



WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY
STUDENT FINANCE OFFICE

GUIDANCE NOTES ON APPLICATION FOR ASSESSMENT OF ELIGIBILITY
FOR THE PRE-PRIMARY EDUCATION VOUCHER SCHEME
學前教育學券計劃資格評估申請指引

本申請指引備有中文版本。如有需要，請向學生資助處索取。

IMPORTANT NOTES

“Application for Assessment of Eligibility for the Pre-primary Education Voucher Scheme” is a family-based application. Each family is advised to submit **ONLY ONE** application for all eligible student-applicants of the family who have not been issued with a Certificate of Eligibility for the Pre-primary Education Voucher Scheme (“Voucher”) for the school year. Those already in possession of the Voucher need not apply again. Please read every paragraph of the Guidance Notes carefully before completing the Form.

WARNING: The personal data in the application will be used by the Student Finance Office (“SFO”) to assess the children’s eligibility for the Pre-primary Education Voucher Scheme. It is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits an offence and is liable, on conviction upon indictment, to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210 of the Laws of Hong Kong.

A - General Information

1. Pre-primary Education Voucher Scheme

- 1.1 The **Pre-primary Education Voucher Scheme** (hereafter referred to as the “PEVS”) provides fee subsidy for parents/legal guardians/registered custodians to meet towards school fees for kindergarten education of their children in the form of Vouchers. Eligible child applying for assessment of eligibility for PEVS will each be issued with a Voucher. When these children attend nursery(K1), lower(K2) or upper(K3) classes in local non-profit-making kindergartens or kindergarten-cum-child care centres (hereafter collectively referred to as “kindergartens”) under PEVS, they may receive fee subsidy through PEVS upon presentation of the Voucher to the kindergartens. Parents may refer to the Profile of Kindergartens and Kindergarten-cum-Child Care Centres, accessible at www.chsc.hk/kindergarten/, for information on the list of kindergartens joining PEVS.

2. Admission Arrangements for Nursery Classes in Kindergartens for the 2016/17 School Year

- 2.1 The Education Bureau (“EDB”) will continue to implement the “Admission Arrangements for Nursery (K1) Classes in Kindergartens for the 2016/17 School Year”. The “Certificate of Eligibility for the PEVS” for 2016/17 (“2016/17 Voucher”) will be used for registration for K1 in that school year. As such, parents are required to apply to the SFO for “Assessment of Eligibility for PEVS 2016/17” from **September to November 2015**. Upon receipt of the application with all necessary information and documents provided, the SFO will generally take six to eight weeks to complete processing of the applications and issue the “2016/17 Voucher” to eligible applicants by post.
- 2.2 Parents should understand from kindergartens about their school-based admission mechanism, including the procedure, criteria, interview arrangements, application fee, etc. They should obtain application form for admission and submit application to kindergartens in accordance with the requirements as specified by individual kindergartens.
- 2.3 Kindergartens will inform parents the admission application result before the end of December 2015.
- 2.4 Upon receipt of notification(s) of admission, parents should, after careful consideration, choose one kindergarten for registration. They are required to submit the “2016/17 Voucher” and pay registration fee at the kindergarten to complete the registration procedure between 14 and 16 January 2016 (i.e. the “centralized registration dates”). This measure is to avoid the hoarding of more than one place by an applicant at any one time, which may affect other applicants.
- 2.5 The EDB will release K1 vacancy information from the end of January 2016 onwards (i.e. after the “centralized registration dates”). If necessary, parents may obtain the information via the EDB’s website, Regional Education Offices and hotline.

