

**Pre-primary Education Voucher Scheme (2016/17) (PEVS)
Calculation of Subsidy in the Case of Pupil Transfer**

Example 1 (refers to para. 3.4.1 of the Guidance Notes)

<p>KG A (starts from Aug with 12 fee instalments)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td style="background-color: #cccccc;">Aug 2016</td></tr> <tr><td>Sep</td></tr> <tr><td>Oct</td></tr> <tr><td style="border-right: 1px dashed black;">Nov</td></tr> <tr><td>Dec</td></tr> <tr><td>Jan 2017</td></tr> <tr><td>Feb</td></tr> <tr><td>Mar</td></tr> <tr><td>Apr</td></tr> <tr><td>May</td></tr> <tr><td>Jun</td></tr> <tr><td>Jul</td></tr> <tr><td style="border-top: 1px dashed black;">Aug</td></tr> </table>	Aug 2016	Sep	Oct	Nov	Dec	Jan 2017	Feb	Mar	Apr	May	Jun	Jul	Aug	W	<p>KG B (starts from Sep with 11 fee instalments)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td style="border-top: 1px dashed black;">Aug 2016</td></tr> <tr><td>Sep</td></tr> <tr><td>Oct</td></tr> <tr><td style="border-left: 1px dashed black;">Nov</td></tr> <tr><td>Dec</td></tr> <tr><td>Jan 2017</td></tr> <tr><td>Feb</td></tr> <tr><td>Mar</td></tr> <tr><td>Apr</td></tr> <tr><td>May</td></tr> <tr><td>Jun</td></tr> <tr><td>Jul</td></tr> <tr><td style="border-top: 1px dashed black;">Aug</td></tr> </table>	Aug 2016	Sep	Oct	Nov	Dec	Jan 2017	Feb	Mar	Apr	May	Jun	Jul	Aug
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Pupil W is transferred from KG A to another KG under PEVS, viz. KG B, in mid Nov 2016.

KG A will redeem pupil W's voucher from Aug to Nov 2016 and KG B will redeem pupil W's voucher from Dec 2016 to Jul 2017.

Example 2 (refers to para. 3.4.1 of the Guidance Notes)

<p>KG A (starts from Aug with 12 fee instalments)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td>Aug 2016</td></tr> <tr><td>Sep</td></tr> <tr><td>Oct</td></tr> <tr><td style="border-left: 1px dashed black;">Nov</td></tr> <tr><td>Dec</td></tr> <tr><td>Jan 2017</td></tr> <tr><td>Feb</td></tr> <tr><td>Mar</td></tr> <tr><td>Apr</td></tr> <tr><td>May</td></tr> <tr><td>Jun</td></tr> <tr><td>Jul</td></tr> <tr><td style="border-top: 1px dashed black;">Aug</td></tr> </table>	Aug 2016	Sep	Oct	Nov	Dec	Jan 2017	Feb	Mar	Apr	May	Jun	Jul	Aug	X	<p>KG B (starts from Sep with 10 fee instalments)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td style="border-top: 1px dashed black;">Aug 2016</td></tr> <tr><td style="background-color: #cccccc;">Sep</td></tr> <tr><td style="background-color: #cccccc;">Oct</td></tr> <tr><td style="border-right: 1px dashed black;">Nov</td></tr> <tr><td>Dec</td></tr> <tr><td>Jan 2017</td></tr> <tr><td>Feb</td></tr> <tr><td>Mar</td></tr> <tr><td>Apr</td></tr> <tr><td>May</td></tr> <tr><td>Jun</td></tr> <tr><td>Jul</td></tr> <tr><td style="border-top: 1px dashed black;">Aug</td></tr> </table>	Aug 2016	Sep	Oct	Nov	Dec	Jan 2017	Feb	Mar	Apr	May	Jun	Jul	Aug
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Jan 2017																												
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Pupil X is transferred from KG B to another KG under PEVS, viz. KG A, in mid Nov 2016.

