

Teachers – Certificate Course in Early Childhood Education or Postgraduate Diploma Course in Early Childhood Education;

Principals – Bachelor Degree Course in Early Childhood Education and/or Certification Course for Kindergarten Principals.

4. Each teacher can apply for course fee reimbursement for only one approved course in early childhood education; each principal can apply for course fee reimbursement for one approved course in early childhood education and a Certification Course for Kindergarten Principals. The list of the approved courses in early childhood education has been uploaded onto the website of EDB:

http://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/preprimary-voucher/approved%20course%20list_e.pdf

Application Procedure

5. Eligible principals and teachers (“applicants”) should submit their applications via their last serving kindergartens. The application procedure for course fee reimbursement is as follows:

- (a) Applicants should pay the course fees themselves. They may claim the course fee upon successful completion of the relevant courses in the 2012/13 or 2013/14 school year by submitting the completed Claim Form for Course Fee Reimbursement (“Claim Form”) via their serving kindergartens;
- (b) Applicants should submit the original tuition fee receipts issued by the institutions offering the courses and a self-certified true copy of the documentary proof of successful completion of the full courses;
- (c) EDB will reimburse the course fees to applicants via the kindergartens which submit the applications;
- (d) The deadline for application for course fee reimbursement is 31 October 2014. Kindergartens are required to submit the completed Claim Form together with the necessary documentary proof to the Kindergarten Administration Section of EDB (address: Room 3608, 36/F, 248 Queen’s Road East, Wan Chai, Hong Kong) on or before that date. Late applications will not be considered.

6. For the details of course fee reimbursement, please refer to the “Guidance Notes on Application for Course Fee Reimbursement”. The Guidance Notes and Claim Form have been uploaded onto the website of EDB:

<http://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/preprimary-voucher/index.html>

Enquiries

7. For enquiries concerning this circular memorandum, please contact the Kindergarten Administration Section of EDB at 2186 6735.

Ms Hera CHUM
for Permanent Secretary for Education

Claim Form for Reimbursement of Course Fee (Claim Form)
[Applicable to Kindergartens Joining the Pre-primary Education Voucher Scheme]

Important:

1. Serving principals and full-time teachers teaching full curriculum of nursery, lower and/or upper classes in PEVS KGs who are pursuing approved courses in the 2012/13 and/or 2013/14 school year(s) and can complete the relevant courses on or before 31 August 2014 are eligible for course fee reimbursement (CFR). Full-time kindergarten (KG) teachers are entitled to **50%** CFR for an approved course in Certificate in Early Childhood Education [C(ECE)] or Postgraduate Diploma in ECE [PGDE(ECE)]. Principals of PEVS KGs are entitled to **50%** CFR for an approved Certification Course for KG principals and/or an approved course in Bachelor Degree in Early Childhood Education [BEd(ECE)].
2. Eligible principals and teachers may submit application for reimbursement upon successful completion of the whole course.
3. Applicants should submit the completed Claim Form to their last serving KGs together with the original of the tuition fee receipt and a self-certified true copy of the documentary proof of successful completion of the entire course issued by the course providers. The KGs should remind and ensure that applicants have not obtained any other publicly-funded financial assistance for the same course, modules or units of studies.
4. The Kindergarten should then submit all the original copies of the Claim Forms and the certified true copies of the related supporting documents to EDB on or before 31 October 2014.
5. All parts contained in this Claim Form should be completed. Please refer to the latest “Guidance Notes on Application for Course Fee Reimbursement” for other details before filling in the Claim Form.

Part I Information of Applicant (to be filled in by the applicant in BLOCK letters)

Name of Applicant: _____ (in English) _____ (in Chinese) Sex: M / F *

Hong Kong Identity Card No.: _____ Teacher Registration No.: _____

Name of KG presently serving (in English): _____

Address of the KG (in English): _____

Highest Teacher Training Qualification Attained (excluding the qualification obtained with this application): QKT / C(ECE) / BEd(ECE) * /
 Others: _____

Contact Phone No.: _____ Email Address: _____

Part II Course Information (to be filled in by the applicant in BLOCK letters)

Name of Institute attending: _____

Course Code (Please refer to the “Approved Course List”): ACL

Course Name: _____

Full Course Duration: _____ school years / modules / credit units*

Course Commencement Date: _____ (dd/mm/yyyy)

Full Course Fee: HK\$

Amount of course fee paid for the 2012/13 and/or 2013/14 school year: HK\$

Amount of course fee to be reimbursed
 (50% of the course fee paid in the 2012/13 and/or 2013/14 school year): HK\$

* *please delete as appropriate*

Part III Agreement, Undertaking and Declaration (To be filled in by the applicant)

