

Pre-primary Education Voucher Scheme (2010/11) (PEVS)
Calculation of Subsidy in Case of Pupil Transfer

Example 1 (refers to para. 1.4.1 of the Guidelines)

| KG A (starts in Aug) | | KG B (starts in Sep) |
|----------------------|--------------|----------------------|
| Aug 2010 | | Aug 2010 |
| Sep | | Sep |
| Oct | | Oct |
| Nov | -----W-----▶ | Nov |
| Dec | | Dec |
| Jan 2011 | | Jan 2011 |
| Feb | | Feb |
| Mar | | Mar |
| Apr | | Apr |
| May | | May |
| Jun | | Jun |
| Jul | | Jul |
| Aug | | Aug |

Pupil W moves from KG A to KG B (both KGs are joining PEVS) in mid Nov 2010

KG A will redeem the pupil's subsidy from Aug to Nov 2010 and KG B will redeem the pupil's subsidy from Dec 2010 to Jul 2011

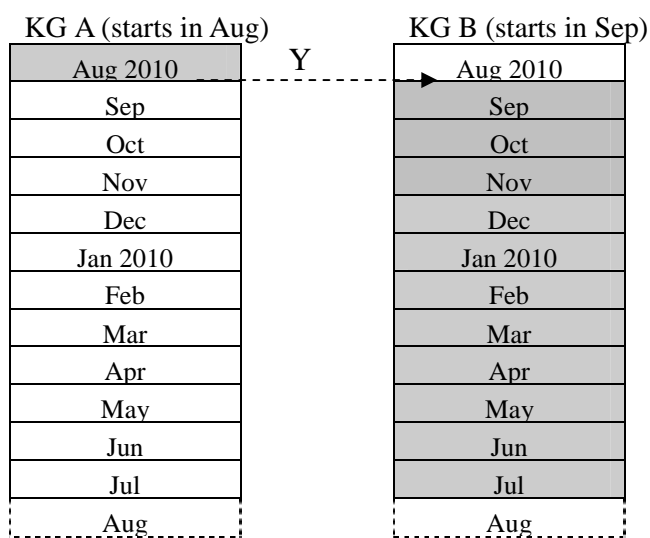
Example 2 (refers to para. 1.4.1 of the Guidelines)

| KG A (starts in Aug) | | KG B (starts in Sep) |
|----------------------|--------------|----------------------|
| Aug 2010 | | Aug 2010 |
| Sep | | Sep |
| Oct | | Oct |
| Nov | ◀-----X----- | Nov |
| Dec | | Dec |
| Jan 2011 | | Jan 2011 |
| Feb | | Feb |
| Mar | | Mar |
| Apr | | Apr |
| May | | May |
| Jun | | Jun |
| Jul | | Jul |
| Aug | | Aug |

Pupil X moves from KG B to KG A (both KGs are joining PEVS) in mid Nov 2010.

KG B will redeem the pupil's subsidy from Aug to Nov 2010 and KG A will redeem the pupil's subsidy from Dec 2010 to Jul 2011

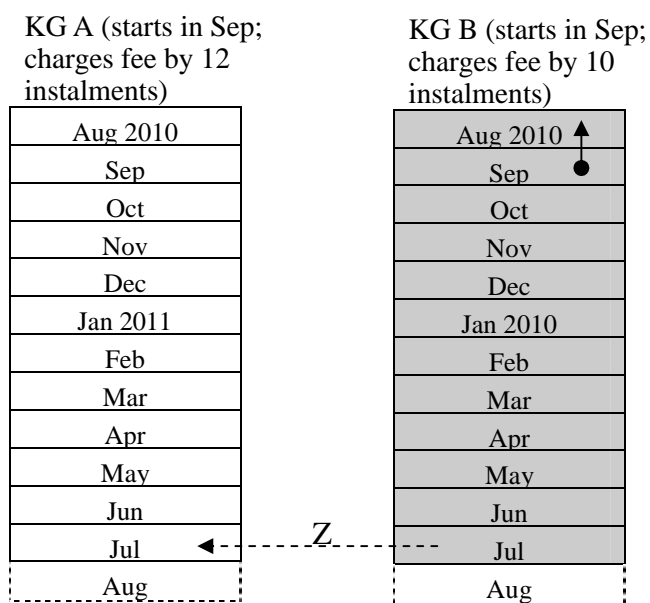
Example 3 (refers to para. 1.4.4 of the Guidelines)



After attending one month in KG A, pupil Y moves from KG A to KG B (both KGs are joining PEVS) from Sep 2010.