KG B will redeem pupil X's voucher from Sep to Nov 2016 and KG A will redeem pupil X's voucher from Dec 2016 to Jul 2017.

Example 3 (refers to para. 3.5 of the Guidance Notes)

KG A (starts from Aug with 12 fee instalments)

KG B (starts from Sep with 12 fee instalments)

Aug 2016	Y	Aug 2016
Sep		Sep
Oct		Oct
Nov		Nov
Dec		Dec
Jan 2017		Jan 2017
Feb		Feb
Mar		Mar
Apr		Apr
May		May
Jun		Jun
Jul		Jul
Aug	Aug	

Pupil Y attends KG A in August, then is transferred from KG A to another KG under PEVS, viz. KG B, from Sep 2016.

KG A will redeem pupil Y's voucher for Aug 2016 and KG B will redeem pupil Y's voucher from Sep 2016 to Aug 2017.

Example 4 (refers to para. 3.6 of the Guidance Notes)

KG A (starts from Sep with 12 fee instalments)

KG B (starts from Sep with 10 fee instalments)

Aug 2016	Z	Aug 2016
Sep		Sep
Oct		Oct
Nov		Nov
Dec		Dec
Jan 2017		Jan 2017
Feb		Feb
Mar		Mar
Apr		Apr
May		May
Jun		Jun
Jul		Jul
Aug	Aug	

Pupil Z is transferred from KG B to another KG under PEVS, viz. KG A, in Jul 2017.

KG B will redeem pupil Z's voucher for a whole school year from Sep 2016 to Jun 2017 [i.e. end of school year]. As such, pupil Z CANNOT receive PEVS fee subsidy for attendance in KG A.

Pre-primary Education Voucher Scheme (PEVS) (2016/17)
Disbursement of Fee Subsidy

(1) Arrangements of disbursement of fee subsidy

Jun 2016	Kindergartens (KGs) report via Form 1 to the Voucher Redemption Team of the Education Bureau (EDB) on or before 27 June 2016 their projected number of pupils eligible for voucher redemption at the beginning of the 2016/17 school year.	
Aug - Oct 2016	<p>KGs update the information of pupils' attendance in Aug (if applicable) and Sep in the 2016/17 school year before 14 Sep 2016 via the function "Pupil Information" of the "KEVRS".</p> <p>KGs report cases of new intakes ^{Note}, change course, dropouts or non-attendance for an entire month, if any, on or after 14 Sep 2016 via the function "Reporting Changes on Pupil Information" of the "KEVRS" or standard form through fax within 7 days of case occurrence.</p>	<p><u>Aug (if applicable) to Oct 2016:</u></p> <p>Provisional Fee Subsidy</p> <p>EDB disburses provisional fee subsidy early each month in accordance with the projected enrolment of pupils eligible for voucher redemption in the beginning of the 2016/17 school year reported by KGs in late June 2016.</p>
Nov 2016 - Aug 2017	<p>KGs report cases of new intakes ^{Note}, change course, dropouts or non-attendance for an entire month, if any, via the function "Reporting Changes on Pupil Information" of the "KEVRS" or standard form through fax within 7 days of case occurrence.</p> <p>KGs download "Report on Adjustment to Payment of Fee Subsidy" and "Report on Pupil-eligibility for Voucher Redemption" via the "KEVRS" for details of adjustment to fee subsidy.</p>	<p><u>Nov 2016 to Aug 2017:</u></p> <p>(i) Provisional Fee Subsidy</p> <p>From Nov 2016 to the last month in the school year that the KG charges school fee, provisional fee subsidy is calculated upon the pupil information reported by KGs in the previous month and is disbursed early each month.</p> <p>(ii) Adjustment to Payment of Fee Subsidy</p> <p>The Adjustment will be conducted in November 2016, March and August 2017.</p> <p>Underpayment of fee subsidy will be settled in December 2016, April and September 2017, whereas overpayment of fee subsidy will be deducted from the upcoming provisional subsidy.</p>

