

Frequently Asked Questions on Course Fee Reimbursement
[Applicable to Private Independent Kindergartens (PI KGs) and
Non-profit-making Kindergartens Not Joining the Pre-primary Education Voucher Scheme
(non-PEVS NPM KGs)]

1. Q : Who can apply for course fee reimbursement for an approved course?
A : Serving principals and serving full-time teachers teaching full curriculum of nursery, lower and upper classes in the KGs are eligible for course fee reimbursement. Supply teachers and temporary teachers on a monthly or daily basis are not eligible for course fee reimbursement. In accordance with the relevant provision of the Education Ordinance, teachers serving in kindergartens shall be registered teachers or permitted teachers. Kindergartens are reminded to apply for teacher registration for all teachers. Applications for course fee reimbursement from unregistered teachers will not be accepted.

2. Q: As for those KG teachers serving in non-PEVS NPM KGs or in PI KGs, what is the capped amount for course fee reimbursement per annum? Is the course fee reimbursement calculated on a school basis or an individual basis?
A: To encourage principals and teachers of PI KGs or non-PEVS NPM KGs to upgrade themselves, they are entitled to claim reimbursement from Education Bureau (EDB) 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. The capped amount of course fee reimbursement per annum will be calculated according to the duration of the course on a pro-rata basis. The course fee reimbursement is calculated on an individual basis.

3. Q : What documents should applicants submit when applying for course fee reimbursement?
A : When applying for course fee reimbursement, applicants should submit the following documents:
 - a. Course Fee Reimbursement Application Form (could be downloaded from EDB's webpage at http://www.edb.gov.hk/FileManager/EN/Content_5828/pi_cfr_af_e.doc) ;
 - b. the original tuition fee receipt issued by respective institution;
 - c. self-certified true copies of the valid documentary proof showing their successful completion of respective year of study of the course;
 - d. a copy of Hong Kong identity card;
 - e. If it is not the last year of study, applicants should also provide a self-certified true copy of the tuition fee receipt of the following year of study, to indicate their intention to complete the whole course.

4. Q: If the approved course I am now attending started before the 2007/08 school year, but will complete after 2007/08 school year, I would like to know if I can

receive course fee reimbursement of that school year or the course fee of the whole course.

A: The course fee reimbursement will take effect from the 2007/08 school year. The teacher can get reimbursement of the remaining course fee according to the standing mode of reimbursement, that is, he/she will get the remaining course fee reimbursement on a yearly basis starting from the 2007/08 school year and no retrospective payment of course fee is allowed.

5. Q: I am a serving KG teacher and have just completed an approved C(ECE) course. If I will not teach in any KG in Hong Kong Special Administrative Region (HKSAR) in the 2011/12 school year, could I claim for course fee reimbursement for the credits/terms of study completed in the 2010/11 school year?

A: In Part IV under paragraph 11 of the Application Form, applicants have to indicate their intention to continue serving in any KG in the HKSAR for at least one year. If an applicant does not intend to continue serving in any KG in HKSAR, he/she should not apply for course fee reimbursement.

6. Q: I am a serving KG teacher and presently taking an approved C(ECE) course. Owing to several reasons, I decided not to complete the full course. Could I claim for course fee reimbursement for the credits/terms of study completed in the 2010/11 school year?

A: In Part IV under paragraph 8 of the Application Form, applicants undertake that they will return immediately upon demand all the reimbursed course fee to the Education Bureau should they fail to complete the full course. If an applicant decided not to complete the full course, he/she should not apply for course fee reimbursement.

7. Q: Some institutions do not announce examination results until mid September. Should principals/teachers apply for course fee reimbursement in the 2010/11 school year or 2011/12 school year?

A: 31 August each year is the cut-off date for the year of study. Normally, term(s)/year of study successfully completed on or before 31 August, 2011 should be claimed in the 2010/11 school year while courses completed after 31 August, 2011 should be claimed in the 2011/12 school year. If a principal/teacher has completed the course before 31 August, 2011 and will receive examination results in mid September, he/she should apply for course fee reimbursement in the 2010/11 school year. If a principal/teacher has not yet completed the full course when applying for course fee reimbursement, he/she should also provide a self-certified true copy of the tuition fee receipt of the following year of study to indicate his/her intention to complete the whole course.

8. Q: I am a serving KG teacher and presently taking an approved ECE course. I failed in several subjects in the 2010/11 year of study. Could I claim for course fee

reimbursement for the 2010/11 year of study?

A: If the applicant is taking a modular/subject-based course, he/she can claim course fee reimbursement for the passed modules/subjects only, course fee of the failed modules/subjects cannot be reimbursed. If the applicant is taking a year-based course, as long as he/she can provide proof of progressing to the following year of study and a copy of tuition fee receipt of the following year of study, he/she can claim for course fee reimbursement for that school year.

9. Q: I was serving in a PI KG in the 2009/10 school year. I completed a C(ECE) course and have received course fee reimbursement. In the 2010/11 school year, I changed my job and have been teaching in a NPM KG joining PEVS. Could I claim for course fee reimbursement for a BEd(ECE) course from this NPM KG?