KG A will redeem the pupil’s subsidy of Aug 2010 and KG B will redeem the pupil’s subsidy from Sep to Jul 2011. The subsidy received by KG B is less than a full-year subsidy.

Example 4



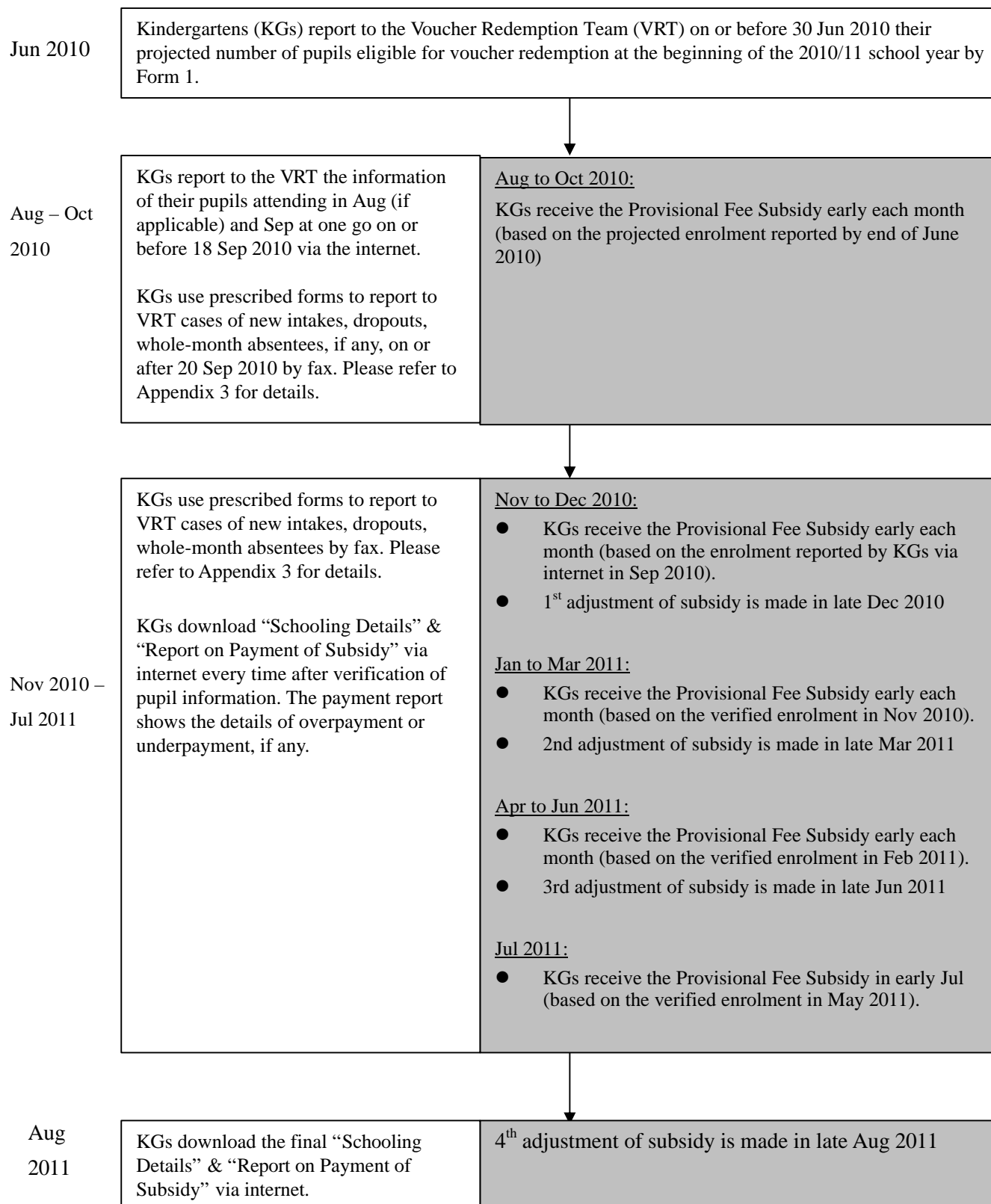
Pupil Z moves from KG B to KG A (both KGs are joining PEVS) in mid Jul 2010.

KG B will redeem the full-year subsidy of the pupil Z from Aug 2010 to Jul 2011. KG A will not get any subsidy.