^{Note} only applicable to KG joining PEVS

(2) Illustration of disbursement of fee subsidy

Example 1: KG A under PEVS

(starts the school year from Aug 2016 and collects tuition fee by 11 instalments)

	Projected enrolment	Actual enrolment after update	Provisional fee Subsidy (According to projected enrolment)	Fee subsidy entitled (According to actual enrolment after update)	Adjustment of Fee Subsidy
Aug 2016	100	100	100 x \$2,120	100 x \$2,120	
Sep	ditto	101	100 x \$2,111	101 x \$2,111	
Oct	ditto	101	ditto	101 x \$2,111	
Nov	101	102	101 x \$2,111	102 x \$2,111	
Dec	102	102	102 x \$2,111	102 x \$2,111	1 st Adjustment
Jan 2017	102	103	102 x \$2,111	103 x \$2,111	
Feb	103	101	103 x \$2,111	101 x \$2,111	
Mar	101	105	101 x \$2,111	105 x \$2,111	
Apr	105	104	105 x \$2,111	104 x \$2,111	2 nd Adjustment
May	104	104	104 x \$2,111	104 x \$2,111	
Jun	104	102	104 x \$2,111	102 x \$2,111	
Jul					
Aug					
Sep					3 rd Adjustment

Month	Calculation Method/ Disbursement Procedure	Example 1: KG A under PEVS (starts the school year from Aug 2016 and collects tuition fee by 11 instalments)
Jun 2016	KGs report via Form 1 to the Voucher Redemption Team of EDB on or before 27 June 2016 their projected no. of pupils eligible for voucher redemption at the beginning of the 2016/17 school year.	The projected number of pupils holding “Certificate of Eligibility” at the beginning of the 2016/17 school year is 100.
Aug 2016	KGs report information of pupils’ attendance in Aug (if applicable) and Sep in the 2016/17 school year via the “KEVRS”. Provisional Fee Subsidy for Aug = subsidy amount for the instalment x no. of pupil (reported in Jun)	Provisional Fee Subsidy for Aug = \$2,120 x 100 Provisional Fee Subsidy for Sep = \$2,111 x 100
Sep 2016	Provisional Fee Subsidy for Sep = subsidy amount for the instalment x no. of pupil (reported in Jun)	
Oct 2016	Provisional Fee Subsidy for Oct = subsidy amount for the instalment x no. of pupil (reported in Jun)	Provisional Fee Subsidy for Oct = \$2,111 x 100
Nov 2016	Provisional Fee Subsidy for Nov = subsidy amount for the instalment x no. of pupil (reported in Oct)	Provisional Fee Subsidy for Nov = \$2,111 x 101

