

Guidance Notes on Application for Course Fee Reimbursement
[Applicable to Private Independent Kindergartens¹ and Non-profit-making Kindergartens not joining the Pre-primary Education Voucher Scheme (PEVS)]

1. Course Fee Reimbursement

- 1.1 To encourage principals and teachers of private independent kindergartens (PI KGs) or non-profit-making kindergartens not joining the PEVS (non-PEVS NPM KGs) to upgrade their professional qualification, the Government will provide them with financial support for professional upgrading between the 2007/08 school year and the 2011/12 school year. Eligible principals and teachers of PI KGs or non-PEVS NPM KGs are entitled to course fee reimbursement for up to 50% of the fees 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.

2. Eligibility

- 2.1 Serving principals and serving full-time teachers² as from the 2007/08 school year up to the end of the 2011/12 school year teaching full curriculum of nursery, lower and/or upper classes in the kindergartens are eligible for course fee reimbursement (hereafter referred to as ‘principals/teachers’). Full-time teachers include teachers appointed by kindergartens teaching morning session and/or afternoon session and/or both morning and afternoon sessions. Supply teachers on a monthly or daily basis and temporary teachers are not eligible for course fee reimbursement.

3. Details of Course Fee Reimbursement

- 3.1 Course fee reimbursement is applicable only to the approved courses principals/teachers undertook between the 2007/08 school year and the end of the 2011/12 school year. The list of approved courses has been uploaded to the EDB’s website (http://www.edb.gov.hk/FileManager/EN/Content_5828/approved%20course%20list_e.pdf) and will be updated from time to time.
- 3.2 Except for the Certification Course for Kindergarten Principals, principals/teachers can apply for course fee reimbursement for one approved course.

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.

- 3.3 Aspiring principals must be holding or pursuing a bachelor degree in ECE in order to be entitled to course fee reimbursement for the Certification Course for Kindergarten Principals. For details, please refer to EDB's website (http://www.edb.gov.hk/FileManager/EN/Content_5828/cert_course_notice_e.pdf).
- 3.4 Principals/teachers upon enrolment to the approved course should pay the course fee themselves. They may claim the course fee from EDB on a yearly basis upon successful completion³ of the relevant term(s)/year of studies.
- 3.5 Principals/teachers each time on applying for course fee reimbursement from EDB should fill in an 'Application Form for Course Fee Reimbursement' (hereafter referred to as the 'Application Form') and submit it to EDB through their serving kindergartens. The Application Form contains an Undertaking and Declaration in which they have to sign to indicate their willingness to comply with the terms and conditions as laid out for course fee reimbursement, among which not limited to the requirements for those who fail to complete satisfactorily the full course to refund the reimbursed amount to the Government of Hong Kong Special Administrative Region upon demand from EDB; and that the principals' or teachers' intention upon successful completion of the full course shall continue to serve in any kindergarten in Hong Kong for at least one full year. For details, please visit EDB's website (http://www.edb.gov.hk/FileManager/EN/Content_5828/pi_cfr_af_e.doc).
- 3.6 Course fee reimbursement is confined to tuition fee. Other fees and charges, such as registration fee, student union membership fee and caution money, etc., are not included.
- 3.7 The currency involved in course fee reimbursement is all counted by Hong Kong dollars.

4. Course Fee Reimbursement Procedures

- 4.1 Principals/teachers should submit their duly completed Application Forms to EDB through their serving kindergartens if they wish to have their course fees reimbursed. Principals or aspiring principals are required to complete two separate Application Forms if they wish to claim for course fee reimbursement for the Certification Course for Kindergarten Principals at the same time.
- 4.2 Application will only be accepted and processed upon the production of the original tuition fee receipt(s) and a self-certified true copy of the documentary

³ 'Successful completion' means that principals/teachers 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.

proof⁴ on successful completion of the relevant term(s) or year of studies of the course. If the applicant has not completed the entire course, he/she is required to submit a self-certified true copy of tuition fee receipt of the following school year to indicate his/her intention to complete the whole course. A failure in providing any of these documents may result in a delay in application processing or application being declined.

- 4.3 When submitting their last claim for course fee reimbursement upon completion of the full course, principals/teachers have to submit a self-certified true copy of the documentary proof of successful completion of the full course as well. Proof of successful completion of the course may include a certificate of award, a letter or a transcript from the institution certifying that they have passed the relevant course assessment. The last claim for course fee reimbursement will not be processed until the documentary proof is provided.
- 4.4 In the course of collecting and processing applications from principals/teachers, kindergartens are advised to take appropriate measures to ensure security of personal data.

5. Arrangements for Change of Job

- 5.1 If principals/teachers change jobs and work for other kindergartens, the arrangement in principle is for serving principals/teachers to apply for reimbursement of the course fee incurred during the period of service in the kindergartens they are currently serving, subject to the prevailing arrangement of the course fee reimbursement in that particular kindergarten.

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⁴ Documentary proof may include a letter or a grade report from the institution certifying that the applicant has successfully completed the relevant term(s) or year of studies of the course.