Pre-primary Education Voucher Scheme (2010/11) (PEVS)

Redemption of Fee Subsidy

(1) Payment Arrangement of Fee Subsidy



(2) Calculation and Payment of Fee Subsidy

Example 1 : Kindergarten “A” (starts the school year from Aug 2010)

| | Projected enrolment | Actual enrolment* | Provisional Fee Subsidy | Fee Subsidy entitled | Adjustment of subsidy after verification of pupil information |
|----------|---------------------|-------------------|-------------------------|----------------------|---|
| Aug 2010 | 100 | 100 | 100 x \$1174 | 100 x \$1174 | |
| Sep | ditto | 101 | 100 x \$1166 | 101 x \$1166 | |
| Oct | ditto | 101 | ditto | 101 x \$1166 | |
| Nov | 101 | 102 | 101 x \$1166 | 102 x \$1166 | |
| Dec | ditto | 102 | ditto | 102 x \$1166 | 1st adjustment |
| Jan 2011 | 102 | 102 | 102 x \$1166 | 102 x \$1166 | |
| Feb | ditto | 101 | ditto | 101 x \$1166 | |
| Mar | ditto | 104 | ditto | 104 x \$1166 | 2nd adjustment |
| Apr | 101 | 103 | 101 x \$1166 | 103 x \$1166 | |
| May | ditto | 103 | ditto | 103 x \$1166 | |
| Jun | ditto | 102 | ditto | 102 x \$1166 | 3rd adjustment |
| Jul | 103 | 101 | 103 x \$1166 | 101 x \$1166 | |
| Aug | | | | | 4 th adjustment |
| Sep | | | | | |

Example 2 : Kindergarten “B” (starts the school year from Sep 2010)

| | Projected enrolment | Actual enrolment* | Provisional Fee Subsidy | Fee Subsidy entitled | Adjustment of subsidy after verification of pupil information |
|----------|---------------------|-------------------|-------------------------|----------------------|---|
| Aug 2010 | 100 | 101 ↑ | 100 x \$1174 | 101 x \$1174 | |
| Sep | ditto | 101 ● | ditto | 101 x \$1166 | |
| Oct | ditto | 101 | ditto | 101 x \$1166 | |
| Nov | 101 | 102 | 101 x \$1166 | 102 x \$1166 | |
| Dec | ditto | 102 | ditto | 102 x \$1166 | 1st adjustment |
| Jan 2011 | 102 | 102 | 102 x \$1166 | 102 x \$1166 | |
| Feb | ditto | 101 | ditto | 101 x \$1166 | |
| Mar | ditto | 104 | ditto | 104 x \$1166 | 2nd adjustment |
| Apr | 101 | 103 | 101 x \$1166 | 103 x \$1166 | |
| May | ditto | 103 | ditto | 103 x \$1166 | |
| Jun | ditto | 102 | ditto | 102 x \$1166 | 3rd adjustment |
| Jul | 103 | 101 | 103 x \$1166 | 101 x \$1166 | |
| Aug | | | | | 4 th adjustment |
| Sep | | | | | |

*verified enrolment

(3) Examples of payment of Fee Subsidy under the PEVS

| Month | Calculation Method/ Payment Procedure | Example 1 Kindergarten “A” (school year starts in Aug) | Example 2 Kindergarten “B” (school year starts in Sep) |
|----------|---|--|--|
| Jun 2010 | Kindergartens (KGs) report to the Voucher Redemption Team (VRT) on or before 30 Jun 2010 their projected no. of pupils eligible for voucher redemption at the beginning of the 2010/11 school year by Form 1. | The estimated number of pupils holding Certificate of Eligibility at the beginning of the 2010/11 school year is 100 | The estimated number of pupils holding Certificate of Eligibility at the beginning of the 2010/11 school year is 100 |
| Aug 2010 | KGs report information of pupils admitted in Aug (if applicable) and Sep. Provisional Fee Subsidy for Aug = \$1174 x projected enrolment reported in Jun 2010 | Provisional Fee Subsidy for Aug = \$1174 x 100 Provisional Fee Subsidy for Sep = \$1166 x 100 | Provisional Fee Subsidy for Aug = \$1174 x 100 Provisional Fee Subsidy for Sep = \$1166 x 100 |
| Sep 2010 | Provisional Fee Subsidy for Sep = \$1166 x projected enrolment reported in Jun 2010 | | |
| Oct 2010 | Provisional Fee Subsidy for Oct = \$1166 x projected enrolment reported in Jun 2010 | Provisional Fee Subsidy for Oct = \$1166 x 100 | Provisional Fee Subsidy for Oct = \$1166 x 100 |
| Nov 2010 | Provisional Fee Subsidy for Nov = \$1166 x enrolment reported in Sep 2010 | Provisional Fee Subsidy for Nov = \$1166 x 101 | Provisional Fee Subsidy for Nov = \$1166 x 101 |