3. Eligibility Criteria for Voucher Application

- 3.1 The student-applicants must be:
- (a) Hong Kong residents with right of abode, right to land or valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong (please provide relevant supporting documents as listed in paragraph 3.2 of Part B); and
 - (b) born on or before 31 December 2013 and will be attending kindergarten classes in the 2016/17 school year. Those who were born on or after 1 January 2014 are not eligible to apply for PEVS for the 2016/17 school year.
- 3.2 Student-applicants holding visitor visas, two-way exit permits or student visas only are not eligible to apply for PEVS.
- 3.3 Parents in receipt of the Comprehensive Social Security Assistance with children who can fulfill the criteria in paragraph 3.1 above, and who are not in possession of a Voucher for PEVS, are required to apply for PEVS, like other pre-primary children, so as to receive fee subsidy through PEVS.

- 3.4 Children reaching the age of 6 or above should normally attend primary schools. For enquiry on admission to Primary One, parents may call the School Places Allocation Section of the EDB at 2832 7700 / 2832 7740 or the 24-hour automatic telephone enquiry system at 2891 0088. If parents consider it necessary that their children should take kindergarten education in 2016/17, and the children have never applied for PEVS before, parents may submit an application to the SFO for consideration together with documentary proof showing the admission of their children to a kindergarten in 2016/17 and a declaration from the parents that their children have not participated in the Primary One Admission for September 2016.
- 3.5 Students who have already been issued with a Voucher for PEVS need not re-apply.

4. Application Procedures

- 4.1 Applicants must be parents of the student-applicants; otherwise, applicants must explain in detail why such requirement cannot be complied with in Part IV of the application form and provide relevant supporting proofs.

4.2 Timeline for Application for Assessment of Eligibility

Time	Procedures
Starting from 1 September 2015	Applicant may submit the completed application form and copies of the relevant supporting documents to the SFO by post with sufficient stamp, or enclose the documents in an envelope, sealed with front cover labelled "Application for the Pre-primary Education Voucher Scheme (2016/17)" and drop it into the drop-in box of the SFO on 12/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.
Within 10 working days from the date of receipt of the applications	The SFO will issue "Acknowledgement of Application" to applicants by sending SMS to the applicants' mobile phone number provided in the application forms within 10 working days from the date of receipt of the applications. If mobile phone number is not provided, the SFO will issue acknowledgement letter by post to the applicant. If applicants do not receive any acknowledgment from the SFO three weeks after submitting their application forms, please call the SFO's 24-hour hotline at 2802 2345 to check whether the application has been received to avoid delay in application processing due to wrong/unsuccessful delivery.
Receipt of application from September to November 2015	Upon receipt of the applications with all necessary information and documents provided, the SFO will generally take six to eight weeks to complete processing of the applications and issue the "2016/17 Voucher" to eligible applicants by post. Applicants who are required to provide supplementary information will be notified later pending their response on the provision of supplementary information.
Receipt of application in or after December 2015	Upon receipt of the applications with all necessary information and documents provided, the SFO will generally take six to eight weeks to complete processing of the applications and issue the "2016/17 Voucher" to eligible applicants by post. Please note that the "2016/17 Voucher" will generally not be issued before the "centralized registration dates" for K1 registration even if the student is eligible for PEVS.

Note: Applicants who wish to receive SMS for acknowledging receipt of their applications must provide a valid local mobile phone number. Otherwise, the SFO will issue acknowledgement letter by post to the applicant.

- 4.3 Completed application form together with the copies of the relevant supporting documents may be returned to the SFO by post. The address of the SFO is provided at the bottom part of page 6 of this Guidance Notes. **Sufficient stamp must be affixed to the envelope for sending the application by post** (insufficient postage may lead to non-delivery of the application form, in which case the SFO will not be able to process the application). Alternatively, applicant may enclose the application form and supporting documents in a sealed envelope labelled as "**Application for the Pre-primary Education Voucher Scheme (2016/17)**" and drop the envelope into the SFO drop-in box as detailed in paragraph 4.2 above.
- 4.4 Return of application form by fax or by e-mail will NOT be accepted.