Month	Calculation Method/ Disbursement Procedure	Example 1: KG A under PEVS (starts the school year from Aug 2016 and collects tuition fee by 11 instalments)																	
Dec 2016	Provisional Fee Subsidy for Dec = subsidy amount for the instalment x no. of pupil (reported in Nov) 1st Adjustment of fee subsidy: KGs can download “Report on Adjustment to Payment of Fee Subsidy” and “Report on Pupil-eligibility for Voucher Redemption” via the “KEVRS”.	Provisional Fee Subsidy for Dec = \$2,111 x 102 Update pupil attendance information from Aug to Nov 2016: <table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="4">2016</th> </tr> <tr> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> </tr> </thead> <tbody> <tr> <td>Updated No. of pupils</td> <td>100</td> <td>101</td> <td>101</td> <td>102</td> </tr> </tbody> </table> Adjustment of Fee Subsidy = (100-100) x \$2,120 + [(101-100) + (101-100) + (102-101)] x \$2,111	Month	2016				Aug	Sep	Oct	Nov	Updated No. of pupils	100	101	101	102			
Month	2016																		
	Aug	Sep	Oct	Nov															
Updated No. of pupils	100	101	101	102															
Jan 2017	Provisional Fee Subsidy for Jan = subsidy amount for the instalment x no. of pupil (reported in Dec)	Provisional Fee Subsidy for Jan = \$2,111 x 102																	
Feb 2017	Provisional Fee Subsidy for Feb = subsidy amount for the instalment x no. of pupil (reported in Jan)	Provisional Fee Subsidy for Feb = \$2,111 x 103																	
Mar 2017	Provisional Fee Subsidy for Mar = subsidy amount for the instalment x no. of pupil (reported in Feb)	Provisional Fee Subsidy for Mar = \$2,111 x 101																	
Apr 2017	Provisional Fee Subsidy for Apr = subsidy amount for the instalment x no. of pupil (reported in Mar) 2nd Adjustment of fee subsidy: KGs can download “Report on Adjustment to Payment of Fee Subsidy” and “Report on Pupil-eligibility for Voucher Redemption” via the “KEVRS”.	Provisional Fee Subsidy for Apr = \$2,111 x 105 Update pupil attendance information from Aug 2016 - Mar 2017: <table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="2">2016</th> <th colspan="3">2017</th> </tr> <tr> <th>Aug - Nov</th> <th>Dec</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> </tr> </thead> <tbody> <tr> <td>Updated No. of pupils</td> <td>ditto</td> <td>102</td> <td>103</td> <td>101</td> <td>105</td> </tr> </tbody> </table> If there is no change in the pupil information from Aug to Nov 2016, the adjustment of Fee Subsidy = [(102-102) + (103-102) + (101-103) + (105-101)] x \$2,111	Month	2016		2017			Aug - Nov	Dec	Jan	Feb	Mar	Updated No. of pupils	ditto	102	103	101	105
Month	2016			2017															
	Aug - Nov	Dec	Jan	Feb	Mar														
Updated No. of pupils	ditto	102	103	101	105														
May 2017	Provisional Fee Subsidy for May = subsidy amount for the instalment x no. of pupil (reported in Apr)	Provisional Fee Subsidy for May = \$2,111 x 104																	
Jun 2017	Provisional Fee Subsidy for Jun = subsidy amount for the instalment x no. of pupil (reported in May)	Provisional Fee Subsidy for Jun = \$2,111 x 104																	

Month	Calculation Method/ Disbursement Procedure	Example 1: KG A under PEVS (starts the school year from Aug 2016 and collects tuition fee by 11 instalments)																	
Jul 2017	Provisional Fee Subsidy for Jul (if applicable) = subsidy amount for the instalment x no. of pupil (reported in Jun)	Provisional Fee Subsidy for Jul = \$0																	
Aug 2017	Provisional Fee Subsidy for Aug (if applicable) = subsidy amount for the instalment x no. of pupil (reported in Jul) Last Adjustment of fee subsidy: KGs can download “Report on Adjustment to Payment of Fee Subsidy” and “Report on Pupil-eligibility for Voucher Redemption” via the “KEVRS”.	Provisional Fee Subsidy for Aug = \$0 Update pupil attendance information from Aug 2016 to Aug 2017: <table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="5">2016-2017</th> </tr> <tr> <th>Aug-Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul-Aug</th> </tr> </thead> <tbody> <tr> <td>Updated No. of pupils</td> <td>ditto</td> <td>104</td> <td>104</td> <td>102</td> <td>N/A</td> </tr> </tbody> </table> If there is no change in the pupil information from Aug 2016 to Mar 2017, the adjustment of Fee Subsidy = [(104-105) + (104-104) + (102-104)] x \$2,111	Month	2016-2017					Aug-Mar	Apr	May	Jun	Jul-Aug	Updated No. of pupils	ditto	104	104	102	N/A
Month	2016-2017																		
	Aug-Mar	Apr	May	Jun	Jul-Aug														
Updated No. of pupils	ditto	104	104	102	N/A														

Example 2: KG B under PEVS

(starts the school year from Sep 2016 and collects tuition fee by 12 instalments)