| Month | Calculation Method/ Payment Procedure | Example 1 Kindergarten “A” (school year starts in Aug) | Example 2 Kindergarten “B” (school year starts in Sep) | | | | | | | | | | | | | | | | | | | | |
|-------------------------|---|--|---|----------|----------|----------|-------------------------|-------------------------|-----|-----|--|-----|--|----------|-----------|-------------------------|----------|----------|-------------------------|-----|-----|-----|-----|
| Dec 2010 | Provisional Fee Subsidy for Dec = \$1166 x projected enrolment reported in Sep 2010 Reports on Adjustment to Payment & Pupil-eligibility for Voucher Redemption are available on internet after the 1 st verification of pupil information. | Provisional Fee Subsidy for Dec = \$1166 x 101 1 st verification: <table border="1"> <tr> <td></td> <td>Aug 2010</td> <td>Sep 2010</td> <td>Oct 2010</td> <td>Nov 2010</td> </tr> <tr> <td>Actual number of pupils</td> <td>100</td> <td>101</td> <td>101</td> <td>102</td> </tr> </table> Adjustment of Fee Subsidy = (100-100) x 1174 + [(101-100) + (101-100) + (102-101)] x \$1166 | | Aug 2010 | Sep 2010 | Oct 2010 | Nov 2010 | Actual number of pupils | 100 | 101 | 101 | 102 | Provisional Fee subsidy for Dec = \$1166 x 101 1 st verification: <table border="1"> <tr> <td></td> <td>Aug 2010*</td> <td>Sep 2010</td> <td>Oct 2010</td> <td>Nov 2010</td> </tr> <tr> <td>Actual number of pupils</td> <td>101</td> <td>101</td> <td>101</td> <td>102</td> </tr> </table> * Subsidy entitled in Aug is calculated according to the enrolment in Sep Adjustment of Fee Subsidy = (101-100) x 1174 + [(101-100) + (101-100) + (102-101)] x \$1166 | | Aug 2010* | Sep 2010 | Oct 2010 | Nov 2010 | Actual number of pupils | 101 | 101 | 101 | 102 |
| | Aug 2010 | Sep 2010 | Oct 2010 | Nov 2010 | | | | | | | | | | | | | | | | | | | |
| Actual number of pupils | 100 | 101 | 101 | 102 | | | | | | | | | | | | | | | | | | | |
| | Aug 2010* | Sep 2010 | Oct 2010 | Nov 2010 | | | | | | | | | | | | | | | | | | | |
| Actual number of pupils | 101 | 101 | 101 | 102 | | | | | | | | | | | | | | | | | | | |
| Jan 2011 | Provisional Fee Subsidy for Jan = \$1166 x projected enrolment reported in Nov 2010 | Provisional Fee Subsidy for Jan = \$1166 x 102 | Provisional Fee Subsidy for Jan = \$1166 x 102 | | | | | | | | | | | | | | | | | | | | |
| Feb 2011 | Provisional Fee Subsidy for Feb = \$1166 x projected enrolment reported in Nov 2010 | Provisional Fee Subsidy for Feb = \$1166 x 102 | Provisional Fee Subsidy for Feb = \$1166 x 102 | | | | | | | | | | | | | | | | | | | | |
| Mar 2011 | Provisional Fee Subsidy for Mar = \$1166 x projected enrolment reported in Nov 2010 Reports on Adjustment to Payment & Pupil-eligibility for Voucher Redemption are available on internet after the 2 nd verification of pupil information. | Provisional Fee Subsidy for Mar = \$1166 x 102 2 nd verification: <table border="1"> <tr> <td></td> <td>Dec 2010</td> <td>Jan 2011</td> <td>Feb 2011</td> </tr> <tr> <td>Actual number of pupils</td> <td>102</td> <td>102</td> <td>101</td> </tr> </table> Adjustment of Fee Subsidy = [(102-101) + (102-102) + (101-102)] x \$1166 | | Dec 2010 | Jan 2011 | Feb 2011 | Actual number of pupils | 102 | 102 | 101 | Provisional Fee Subsidy for Mar = \$1166 x 102 2 nd verification: <table border="1"> <tr> <td></td> <td>Dec 2010</td> <td>Jan 2011</td> <td>Feb 2011</td> </tr> <tr> <td>Actual number of pupils</td> <td>102</td> <td>102</td> <td>101</td> </tr> </table> Adjustment of Fee Subsidy = [(102-101) + (102-102) + (101-102)] x \$1166 | | Dec 2010 | Jan 2011 | Feb 2011 | Actual number of pupils | 102 | 102 | 101 | | | | |
| | Dec 2010 | Jan 2011 | Feb 2011 | | | | | | | | | | | | | | | | | | | | |
| Actual number of pupils | 102 | 102 | 101 | | | | | | | | | | | | | | | | | | | | |
| | Dec 2010 | Jan 2011 | Feb 2011 | | | | | | | | | | | | | | | | | | | | |
| Actual number of pupils | 102 | 102 | 101 | | | | | | | | | | | | | | | | | | | | |