4.5 Application Period

The application period for the "2016/17 Voucher" is set out below -

Expected Kindergarten Admission Time	Recommended Application Time
Commencement of the 2016/17 School Year	September to November 2015
Middle of the 2016/17 School Year	After admission or no later than the end of the 2016/17 school year (end of July 2017)

Student-applicants who start to attend kindergarten classes and submit applications for assessment of eligibility for PEVS some time in the middle of a school year will be able to benefit from PEVS within the school year they submit the applications provided they are eligible for PEVS. **The fee subsidy from PEVS will be calculated on a pro-rata basis with reference to the month of application for PEVS or on the basis of the period of study in the school year, whichever is the later.** Duly completed applications must be submitted to the SFO for processing before the close of the school year so as to effect redemption within the school year. Request for retrospective redemption of fee subsidy for any period in the previous school year will not be accepted.

4.6 **Change to Information Provided in the Application**

If there is any change to the information provided by the applicants or the applicants wish to amend or provide supplementary information in relation to their applications submitted during the application processing stage, they must notify the SFO in writing promptly. Any changes must be made known to the SFO no later than 30 calendar days from the date of occurrence of changes. The notification must be duly signed and submitted together with copies of the relevant supporting documents to the SFO. Where necessary, the SFO may also request for additional information from the applicants to process the applications. If applicants fail to provide the necessary information within 30 calendar days from the date of request for additional information, the applications will automatically become invalid. Multiple applications from the same student-applicant may lead to delay in application processing.

4.7 **Application for Appeal**

If applicants disagree with the results of their assessment, they may apply in writing to the SFO for re-assessment within 30 calendar days from the issue dates of the notifications of result, providing detailed justifications and documentary evidence in support of their applications. The applications for re-assessment must be duly signed by the applicants. Re-assessment of eligibility normally takes 90 days.

4.8 **Application for other Financial Assistance**

Student-applicant who is able to meet the eligibility criteria for PEVS will be issued with a Voucher for PEVS. When applicant presents the Voucher to a local non-profit-making kindergarten under PEVS the child is attending, he/she will receive the fee subsidy from PEVS. If the amount of subsidy from PEVS is not enough to cover the entire school fee and the family is financially in need, he/she may apply for additional financial assistance under the Kindergarten and Child Care Centre Fee Remission Scheme (“KCFRS”) in 2016/17 separately subject to the terms and conditions of the KCFRS. “Household Application Form for Student Financial Assistance Schemes (2016/17)” is expected to be available around July 2016. Once the form is ready for distribution, the SFO will send them to kindergartens and child care centres immediately. At the same time, the SFO will upload the application form, announce the method for application and details of the KCFRS on SFO’s homepage.

5. **Provision/Handling of Personal Data**

5.1 It is the responsibility of applicants to complete the application forms fully and truthfully and to provide all supporting documents. Applicants are reminded to go through the "Checklist for Submission of Application" at page 6 for the list of supporting documents required for the application. The SFO will assess the eligibility of the student-applicants based on the information provided by the applicants. Insufficient information may lead to delay in processing or even render the applications disqualified for further processing resulting in invalidation of an application by the SFO.

5.2 The personal data provided in the application and any supplementary information provided on the request of the SFO will be used by the SFO and EDB/disclosed to the agents of the SFO/EDB and relevant Government bureaux/departments for the following purposes:

- Activities relating to the processing and authentication of this application and for the redemption of fee subsidy made by an eligible kindergarten to the EDB under PEVS against other database of the SFO and the database of other relevant Government bureaux/departments in association with the student financial assistance received by the applicant/applicant’s spouse/student-applicant to prevent double subsidies;
- Activities relating to the matching of the personal data of the applicant, applicant’s spouse and student-applicant with other database of the SFO and/or the database of the Immigration Department, where necessary, in association with processing of this application, the granting of other student financial assistance by the SFO and the Voucher redemption for the student-applicant to prevent and detect fraudulence, and the administration of the repayment of assistance;
- Activities relating to the recovery of overpayments of Voucher amount, if any;
- Statistics and research purposes; and
- Enquiry handling purpose.

