Guidance Notes on Application for Course Fee Reimbursement” before filling in this Application Form.
2. All Parts contained in this Application Form should be completed in block letters with a blue or black pen.
3. Serving principals and full-time teachers² teaching full curriculum of nursery, lower and/or upper classes in private independent kindergartens or non-profit-making kindergartens not joining the PEVS as from the 2007/08 school year are eligible for course fee reimbursement for one approved course up to the end of the 2011/12 school year (hereinafter individually or collectively referred to as ‘applicant’). Supply teachers or temporary teachers employed on a monthly or daily basis are not eligible to apply for course fee reimbursement.
4. Eligible applicant is entitled to claim reimbursement for up to 50% of the course fees³ for an approved certificate course in Early Childhood Education (ECE) or a degree course in ECE and a certification course for kindergarten principals, capped at \$60,000, whichever is less.
5. Eligible applicant is entitled to course fee reimbursement on a yearly basis upon successful completion⁴ of the relevant term(s)/year of studies of the course which the course fee has been fully paid.
6. Applicant should submit the duly completed Application Form together with original course fee receipt(s) and a self-certified true copy of all supporting documents to the Education Bureau (EDB) through his/her serving kindergarten.
Address: Kindergarten and Support Section 2
Quality Assurance Division
Education Bureau
Room 3603-3608, 36/F,
248 Queen’s Road East, Wanchai
Hong Kong
7. All submitted documents are not returnable. Applicant should retain copies for his/her own reference.
8. Reimbursement will be made by a crossed cheque which is payable to the payee specified in Part I of this application.

¹ Kindergartens (KGs) include kindergarten-cum-child care centres subsequent to harmonisation of pre-primary services as of 1 September 2005.

² In accordance with the relevant provisions of Education Ordinance, teachers teaching in kindergartens shall be registered teachers or permitted teachers.

³ The course fee is confined to tuition fee. Other fees and charges, such as registration fee, student union membership fee and caution money, etc., are not included.

⁴ ‘Successful completion’ means that the applicant must pass the course assessment as required by the institution. Each institution would conduct its own assessment of the study, including but not limited to examinations.

Part II Employment Status in the 2008/09 School Year (To be filled in by the applicant)

Name of kindergarten employed in:

Type of kindergarten#: Private Independent Kindergarten

Non-profit-making kindergarten not joining the PEVS

Position#: Principal Vice Principal/Senior Teacher Teacher

Date of Appointment: (mm/yyyy)

Teacher Registration Number: (Mandatory field for applicant)

Highest Teacher Training Qualification Attained/other qualification#: (excluding the qualification obtained with this application)

BEd(ECE) C(ECE) PGDE(ECE)

QKT Other qualification, please specify: _____

Part III Particulars of Course (To be filled in by the applicant)

Course Title: _____

Name of Institution: _____

Approved Course Code⁵ ACL

Duration of the entire course: school years/modules/credit units*

Course commencement date of the entire course: (mm/yyyy)

Expected completion date of the entire course: (mm/yyyy)

No. of school years/modules/credit units* completed:

No. of school years/modules/credit units* to be completed:

(If the entire course is yet to be completed, please attach a self-certified true copy of the tuition fee receipt for the 2009/10 school year)

Estimated course fee for the entire course: HK\$

Is this the last claim on course fee?# YES NO

(If "YES", please provide a copy of the documentary proof of successful completion of the entire course⁸)

Actual amount of course fee paid for the 2008/09 school year: HK\$

(Please attach the original course fee receipt(s))

Cumulative amount of Course Fee Reimbursement previously approved⁹: HK\$

please put a tick '✓' in the appropriate box

* Delete as appropriate

⁷ Please refer to Approved Course List which has been posted on the website of EDB (http://www.edb.gov.hk/FileManager/EN/Content_5828/approved%20course%20list_e.pdf)

⁸ Documentary proof of successful completion of the entire course may include a certificate of award, a letter or a transcript from the institution certifying that the applicant has passed the relevant course assessment.

⁹ Eligible principal/teacher is entitled to claim reimbursement for up to 50% of the fees for an approved C(ECE); or a degree course in ECE and a certification course for kindergarten principals, capped at \$60,000, whichever is less.