| Month | Calculation Method/ Payment Procedure | Example 1 Kindergarten “A” (school year starts in Aug) | Example 2 Kindergarten “B” (school year starts in Sep) | | | | | | | | | | | | | | | | |
|-------------------------|---|--|---|----------|----------|-------------------------|-------------------------|-----|--|-----|--|----------|----------|-------------------------|----------|-------------------------|----------------|-----|-----|
| Apr 2011 | Provisional Fee Subsidy for Apr = \$1166 x projected enrolment reported in Feb 2011 | Provisional Fee Subsidy for Apr = \$1166 x 101 | Provisional Fee Subsidy for Apr = \$1166 x 101 | | | | | | | | | | | | | | | | |
| May 2011 | Provisional Fee Subsidy for May = \$1166 x projected enrolment reported in Feb 2011 | Provisional Fee Subsidy for May = \$1166 x 101 | Provisional Fee Subsidy for May = \$1166 x 101 | | | | | | | | | | | | | | | | |
| Jun 2011 | Provisional Fee Subsidy for Jun = \$1166 x projected enrolment reported in Feb 2011 Reports on Adjustment to Payment & Pupil-eligibility for Voucher Redemption are available on internet after the 3 rd verification of pupil information. | Provisional Fee Subsidy for Jun = \$1166 x 101 3 rd verification: <table border="1"> <tr> <td></td> <td>Mar 2011</td> <td>Apr 2011</td> <td>May 2011</td> </tr> <tr> <td>Actual number of pupils</td> <td>104</td> <td>103</td> <td>103</td> </tr> </table> Adjustment of Fee Subsidy = [(104 – 102) + (103-101) + (103-101)] x \$1166 | | Mar 2011 | Apr 2011 | May 2011 | Actual number of pupils | 104 | 103 | 103 | Provisional Fee Subsidy for Jun = \$1166 x 101 3 rd verification: <table border="1"> <tr> <td></td> <td>Mar 2011</td> <td>Apr 2011</td> <td>May 2011</td> </tr> <tr> <td>Actual number of pupils</td> <td>104</td> <td>103</td> <td>103</td> </tr> </table> Adjustment of Fee Subsidy = [(104 – 102) + (103-101) + (103-101)] x \$1166 | | Mar 2011 | Apr 2011 | May 2011 | Actual number of pupils | 104 | 103 | 103 |
| | Mar 2011 | Apr 2011 | May 2011 | | | | | | | | | | | | | | | | |
| Actual number of pupils | 104 | 103 | 103 | | | | | | | | | | | | | | | | |
| | Mar 2011 | Apr 2011 | May 2011 | | | | | | | | | | | | | | | | |
| Actual number of pupils | 104 | 103 | 103 | | | | | | | | | | | | | | | | |
| Jul 2011 | Provisional Fee Subsidy for Jul = \$1166 x projected enrolment reported in May 2011 | Provisional Fee Subsidy for Jul = \$1166 x 103 | Provisional Fee Subsidy for Jul = \$1166 x 103 | | | | | | | | | | | | | | | | |
| Aug 2011 | The 4 th adjustment of subsidy is made in late Aug. Reports on Adjustment to Payment & Pupil-eligibility for Voucher Redemption are available on internet after the 4 th verification of pupil information. | 4 th verification: <table border="1"> <tr> <td></td> <td>Jun 2011</td> <td>Jul 2011</td> </tr> <tr> <td>Actual number of pupils</td> <td>102</td> <td>101</td> </tr> </table> Adjustment of Fee Subsidy = [(102-101) + (101-103)] x \$1166 | | Jun 2011 | Jul 2011 | Actual number of pupils | 102 | 101 | 4 th verification: <table border="1"> <tr> <td></td> <td>Jun 2011</td> <td>Jul 2011</td> <td>Aug 2011</td> </tr> <tr> <td>Actual number of pupils</td> <td>102</td> <td>101</td> <td>Not Applicable</td> </tr> </table> Adjustment of Fee Subsidy = [(102-101) + (101-103)] x \$1166 | | Jun 2011 | Jul 2011 | Aug 2011 | Actual number of pupils | 102 | 101 | Not Applicable | | |
| | Jun 2011 | Jul 2011 | | | | | | | | | | | | | | | | | |
| Actual number of pupils | 102 | 101 | | | | | | | | | | | | | | | | | |
| | Jun 2011 | Jul 2011 | Aug 2011 | | | | | | | | | | | | | | | | |
| Actual number of pupils | 102 | 101 | Not Applicable | | | | | | | | | | | | | | | | |