5.3 The personal data of the applicant and those of his/her family members provided may be disclosed to other Government bureaux/departments and the related schools for the purposes stated in paragraph 5.2 above; or where the applicant has given consent to such disclosure; or where such disclosure is authorized or required by law.

5.4 Any misrepresentation and/or concealment of facts will lead to disqualification, restitution in full of the pre-primary education Voucher amount redeemed and possible prosecution by the Government.

5.5 All documents submitted are not returnable. However, in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), an applicant has the right to obtain access and make corrections to the data provided by him/her. He/she can also obtain copies of his/her personal data subject to the payment of necessary administrative charges. Such request should be addressed to Assistant Controller (Administration), SFO.

6. **Enquiry**

6.1 Applicants may visit EDB’s homepage at www.edb.gov.hk for details of PEVS or SFO’s homepage at www.wfsfaa.gov.hk/sfo for information on application. For enquiries on individual applications, applicants may also call the following enquiry hotline:

Student Finance Office’s 24-hour hotline: 2802 2345

(the customer service officer of the 1823 will attend to the calls on a non-stop basis)

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B - Notes on How to Complete the Application Form

Please fill in the form clearly in black or blue ink and complete Parts I to VI according to the instructions stated in the application form and the Guidance Notes.

Part I Particulars of Applicant

- 1.1 Applicant may choose to indicate "Title" to facilitate future communication.
- 1.2 Applicant must be a parent of the student-applicant(s), otherwise a written explanation is required in Part IV of the application form and provide relevant supporting proofs.
- 1.3 Applicant should put down his/her Hong Kong Identity (HKID) Card number and submit copies of his/her valid HKID card. If HKID card is not available, the applicant shall complete the part of "Other Identity Document" and submit copies of other valid identity documents (e.g. Mainland identity card, travel document).
- 1.4 Correspondence address must be an address within the territory of Hong Kong. If the applicant does not live in Hong Kong, please provide an address in Hong Kong for correspondence use in addition to the home address, or else this may result in delay in mailing of the result to the applicant.

1. Title *	# <input type="radio"/> 1 Mr. <input type="radio"/> 2 Ms. <input type="radio"/> 3 Miss	
2. Name in English	C H A N T A I M A N	
3. Name in Chinese	陳 大 文	
4. Identity Document Type and No. <small>(Please refer to para. 1.3 of Part B of the Guidance Notes)</small>	# <input type="radio"/> A HKID Card No.: A 1 2 3 4 5 6 (7)	<input type="radio"/> B Other Identity Document : _____ Document No.: _____
5. Year of Birth	1 9 8 1 Year	
6. Home Address	Flat 8 1 0 Floor 8 Block	
Name of Building	T S U I Y A N H O U S E	
Estate / Village	T S U I M A N E S T A T E	
No. & Name of Street		
District	K W A I C H U N G	
Area	# <input type="radio"/> 1 HK <input type="radio"/> 2 KLN <input checked="" type="radio"/> 3 NT	
7. Correspondence Address in HK <small>(Please leave blank if it is the same as the home address)</small>	Flat _____ Floor _____ Block _____	
Name of Building		
Estate / Village		
No. & Name of Street		
District		
Area	<input type="radio"/> 1 <input type="radio"/> 2 #3 HK KLN NT	
8. Local Mobile Phone No. * <small>(Please refer to para. 4.2 of Part A of the Guidance Notes)</small>	1 2 3 4 5 6 7 8 Home Telephone No. 4 5 6 7 8 1 2 3	

Part II Particulars of Spouse

- 2.1 Applicant may choose to complete this part. Provision of such information will improve the completeness of this household application. If the student-applicant are allowed to stay in Hong Kong temporarily, applicant must provide information of his/her spouse and also produce valid travel document of his/her spouse (please refer to paragraph 3.2 below). If this part is not applicable (e.g. the applicant and the spouse have divorced/separated or the spouse has deceased), the applicant may leave it blank.
- 2.2 Applicant should put down the HKID Card number of his/her spouse and submit copies of his/her valid HKID card. If HKID card is not available, the applicant shall complete the part of "Other Identity Document" and submit copies of other valid identity documents of his/her spouse.