Part IV Undertaking and Declaration

To: The Government of the Hong Kong Special Administrative Region (as represented by the Permanent Secretary for Education of Hong Kong) (“HKSAR Government”)

1. In consideration of the HKSAR Government considering and/or approving this course fee reimbursement application, I, the undersigned, my particulars being provided in Part I of this course fee reimbursement application form (‘Application Form’) hereby undertake, acknowledge and agree as set out in Clauses 2 to 14 below.
2. I hereby undertake that I am a *full-time teacher teaching full curriculum of nursery, lower and/or upper classes in the kindergarten specified in Part II of this Application Form / *serving principal in the kindergarten specified in Part II of this Application Form.
3. I have carefully read and fully understood the ‘Guidance Notes on Application for Course Fee Reimbursement’ for serving principals and teachers of private independent kindergartens and non-profit-making kindergartens not joining the Pre-primary Education Voucher Scheme. I hereby declare, undertake and warrant that all information contained in this Application Form and supporting documents provided (‘Information’) is up-to-date, true, accurate and complete. I understand and agree that if any Information is false, incorrect, incomplete or misleading, this application will immediately become invalid and I may be liable to be sued for misrepresentation and/or breach of contract, and further, be prosecuted for a criminal offence.
4. I understand and agree that my Application Form will not be processed if I fail to provide all the information required.
5. I agree that the personal data provided in this Application Form and the supporting documents referred to in Clause 3 above may be used by the Education Bureau (‘EDB’) or the agents or contractors of the HKSAR Government for the purposes of processing my application for course fee reimbursement, data authentication, fraud detection and prevention, recovery of course fee reimbursed or any part thereof, administrative purpose and statistics and research purposes. I also give consent to EDB disclosing the Information to other Government bureaux and departments or relevant non-Government bodies for those purposes. I understand that in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong Special Administrative Region (‘Hong Kong’), I, being the data subject, have the right to request access to and corrections of the personal data provided in this Application Form and the said supporting documents.
6. I agree and understand that the HKSAR Government has the right to review and revise the arrangements and requirements regarding the course fee reimbursement and adjust my entitlements at any time and from time to time as the Permanent Secretary for Education may deem necessary in order to ensure that the targets of upgrading professional qualifications of principals and teachers are properly achieved. I undertake to refund to the HKSAR Government all overpayment made to me relating to the course fee reimbursement forthwith upon demand (unless otherwise specified by the HKSAR Government in writing).
7. I declare and undertake that:-
 - (a) up to the date of this Undertaking and Declaration, I have not applied for

- or obtained; and
- (b) until and unless this application has been rejected by the HKSAR Government, I shall not apply for or obtain, any other publicly-funded financial assistance for the course, modules or units of studies as specified in this Application Form.
8. I shall return immediately upon demand all the reimbursed course fee to the HKSAR Government should I fail to successfully complete the full course specified in Part III of this Application Form or should I be in breach of Clause 7 above.
 9. Whenever I apply to other kindergarten(s) or pre-primary educational institution(s) for other teaching post(s), I shall declare my claim for course fee reimbursement from the HKSAR Government and provide such details as the potential new employer(s)/kindergarten(s) may request before entering into the new employment agreement(s).
 10. I shall notify the HKSAR Government in writing forthwith upon my termination of employment with the kindergarten and furnish such information and documents as the HKSAR Government may request.
 11. I intend to continue serving as a principal / teacher in the kindergarten specified in Part II of this Application Form or any other kindergarten in Hong Kong for at least one full year upon my successful completion of the full course specified in Part III of this Application Form. For the purpose of this Undertaking and Declaration, “successful completion” of the course means that I must pass the course assessment as required by the institution providing the relevant course and obtain documentary proof of successful completion of the course of study that may include a certificate of award, a letter or a transcript from the institution certifying that I have passed the relevant course assessment.
 12. I undertake to forthwith notify the HKSAR Government in writing of any change of my residential address, correspondence address, facsimile number, telephone number or email address.
 13. This Undertaking and Declaration shall be governed by and construed in accordance with the laws of Hong Kong and I and the HKSAR Government shall irrevocably submit to the exclusive jurisdiction of the Courts of Hong Kong.
 14. I have read the provisions of this Undertaking and Declaration carefully and fully understood my obligations and liabilities under this Undertaking and Declaration.

Date: _____ Signature of Applicant: _____

Name of Applicant: _____

(In BLOCK letters)

** Delete as appropriate*

Checklist

<input type="checkbox"/>	Parts I – V of the Application Form fully completed.
<input type="checkbox"/>	A photocopy of the Hong Kong Identity Card attached.
<input type="checkbox"/>	The self-certified original tuition fee receipt(s) for the 2008/09 school year attached.
<input type="checkbox"/>	A self-certified true copy of the documentary proof of successful completion of the relevant term(s)/year of studies of the course attached.
<input type="checkbox"/>	A self-certified true copy of the tuition fee receipt for the 2009/10 school year attached (applicable to the application which indicated that the entire course is not completed)
<input type="checkbox"/>	A self-certified true copy of the documentary proof of successful completion of the full course attached (applicable to the last claim on course fee reimbursement).

Please put a tick '✓' in the appropriate box