Pre-primary Education Voucher Scheme (2010/11) (PEVS)
Reporting Changes of Pupil Information with Standard Forms

| Event | Form |
|---|--|
| Admission of new pupils holding Certificate of Eligibility (CE) | <p><u>Form 2A</u></p> <ul style="list-style-type: none"> ● For KGs to acknowledge receipt of CE from parents <p><u>Form 2B</u></p> <ul style="list-style-type: none"> ● For KGs to acknowledge receipt of CE from parents & ● For KGs to report to Voucher Redemption Team (VRT) on admission of new pupils |
| Withdrawal of pupils from KGs | <p><u>Form 2C</u></p> <ul style="list-style-type: none"> ● For parents to acknowledge return of CE from KGs <p><u>Form 2D</u></p> <ul style="list-style-type: none"> ● For parents to acknowledge return of CE from KGs, & ● For KGs to report to VRT on pupils withdrawing from KGs |
| Pupils absent for an entire month | <p><u>Form 4</u></p> <ul style="list-style-type: none"> ● For KGs to report to VRT on cases of non-attendance for an entire month |
| Change of Course | <p><u>Form 5</u></p> <ul style="list-style-type: none"> ● For KGs to report pupils' change of course |
| Renewal of CE | <p><u>Form 6</u></p> <ul style="list-style-type: none"> ● For KGs to acknowledge receipt of new CE from parents & ● For KGs to report to VRT on renewal of CE |

| | |
|-----------|--|
| 2A | <ul style="list-style-type: none"> ● For KGs to acknowledge receipt of CE from parents (applicable only to new CE-pupils admitted to school on or before 18 Sep 2010) |
|-----------|--|

To : Parent/Guardian of _____ (name of pupil)

Pre-primary Education Voucher Scheme (2010/11 school year)
Acknowledge Receipt of Certificate of Eligibility

This is to acknowledge receipt of the original of the Certificate of Eligibility of the following pupil:

| | | |
|-------------------------------------|---|-------------|
| Name of pupil: | (Chin) | (Eng) |
| Course attended | *Nursery(K1) / Lower Kindergarten(K2)/ Upper Kindergarten (K3) | |
| | | *AM /PM /WD |
| No. of Certificate of Eligibility : | | |
| First date of attendance | ____ / ____ / ____ (dd/mm/yyyy) | |

*please delete where inappropriate

The original of the Certificate of Eligibility will be returned to you upon the above-named pupil's completion of the kindergarten education or his/her withdrawal from this kindergarten.

Signature of Principal: _____

Name of Principal: _____

Name of Kindergarten: _____

| |
|-------------|
| School Chop |
|-------------|

Date: _____

| | |
|-----------|---|
| 2B | <ul style="list-style-type: none"> ● For KGs to acknowledge receipt of CE from parents (applicable only to new CE-pupils admitted to school on or after 20 Sep 2010) ● For KGs to report to EDB on new CE-pupils admitted to school on or after 20 Sep 2010 |
|-----------|---|

To : Parent/Guardian of _____ (name of pupil)

Pre-primary Education Voucher Scheme (2010/11 School Year)
Acknowledge Receipt of Certificate of Eligibility

This is to acknowledge receipt of the original of the Certificate of Eligibility of the pupil below:

| | | |
|-----------------------------------|--|-------|
| Name of Pupil | (Chin) | (Eng) |
| Course Attended | *Nursery Class(K1) / Lower Kindergarten (K2) / Upper Kindergarten (K3) | |
| No. of Certificate of Eligibility | *AM / PM / WD | |
| First Date of Attendance | ____ / ____ / ____ (dd/mm/yyyy) | |

The original of the Certificate of Eligibility will be returned to you upon the above-named pupil's completion of the kindergarten education in this school or his/her withdrawal from this school.