Part III Particulars of Student-applicants

- 3.1 Only those student-applicants who can meet the eligibility criteria set out in paragraph 3.1 of Part A should be included in this part. The minimum age of the children to be enrolled to corresponding kindergarten levels is appended below:

Age of the Children as at 31 August of the School Year of Admission	Level to be Enrolled
Minimum age of 2 years and 8 months (born on or before 31.12.2013)	Nursery (i.e. K1)
Minimum age of 3 years and 8 months (born on or before 31.12.2012)	Lower KG (i.e. K2)
Minimum age of 4 years and 8 months (born on or before 31.12.2011)	Upper KG (i.e. K3)

- 3.2 To prove the Hong Kong resident status of the student-applicant, the applicant should submit a copy of the **Hong Kong Birth Certificate** (with the word "Established" shown in the "Status of Permanent Resident" column) of the student-applicant.

If this is not available or if the Hong Kong Birth Certificate bears the words "Not Established", the applicant must submit copies of one of the following valid identity documents of the student-applicant (together with copy of the Hong Kong Birth Certificate, if available) -

- (a) Hong Kong Special Administrative Region (HKSAR) Re-entry Permit;
- (b) HKSAR Document of Identity for Visa Purposes (pages 1 to 3);
- (c) HKSAR Passport;
- (d) Hong Kong Permanent Identity Card;
- (e) One-way Exit Permit;
- (f) Entry Permit issued by the HKSAR Government or travel documents issued by other countries/territories bearing a valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong; or
- (g) Permit to Remain in the HKSAR (ID235B).

If the identity document of student-applicant belongs to category (f) or (g) above, the applicant, his/her spouse and the student-applicant have to produce their own valid travel documents (pages showing the bearer's particulars, the latest visa label issued by the Immigration Department of the HKSAR Government and the latest "Permission to remain" stamp issued by the Immigration Department indicating the latest period of lawful stay of the applicant, his/her spouse and the student-applicant) to the SFO as well.

SAMPLE

1. a. Name in English (must be provided) C H A N T A I M I N G

b. Name in Chinese 陳 大 明

c. Identity Document # (A) HK Birth Certificate No.: S 4 5 6 7 8 9 (0) (B) HKID Card No.: _____
 (C) Other Identity Document: _____ Document No.: _____
(Please refer to para. 3.2 of Part B of the Guidance Notes)

d. Date of Birth 2 0 1 3 Y 0 7 M 1 1 D

e. Relationship with applicant # (A) = Child (B) = Other (Please provide written explanation in Part IV with relevant supporting proofs)

f. Kindergarten class attending # (U) = Upper Class (K3) (L) = Lower Class (K2) (N) = Nursery Class (K1)
in the 2016/17 school year

Part IV Other Special Family Information

4.1 Applicant applying for PEVS for a student-applicant who is not his/her child must explain the reason why the application is not made by the student-applicant's parents and provide identity documents and authorization letter of parents of the student-applicant. The SFO may cease to process the application if no reasons are given for non-compliance with the requirement in Part IV of the application form or the reasons given are not acceptable to the SFO.

Part V Language in which the Result should be Printed

5.1 If the student-applicant is assessed to be eligible for PEVS, the applicant may choose to indicate the language in which the Voucher, i.e. the document certifying the eligibility of the student-applicant for PEVS, should be printed. If no indication is given, the SFO will make reference to the language that the applicant used in completing the application form for printing the Voucher.

Part VI Undertaking and Declaration

6.1 Please read through the paragraphs in this part and sign in the space provided in the application form. The SFO will not process the application if this part is not properly signed.