	Projected enrolment	Actual enrolment after update	Provisional fee Subsidy (According to projected enrolment)	Fee subsidy entitled (According to actual enrolment after update)	Adjustment of Fee Subsidy
Aug 2016	0	0	0	0	
Sep	100	101	100 x \$1,945	101 x \$1,945	
Oct	ditto	102	100 x \$1,935	102 x \$1,935	
Nov	102	103	102 x \$1,935	103 x \$1,935	
Dec	103	104	103 x \$1,935	104 x \$1,935	1 st Adjustment
Jan 2017	104	105	104 x \$1,935	105 x \$1,935	
Feb	105	104	105 x \$1,935	104 x \$1,935	
Mar	104	103	104 x \$1,935	103 x \$1,935	
Apr	103	102	103 x \$1,935	102 x \$1,935	2 nd Adjustment
May	102	102	102 x \$1,935	102 x \$1,935	
Jun	102	101	102 x \$1,935	101 x \$1,935	
Jul	101	101	101 x \$1,935	101 x \$1,935	
Aug	101	100	101 x \$1,935	100 x \$1,935	
Sep					3 rd Adjustment

Month	Calculation Method/ Disbursement Procedure	Example 1: KG B under PEVS (starts the school year from Sep 2016 and collects tuition fee by 12 instalments)														
Jun 2016	KGs report via Form 1 to the Voucher Redemption Team of EDB on or before 27 June 2016 their projected no. of pupils eligible for voucher redemption at the beginning of the 2016/17 school year.	The projected number of pupils holding “Certificate of Eligibility” at the beginning of the 2016/17 school year is 100.														
Aug 2016	KGs report information of pupils’ attendance in Aug (if applicable) and Sep in the 2016/17 school year via the “KEVRS”. Provisional Fee Subsidy for Aug = subsidy amount for the instalment x no. of pupil (reported in Jun)	Provisional Fee Subsidy for Aug = \$0 Provisional Fee Subsidy for Sep = \$1,945 x 100														
Sep 2016	Provisional Fee Subsidy for Sep = subsidy amount for the instalment x no. of pupil (reported in Jun)															
Oct 2016	Provisional Fee Subsidy for Oct = subsidy amount for the instalment x no. of pupil (reported in Jun)	Provisional Fee Subsidy for Oct = \$1,935 x 100														
Nov 2016	Provisional Fee Subsidy for Nov = subsidy amount for the instalment x no. of pupil (reported in Oct)	Provisional Fee Subsidy for Nov = \$1,935 x 102														
Dec 2016	Provisional Fee Subsidy for Dec = subsidy amount for the instalment x no. of pupil (reported in Nov) 1st Adjustment of fee subsidy: KGs can download “Report on Adjustment to Payment of Fee Subsidy” and “Report on Pupil-eligibility for Voucher Redemption” via the “KEVRS”.	Provisional Fee subsidy for Dec = \$1,935 x 103 Update pupil attendance information from Aug to Nov 2016: <table border="1" data-bbox="906 1310 1474 1514"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="4">2016</th> </tr> <tr> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> </tr> </thead> <tbody> <tr> <td>Updated No. of pupils</td> <td>N/A</td> <td>101</td> <td>102</td> <td>103</td> </tr> </tbody> </table> Adjustment of Fee Subsidy = (101-100) x \$1,945 + [(102-100) + (103-102)] x \$1,935	Month	2016				Aug	Sep	Oct	Nov	Updated No. of pupils	N/A	101	102	103
Month	2016															
	Aug	Sep	Oct	Nov												
Updated No. of pupils	N/A	101	102	103												
Jan 2017	Provisional Fee Subsidy for Jan = subsidy amount for the instalment x no. of pupil (reported in Dec)	Provisional Fee Subsidy for Jan = \$1,935 x 104														
Feb 2017	Provisional Fee Subsidy for Feb = subsidy amount for the instalment x no. of pupil (reported in Jan)	Provisional Fee Subsidy for Feb = \$1,935 x 105														
Mar 2017	Provisional Fee Subsidy for Mar = subsidy amount for the instalment x no. of pupil (reported in Feb)	Provisional Fee Subsidy for Mar = \$1,935 x 104														