Signature of Principal : _____ Date : _____
 Name of Principal : _____
 Name of Kindergarten : _____



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|                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>For KG's use (report within 7 days after admitting pupil to school)</b>                                                                                                                                                                                                                                                                       |
| To : Voucher Redemption Team, EDB (Fax : 3106 0319)<br>Please adjust the amount of subsidy according to the new intake reported above.<br>School No.-Location No.: _____ Signature of Principal: _____<br>Name of Contact Person (principal/senior teacher/others*): _____<br>Telephone: _____ Fax : _____ Date: ____ / ____ / ____ (dd/mm/yyyy) |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EDB's reply</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| To : Principal<br>The above notice is noted. Upon verifying the pupil's information, the subsidy disbursed to your school will be adjusted accordingly and the calculation will be shown in the summary report of the subsidy. If your KG has ever charged the above pupil full-fee after the effective date of his/her CE, please return overcharged tuition fee to the pupil as soon as possible.<br>For enquiries, please contact _____ at _____.<br>Date: _____ Voucher Redemption Team |



\*Please delete where inappropriate

|           |                                                                                                                                                                        |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2C</b> | <ul style="list-style-type: none"> <li>● For parents to acknowledge return of CE from KGs (applicable only to pupil who drops out on or before 18 Sep 2010)</li> </ul> |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

To : Principal of \_\_\_\_\_ (name of kindergarten)

**Pre-primary Education Voucher Scheme (2010/11 school year)**  
**Return of Certificate of Eligibility**

I acknowledge receipt of the original of the Certificate of Eligibility of my child whose particulars on withdrawal from school are as follows:

|                                     |                                                                   |              |
|-------------------------------------|-------------------------------------------------------------------|--------------|
| Name of pupil:                      | (Chin)                                                            | (Eng)        |
| Course attended                     | *Nursery(K1) / Lower Kindergarten(K2)/<br>Upper Kindergarten (K3) | * AM /PM /WD |
| No. of Certificate of Eligibility : |                                                                   |              |
| Last date of attendance:            | _____ / _____ / _____ (dd/mm/yyyy)                                |              |

\*please delete where inappropriate

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

|           |                                                                                                                                                                                                                                                                                      |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2D</b> | <ul style="list-style-type: none"> <li>● For parents to acknowledge return of CE from KGs (applicable only to CE-pupils withdrawing from school on or after 20 Sep 2010)</li> <li>● For KGs to report to EDB on CE-Pupils withdrawing from school on or after 20 Sep 2010</li> </ul> |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

To : Principal of \_\_\_\_\_ (name of kindergarten)

**Pre-primary Education Voucher Scheme (2010/11 School Year)**  
**Return of Certificate of Eligibility**

I acknowledge receipt of the original of the Certificate of Eligibility of my child whose particulars on withdrawal from school are as follows:

|                                   |                                                                           |       |
|-----------------------------------|---------------------------------------------------------------------------|-------|
| Name of Pupil                     | (Chin)                                                                    | (Eng) |
| Course Attended                   | *Nursery Class(K1) / Lower Kindergarten (K2)<br>/ Upper Kindergarten (K3) |       |
| No. of Certificate of Eligibility | *AM / PM / WD                                                             |       |
| Last Date of Attendance           | ____ / ____ / ____ (dd/mm/yyyy)                                           |       |

\*Please delete where inappropriate

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

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| For KG's use (report within 7 days after pupils' withdrawal from school) | |
|--|---|
| To : Voucher Redemption Team, EDB (Fax : 3106 0319) The above information about the pupil withdrawing from school is true and correct. Please adjust the amount of subsidy. | <div style="border: 1px dashed black; padding: 10px; width: fit-content; margin: 0 auto;"> School Chop </div> |
| School No.-Location No.: _____ Signature of Principal: _____ Name of Contact Person (principal/senior teacher/others*): _____ Telephone: _____ Fax : _____ Date: ____ / ____ / ____ (dd/mm/yyyy) | |

| EDB's reply |
|---|
| To : Principal The above notice is noted. Upon verifying the pupil's information, the subsidy disbursed to your school will be adjusted accordingly and the calculation will be shown in the summary report of the subsidy. For enquiries, please contact _____ at _____. Date: _____ Voucher Redemption Team |
| <div style="border: 1px dashed black; border-radius: 50%; padding: 10px; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> Chop </div> |

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- For KGs to acknowledge receipt of new CE from parents &
- For KGs to report to VRT on renewal of CE

To : Parent/Guardian of _____ (name of pupil)

Pre-primary Education Voucher Scheme (2010/11 School Year)
Acknowledge Receipt of New Certificate of Eligibility

This is to acknowledge receipt of the original of the new Certificate of Eligibility of the pupil below:

| | | |
|---------------------------------------|--|-------|
| Name of Pupil | (Chin) | (Eng) |
| Course Attended | *Nursery Class(K1) / Lower Kindergarten (K2) / Upper Kindergarten (K3) | |
| No. of New Certificate of Eligibility | *AM / PM / WD | |
| First Date of Attendance | _____ / _____ / _____ (dd/mm/yyyy) | |

The original of the Certificate of Eligibility will be returned to you upon the above-named pupil's completion of the kindergarten education in this school or his/her withdrawal from this school.