C - Notes on Voucher to be Issued

1.1 The Voucher is to certify the eligibility of the student-applicant for PEVS. The validity period of the Voucher is determined on the basis of the kindergarten classes the eligible student-applicants are attending in 2016/17, and will range from 1 to 3 years. Details are illustrated in the table below:

Level to be Enrolled in 2016/17	Validity Period of the Voucher
Nursery (i.e. K1)	3 years
Lower KG (i.e. K2)	2 years
Upper KG (i.e. K3)	1 year

Please note that each eligible child is provided with a maximum of three years of fee subsidy under PEVS. The validity period of the Voucher will normally not be extended.

1.2 The SFO will inform applicant of the result by post. Each eligible student-applicant will be issued with a Voucher, which will be mailed to the home/Hong Kong correspondence address of the applicant. The applicant must therefore ensure that the home/Hong Kong correspondence address is accurately provided in the application form. In case the applicant changes the home/Hong Kong correspondence address in the course of application for PEVS, such change must be made known to the SFO in the first instance. Otherwise, the Voucher may not be mailed to the applicant and the applicant would have to bear any possible consequence, including their inability to redeem the subsidy under PEVS.

- 1.3 Loss or damage of the Voucher must be reported to the SFO's 24-hour hotline at 2802 2345 so that the SFO can void the Voucher. Invalidated Voucher, even when recovered, would not be redeemable. Eligible applicant may apply for re-issue of the Voucher from the SFO at cost.

* * * * *

D - Successful Applicant's Liability to Pay Liquidated Damages and Default Interest for Breach of the Undertaking and Declaration

- 1.1 Successful applicant shall, during the validity period of the Voucher and for a period of one year thereafter, maintain all information and documents relating to this application, fully cooperate with the officers of the EDB, the SFO and other persons duly authorized by the Government and promptly provide all such information and documents which any one of them may from time to time request for inspection, verification, photocopying, or otherwise for the purpose of administration and monitoring the operation of PEVS.
- 1.2 In the event that this application for the Voucher is successful, and the undersigned applicant fails to comply with or observe any provisions of the Undertaking and Declaration in Part VI of the application form signed by the applicant ("Undertaking and Declaration"), the Government of the HKSAR ("Government") may by notice in writing to the applicant require such sum of money (as may be specified by the Government in the notice) be paid by the applicant to the Government within the period specified in the notice and otherwise immediately as liquidated damages (but not as a penalty) for the purpose of compensating the Government for the amount paid by the Government to the kindergarten concerned (whether in full or in part) upon such kindergarten's redemption of the Voucher for the student-applicant(s) as well as interest on the above sum be paid by the applicant to the Government and the applicant will comply with the requirements in the notice. The interest shall accrue on a daily basis and be calculated at the rate of 2.5% per annum above the prime rate for Hong Kong Dollars from time to time of The Hong Kong and Shanghai Banking Corporation Limited from the due date until payment. This paragraph shall not prejudice the Government's power under Clause 5 of the Undertaking and Declaration.

* * * * *

Checklist for Submission of Application (please tick the appropriate box for action completed)

1. Has the application form been correctly filled in and Part VI Undertaking and Declaration duly signed?	<input type="checkbox"/>
2. Has copy of your identity document been attached?	<input type="checkbox"/>
3. Has copy of your spouse's identity document been attached (if applicable)?	<input type="checkbox"/>
4. Has copy of the identity document of all student-applicant(s) been attached?	<input type="checkbox"/>
5. If the student-applicant is not a child of yours, has Part IV of the application form been completed with relevant supporting proofs (copy of the identity documents and authorization letter of parents of the student-applicant)?	<input type="checkbox"/>
6. Have you provided the correspondence address in Hong Kong and affixed sufficient stamp to the envelope for mailing the application?	<input type="checkbox"/>
7. Have you retained a photocopy of the completed application form?	<input type="checkbox"/>

* * * * *

Please forward copies of the necessary supporting documents together with the duly completed application form to the SFO.

Correspondence Address ✕

Student Finance Office
 Working Family and Student Financial Assistance Agency
 TST PO Box 95757
 Kowloon
 Hong Kong
 (Re. Application for the Pre-primary Education Voucher Scheme (2016/17))