A: No. Serving principal and serving full-time teachers as from the 2007/08 school year to the end of the 2011/12 school year teaching full curriculum of nursery, lower and upper classes in the KGs can apply for course fee reimbursement for **one** approved C(ECE) or BEd(ECE) course only and a Certification Course for Kindergarten Principals.

10. Q: If teachers serving in non-PEVS NPM KGs or PI KGs have completed the C(ECE) course without claiming course fee reimbursement from EDB, and now wish to pursue BEd(ECE) course, are they eligible for course fee reimbursement?

A: Under the new policy targets, serving teachers are expected to complete the C(ECE) course and principals are encouraged to complete BEd(ECE) by the end of 2011/12 school year. However, if teachers concerned have completed the C(ECE) course and wish to have further upgrading, EDB will exercise flexibility within available resources. In general, eligible teachers/principals are entitled to claim reimbursement from EDB 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.

11. Q: I am a serving full-time teacher teaching full curriculum in a KG. Could I claim for course fee reimbursement for Certification Course for Kindergarten Principals?

A: For applicants who are not a serving principal, they must be holding or pursuing a bachelor degree in Early Childhood Education in order to be entitled to course fee reimbursement for Certification Course for Kindergarten Principals.

12. Q: I am serving in a PEVS NPM KG and have completed the first year study and have been granted course fee reimbursement. If I transfer to a KG not joining the PEVS, am I entitled to course fee reimbursement for the remaining years of study?

- A: Yes. After job transfer, the teacher will follow the course fee reimbursement procedures and terms and conditions under the non-PEVS NPM KGs or PI KGs.
13. Q: I am serving in a non-PEVS KG and have completed the first year study and have been granted course fee reimbursement. If I transfer to a NPM KG joining PEVS, am I entitled to course fee reimbursement for the remaining years of study?
- A: As for teachers transfer to another KG to continue their service, the arrangement in principle is for serving teachers to apply for course fee reimbursement from the KG currently in service. The NPM KGs joining the PEVS should ensure that teachers will have the subsidy no less than that of the serving teachers in KGs not joining the PEVS or PI KGs so that they will have same incentive to achieve the policy target before 2011/12 school year. **Before any job transfer, teachers should make a clear understanding and agreement with the new KG.**
14. Q: The tuition fee receipt issued by some institutions includes charges other than tuition fee such as the student union membership fee or administration fee. Will EDB reimburse the total amount as shown on the tuition fee receipt?
- A: No. The course fee reimbursement is confined to tuition fee. Other charges are not included.
15. Q: If I have successfully applied for course fee reimbursement, am I required to include that as my tax income for tax calculation purpose? And can I apply for the deduction for expenses of self-education if I have obtained the course fee reimbursement?
- A: The principals/teachers can claim deduction for Self-Education Expenses (SEE) and at the same time claim for course fee reimbursement provided that the reimbursement has been or will be included in the assessable income of the teachers and principals. The principals/teachers concerned should include the course fee reimbursement as their assessable income under salaries tax. For further details on ‘Deduction for expenses of Self-education’, the principals or teachers may visit GovHK’s Website (www.gov.hk) under “Taxes & Duties → Salaries Tax & Personal Assessment → Allowances & Deductions → Deductions → Deduction for Expenses of Self-Education”.
16. Q: If I am reimbursed with the course fee of an approved course, would my eligibility in applying for the “Non-means Tested Loan Scheme” offered by the Student Financial Assistance Agency (SFAA) for the same course be affected?
- A: No, the eligibility will not be affected. The teacher development subsidy provides financial support for professional upgrading for all kindergarten principals and teachers in the form of course fee reimbursement, while the “Non-means Tested Loan Scheme” offered by SFAA is to provide financial assistance in the form of loan to eligible students to pay for their tuition fee. For the details of the loan

scheme, please visit the SFAA's Website (www.sfaa.gov.hk).

17. Q: At present, EDB has arranged course fee refund for teachers attending local short courses and this is applicable to those serving in kindergartens and kindergarten-cum-child care centres which are registered under the Education Ordinance and offer regular curriculum. The school head has to recommend the amount of refund for each nomination which should not exceed 50% of the respective course fee, subject to the total amount of recommended refunds not exceeding \$2,000 for each school. May I know if this refund arrangement will continue?

A: Yes. The course fee refund for teachers will continue. However, KGs must ensure that while applying for the refund, the teachers concerned will not apply for and have never been offered any publicly-funded course fee reimbursement for the same course or the same module or same unit of study credits.

18. Q: Under the existing practice, we understand that the Continuing Education Fund (CEF) subsidises adults with learning aspirations to pursue continuing education and training courses. Eligible applicants will be reimbursed 80% of their fees, subject to a maximum sum of HK\$10,000, on successful completion of a reimbursable course. May I know if serving kindergarten teachers could apply for course fee reimbursement for approved courses under the PEVS and apply for the CEF at the same time?

A: The applicants for CEF are eligible only when they enroll to the continuing education and training courses approved by Permanent Secretary for Education Bureau. The related details of the approved course list under CEF can be obtained through the SFAA's Website (<http://www.sfaa.gov.hk/cef/course.htm>). Upon seeking reimbursement of the fees, the applicant must not have obtained any other publicly-funded financial assistance for the same course, modules, credits or units of study and this principle is applicable to the course fee reimbursement under the PEVS.

Education Bureau

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