Month	Calculation Method/ Disbursement Procedure	Example 1: KG B under PEVS (starts the school year from Sep 2016 and collects tuition fee by 12 instalments)																				
Apr 2017	Provisional Fee Subsidy for Apr = subsidy amount for the instalment x no. of pupil (reported in Mar) 2nd Adjustment of fee subsidy: KGs can download “Report on Adjustment to Payment of Fee Subsidy” and “Report on Pupil-eligibility for Voucher Redemption” via the “KEVRS”.	Provisional Fee Subsidy for Apr = \$1,935 x 103 Update pupil attendance information from Aug 2016 - Mar 2017: <table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="2">2016</th> <th colspan="3">2017</th> </tr> <tr> <th>Aug- Nov</th> <th>Dec</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> </tr> </thead> <tbody> <tr> <td>Updated No. of pupils</td> <td>ditto</td> <td>104</td> <td>105</td> <td>104</td> <td>103</td> </tr> </tbody> </table> If there is no change in the pupil information from Aug to Nov 2016, the adjustment of Fee Subsidy = [(104-103) + (105-104) + (104-105) + (103-104)] x \$1,935	Month	2016		2017			Aug- Nov	Dec	Jan	Feb	Mar	Updated No. of pupils	ditto	104	105	104	103			
Month	2016			2017																		
	Aug- Nov	Dec	Jan	Feb	Mar																	
Updated No. of pupils	ditto	104	105	104	103																	
May 2017	Provisional Fee Subsidy for May = subsidy amount for the instalment x no. of pupil (reported in Apr)	Provisional Fee Subsidy for May = \$1,935 x 102																				
Jun 2017	Provisional Fee Subsidy for Jun = subsidy amount for the instalment x no. of pupil (reported in May)	Provisional Fee Subsidy for Jun = \$1,935 x 102																				
Jul 2017	Provisional Fee Subsidy for Jul (if applicable) = subsidy amount for the instalment x no. of pupil (reported in Jun)	Provisional Fee Subsidy for Jul = \$1,935 x 101																				
Aug 2017	Provisional Fee Subsidy for Aug (if applicable) = subsidy amount for the instalment x no. of pupil (reported in Jul) Last Adjustment of fee subsidy: KGs can download “Report on Adjustment to Payment of Fee Subsidy” and “Report on Pupil-eligibility for Voucher Redemption” via the “KEVRS”.	Provisional Fee Subsidy for Aug = \$1,935 x 101 Update pupil attendance information from Aug 2016 to Aug 2017: <table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="6">2016-2017</th> </tr> <tr> <th>Aug- Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Aug</th> </tr> </thead> <tbody> <tr> <td>Updated No. of pupils</td> <td>ditto</td> <td>102</td> <td>102</td> <td>101</td> <td>101</td> <td>100</td> </tr> </tbody> </table> If there is no change in the pupil information from Aug 2016 to Mar 2017, the adjustment of Fee Subsidy = [(102-103) + (102-102) + (101-102) + (101-101) + (100-101)] x \$1,935	Month	2016-2017						Aug- Mar	Apr	May	Jun	Jul	Aug	Updated No. of pupils	ditto	102	102	101	101	100
Month	2016-2017																					
	Aug- Mar	Apr	May	Jun	Jul	Aug																
Updated No. of pupils	ditto	102	102	101	101	100																

Pre-primary Education Voucher Scheme (PEVS) (2016/17 School Year)
Standard Forms for Reporting Changes
of Information of Pupils with Certificate of Eligibility (CE)