Signature of Principal : _____ Date : _____

Name of Principal : _____

Name of Kindergarten : _____



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|                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>For KG's use (report within 7 days after admitting pupil to school)</b>                                                                                                                                                                                                                                                                       |
| To : Voucher Redemption Team (Fax : 3106 0319)<br>The pupil was issued with a new CE. Please adjust the amount of subsidy accordingly.<br>School No.-Location No.: _____ Signature of Principal: _____<br>Name of Contact Person (principal/senior teacher/others*): _____<br>Telephone: _____ Fax : _____ Date: ____ / ____ / ____ (dd/mm/yyyy) |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EDB's reply</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| To : Principal<br>The above notice is noted. Upon verifying the pupil's information, the subsidy disbursed to your school will be adjusted accordingly and the calculation will be shown in the summary report of the subsidy. If your KG has ever charged the above pupil full-fee after the effective date of his/her CE, please return overcharged tuition fee to the pupil as soon as possible.<br>For enquiries, please contact _____ at _____.<br>Date: _____ Voucher Redemption Team |



\*Please delete where inappropriate

5

- For KG to report pupils' change of course (within 7 days after the change)

To: Voucher Redemption Team (Fax : 3106 0319)

**Pre-primary Education Voucher Scheme (2010/11 School Year)**

**Report on Change of Course of Pupil**

The following pupil has changed to another course since \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (dd/mm/yyyy):

|                                   |                                                                         |               |
|-----------------------------------|-------------------------------------------------------------------------|---------------|
| Name of Pupil                     | (Chin)                                                                  | (Eng)         |
| No. of Certificate of Eligibility |                                                                         |               |
| Course Attended                   | *Nursery Class (K1) / Lower Kindergarten (K2) / Upper Kindergarten (K3) | *AM / PM / WD |

\*Please delete where inappropriate

Name of Contact Person:  
(\*principal/senior teacher/others)

\_\_\_\_\_



Telephone: \_\_\_\_\_ Fax : \_\_\_\_\_

Name of Kindergarten: \_\_\_\_\_

Date: \_\_\_\_\_ School No. – Location No. \_\_\_\_\_



| EDB's reply                |                         |
|----------------------------|-------------------------|
| To : Principal             |                         |
| The above notice is noted. |                         |
| Date: _____                | Voucher Redemption Team |

**Pre-primary Education Voucher Scheme (2010/11 School Year)**  
**Report on Cases of Non-attendance for an Entire Month**

School No. – Location No.: \_\_\_\_\_

| Name of pupil<br>(in English) | No. of<br>Certificate of<br>Eligibility | Course<br>Attended                       | Month of<br>non-attendance |      | Has school fee<br>been paid for<br>that month |                          | Reasons for<br>Non-attendance |                          | (To be completed by EDB)                                                 |         |
|-------------------------------|-----------------------------------------|------------------------------------------|----------------------------|------|-----------------------------------------------|--------------------------|-------------------------------|--------------------------|--------------------------------------------------------------------------|---------|
|                               |                                         |                                          | Month                      | Year | Yes                                           | No                       | Sick<br>leave#                | Others                   | Result of<br>assessment                                                  | Remarks |
|                               |                                         | *K1 / K2 / K3<br>*AM / PM /<br>Whole-day | □□                         | □□□□ | <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | Eligible <input type="checkbox"/><br>Ineligible <input type="checkbox"/> |         |
|                               |                                         | *K1 / K2 / K3<br>*AM / PM /<br>Whole-day | □□                         | □□□□ | <input type="checkbox"/>                      | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | Eligible <input type="checkbox"/><br>Ineligible <input type="checkbox"/> |         |

# Please attach **certified copies** of supporting documents such as sick leave/hospital admission and discharge certificates.

Signature of  
Principal : \_\_\_\_\_  
 Name of  
Contact Person : \_\_\_\_\_  
 Name of  
Kindergarten : \_\_\_\_\_

(\*principal/senior teacher/others)

Name of  
Principal : \_\_\_\_\_  
 Telephone : \_\_\_\_\_  
 Fax : \_\_\_\_\_  
 Date : \_\_\_\_\_

|             |
|-------------|
| School Chop |
|-------------|

\* Please delete where inappropriate