1. I, being the applicant specified in Part I of this Claim Form, represent and undertake that I am a *full-time teacher teaching full curriculum of nursery, lower and upper classes in the kindergarten specified in Part I of this Claim Form/ *a serving principal in the kindergarten specified in Part I of this Claim Form.
2. I undertake and declare that all information contained in this Claim Form is up-to-date, true, accurate and complete. I understand and agree that if any information contained in this Claim Form is false or incorrect, incomplete or misleading, this application will be immediately invalidated and/or I may be liable to be sued for misrepresentation and/or breach of contract, and further, be prosecuted for a criminal offence.
3. I understand and agree that my application will not be processed if I fail to provide all the information required.
4. I agree that the personal data provided in this Claim Form may be used by the kindergarten specified in Part I of the Claim Form or Education Bureau (“EDB”) or the agents or contractors of the 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 provided in my application 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 the Hong Kong Special Administrative Region), I (being the data subject) have the right to request access and corrections to the personal data provided in this Claim Form. I understand that any such requests should be addressed to in the kindergarten specified in Part I of this Claim Form.
5. I declare that I have not obtained any other publicly-funded financial assistance for the same course, modules or units of studies as specified in this Claim Form.
6. I intend to continue serving as a principal*/teacher* in the kindergarten specified in Part I of the Claim Form or any kindergarten in the Hong Kong Special Administrative Region for one full year upon my successful completion of the full course specified in Part II of the Claim Form.
7. I shall return immediately upon demand all the reimbursed course fee to the kindergarten specified in Part I of this Claim Form or EDB should I be in breach of clause 5 above.

** please delete as appropriate*

Date: _____

Signature of Applicant: _____

Name of Applicant: _____

(in BLOCK letters)

Part IV To be filled in by the Supervisor on behalf of the kindergarten specified in Part I of the Claim Form

I certify that the following information is correct. *(please tick the box and fill in the space as provided)*

The applicant is a (*full-time teacher teaching full curriculum of nursery, lower and upper classes in the kindergarten specified in Part I of the Claim Form / *the serving principal in the kindergarten specified in Part I of the Claim Form) in the _____ school year. *(*please delete as appropriate)*

Date of Appointment: _____

The applicant will continue to serve in our kindergarten in the next school year.

The applicant will terminate the employment with our kindergarten and work for the following kindergarten in the next school year:

Name of Kindergarten: _____

School Number: _____ Location Number: _____

Signature of Supervisor: _____

Name of Supervisor: _____

Date: _____

School Chop

Checklist

Please tick where applicable

| | |
|--------------------------|--|
| <input type="checkbox"/> | Parts I – IV of this Application Form fully completed |
| <input type="checkbox"/> | The original tuition fee receipt(s) attached |
| <input type="checkbox"/> | A self-certified true copy of the documentary proof of successful completion of the entire course attached |

Guidance Notes on Application for Course Fee Reimbursement
[Applicable to Kindergartens¹ joining the Pre-primary Education Voucher Scheme]

1. Course Fee Reimbursement

1.1 To provide further support for professional upgrading of principals and teachers serving in kindergartens under the Pre-primary Education Voucher Scheme (PEVS KGs), the Government will provide financial support to those who are pursuing relevant courses in the 2012/13 and/or 2013/14 school year(s) and can complete the courses on or before 31 August 2014. Eligible full-time teachers of PEVS KGs are entitled to course fee reimbursement for up to 50% of the fees for an approved course in Certificate in Early Childhood Education [C(ECE)] or Postgraduate Diploma in Early Childhood Education [PGDE(ECE)]. Principals of PEVS KGs are entitled to course fee reimbursement for up to 50% of the fees for an approved degree course in ECE [BEd(ECE)] and/or a Certification Course for Kindergarten Principals.

2. Eligibility

2.1 Serving principals and serving full-time teachers² (hereinafter referred to as ‘Applicants’) teaching full curriculum of nursery, lower and/or upper classes in PEVS KGs in the 2012/13 and/or 2013/14 school year(s) are eligible for course fee reimbursement. Full-time teachers include teachers appointed by kindergartens teaching morning session and/or afternoon session and/or both morning and afternoon sessions. Supply teachers 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 approved courses completed by principals/teachers between the 2012/13 and 2013/14 school year. The list of approved courses has been uploaded onto the EDB’s website (http://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/preprimary-voucher/approved%20course%20list_e.pdf) and will be updated from time to time.

3.2 Except for principals studying the Certification Course for Kindergarten Principals, an applicant can apply for course fee reimbursement for one approved course.

3.3 Applicants upon enrolment to the approved course may claim the course fee

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.

from EDB upon successful completion³ of the whole course.

- 3.4 If a teacher has been serving in more than one KG in a particular school year, he/she should claim for course fee reimbursement from his/her last serving KG in that school year.
- 3.5 Applicants on applying for course fee reimbursement from EDB should fill in a 'Claim Form of Course Fee Reimbursement' (hereinafter referred to as the 'Claim Form') and submit it to their last serving kindergartens. The Claim 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 that the applicants' intention upon successful completion of the full course shall continue to serve in any kindergarten in Hong Kong for at least one full year.
- 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. Application Procedure

- 4.1 Applicants should submit their duly completed Claim Forms to EDB through their serving kindergartens if they wish to have their course fees reimbursed. Principals are required to complete two separate Claim 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 proof⁴ on successful completion of the full course. 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. A failure in providing any of these documents may result in a delay in application processing or application being declined.
- 4.3 The KGs should ensure that the principals and/or teachers have not obtained any other publicly-funded financial assistance for the same course, modules or units

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.

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.

of studies. EDB will set up a teacher database as a monitoring mechanism and the KG is responsible for asking the teachers concerned to refund the reimbursed course fee upon demand from EDB.

- 4.4 In the course of collecting and processing applications from applicants, kindergartens are advised to take appropriate measures to ensure security of personal data.
- 4.5 The KGs are required to submit the Claim Forms and all the supporting documents to Kindergarten Administration Section of EDB on or before 31 October 2014.

Education Bureau

August 2013