

Frequently Asked Questions on Course Fee Reimbursement
[Applicable to Non-profit-making (NPM) Kindergartens (KGs) Joining the
Pre-primary Education Voucher Scheme (PEVS)]

1. Q : Who can apply for course fee reimbursement for 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 appointed on a monthly or daily basis and temporary teachers **are not eligible** for course fee reimbursement.

2. Q : What documents should KG collect when handling teachers' application for course fee reimbursement?

A : When handling teachers' application for course fee reimbursement, KG should collect and keep the following documents for record:

 - a. 'PEVS Claim Form for Reimbursement of Course Fee'; (could be downloaded from EDB webpage. Website:
http://www.edb.gov.hk/FileManager/EN/Content_5828/cf_e.pdf)
 - b. the original tuition fee receipt issued by respective institutions;
 - c. self-certified true copies of the valid documentary proof showing their successful completion of respective year of study of the course;
 - d. if the teachers have not completed the entire course, they are requested to submit a self-certified true copy of the tuition fee receipt of the following school year to indicate their intention to complete the whole course.

3. Q : I am a serving KG teacher and have just completed an approved Early Childhood Education (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 III under paragraph 6 of the Claim Form, applicants have to indicate their intention to continue serving in any KG in the HKSAR for certain period of time. If an applicant does not intend to continue serving in any KG in HKSAR, he/she should not apply for course fee reimbursement.

4. Q : I am a serving KG teacher and presently taking an approved 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 III under paragraph 7 of the Claim Form, applicants undertake that they will return immediately upon demand all the reimbursed course fee to the kindergarten or 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.

5. Q: Some institutions do not announce examination results until mid September. Should the teachers apply for course fee reimbursement in the 2010/11 school year or the 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 the teachers have completed the course before 31 August, 2011 and will receive their examination results in mid September, they should apply for course fee reimbursement in the 2010/11 school year. KG is reminded to reimburse the course fee only upon receipt of valid documentary proof showing successful completion of the course. If the teachers have not completed the entire course, they are requested to submit a self-certified true copy of the tuition fee receipt of the following school year to indicate their intention to complete the whole course.
6. Q: A teacher in our KG is taking a C(ECE) course and we agreed to reimburse him/her the course fee at the beginning of the school year; however, the teacher has recently stated that he/she would be serving in another KG in the following school year. Could we decline his/her application for course fee reimbursement?
- A: Under the Pre-primary Education Voucher Scheme, course fee reimbursement for an approved C(ECE) course is the entitlement of KG teachers. Teacher taking approved C(ECE) course aligns with the policy target of upgrading the professional qualifications of principals and teachers of kindergartens. As long as the teacher intends to continue serving in a KG in HKSAR and proves that he/she will continue to complete the full course (e.g. the provision of a self-certified true copy of the tuition fee receipt of the following year of study), he/she should not be deprived of his/her entitlement of course fee reimbursement despite his/her change of jobs.
7. Q: If a teacher resigns in the middle of a school year, could KG decline his/her application for course fee reimbursement?
- A: Teachers while applying for course fee reimbursement must be serving principal or serving full-time teachers teaching full curriculum of nursery, lower and upper classes in the KGs. If a teacher changes jobs in any month within a particular school year, he/she should claim for course fee reimbursement from his/her last serving KG in that school year. **Teachers should discuss the course fee reimbursement arrangement with the new KG before changing jobs.**
8. Q: I completed a C(ECE) course in the 2009/10 school year and have received course fee reimbursement. Afterwards I changed my job and have been teaching in a new KG since the 2010/11 school year. Could I claim for course fee reimbursement for

a BEd(ECE) course from the new KG?

A: No. Serving principal and serving full-time teachers as from the 2007/08 school year to the end of the 2011/2012 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 and a Certification Course for Kindergarten Principals.

9. 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 apply for course fee reimbursement for Certification Course for Kindergarten Principals.

10. Q: The tuition fee receipt issued by some institutions includes charges other than tuition fee such as the student union fee or administration fee. Should KGs 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.

11. 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.

12. Q: May I know the maximum amount of course fee reimbursement the principals or teachers serving in non-profit-making KGs joining the PEVS are entitled?

A: In order to assure that all serving principals and teachers have the same incentive and opportunity to upgrade their professional qualifications, those serving in KGs joining the PEVS should have the amount of course fee reimbursement no less than that of those serving in KGs not joining the PEVS. If the KGs have available resources, the principals and teachers concerned could have full reimbursement of course fee.