Event	Form
Admission of new pupils*	<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 and report to the Voucher Redemption Team of the Education Bureau (EDB) on admission of new pupils
Withdrawal of pupils	<p><u>Form 2C</u></p> <ul style="list-style-type: none"> ● For parents to acknowledge receipt of CE from KGs <p><u>Form 2D</u></p> <ul style="list-style-type: none"> ● For parents to acknowledge receipt of CE from KGs and for KGs to report to the Voucher Redemption Team of EDB on pupils' withdrawal from KGs
Pupils' non-attendance for an entire month	<p><u>Form 4</u></p> <ul style="list-style-type: none"> ● For KGs to report to the Voucher Redemption Team of EDB on pupils' non-attendance for an entire month
Pupils' change of course	<p><u>Form 5</u></p> <ul style="list-style-type: none"> ● For KGs to report to the Voucher Redemption Team of EDB on pupils' change of course
Pupils' 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 and report to the Voucher Redemption Team of EDB on pupils' renewal of CE

*only applicable to KG joining the PEVS

Form 2A	<ul style="list-style-type: none"> ● Applicable only to pupils with CE newly admitted to school before 14 Sep 2016 in 2016/17 school year ● For KGs to acknowledge receipt of CE from parents
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To : Parent/Guardian of _____ (name of pupil)

Pre-primary Education Voucher Scheme (2016/17 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 / Lower Kindergarten / Upper Kindergarten	*AM / PM / WD
Certificate of Eligibility No.		
First date of attendance	____ / ____ / ____ (dd / mm / yyyy)	

* Please delete where inappropriate

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

Signature of Principal: _____

Name of Principal: _____

Name of Kindergarten: _____

Date: _____

School Chop

**Form
2B**

- Applicable only to pupils with CE newly admitted to school on or after 14 Sep 2016 in 2016/17 school year.
- For KGs to acknowledge receipt of CE from parents
- For KGs to report case details to the Voucher Redemption Team of EDB within 7 days after admission

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

Pre-primary Education Voucher Scheme (2016/17 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 / Lower Kindergarten / Upper Kindergarten	
Certificate of Eligibility No.	*AM / PM / WD	
First date of attendance	____ / ____ / ____ (dd / mm / yyyy)	

*Please delete where inappropriate

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

Signature of Principal : _____ Date : _____

Name of Principal : _____

Name of Kindergarten : _____

School
Chop

For KG's use

To : Voucher Redemption Team, EDB (Fax: 3106 0319)

The above information about the pupil newly admitted to school is true and correct. Please adjust the amount of subsidy.

School No.-Location No.: _____ Signature of Principal: _____

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

Telephone: _____ Fax : _____

Date: ____ / ____ / ____ (dd / mm / yyyy)

School
Chop

*Please delete where inappropriate

Reply from the Voucher Redemption Team, EDB

To : Principal

The above notice is noted. Upon updating the pupil's information, the subsidy disbursed will be adjusted accordingly and the calculation will be shown in the respective report on fee subsidy. If your KG has ever charged the above pupil the tuition fee without voucher subsidy during the valid period of his/her CE, please return over-charged tuition fee to the pupil as soon as possible.

For enquiries, please contact _____ at _____.

Date: _____

Voucher Redemption Team

Chop

Form 2C	<ul style="list-style-type: none"> ● Applicable only to pupils who drop out before 14 Sep 2016 in 2016/17 school year ● For parents to acknowledge receipt of CE from KGs
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To : Principal of _____ (name of kindergarten)

Pre-primary Education Voucher Scheme (2016/17 school year)
Receipt of Certificate of Eligibility

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

Name of pupil	(Chin)	(Eng)
Course attended	* Nursery / Lower Kindergarten / Upper Kindergarten	*AM /PM / WD
Certificate of Eligibility No.		
Last date of attendance	____ / ____ / ____ (dd / mm / yyyy)	

*Please delete where inappropriate

Signature of Parent/ Guardian: _____

Name of Parent/Guardian: _____

Date: _____

Form 2D	<ul style="list-style-type: none"> ● Applicable only to pupils with CE who withdraw from school on or after 14 Sep 2016 in 2016/17 school year. ● For parents to acknowledge receipt of CE from KGs ● For KGs to report case details to the Voucher Redemption Team of EDB within 7 days after pupils' withdrawal
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To : Principal of _____ (name of kindergarten)

Pre-primary Education Voucher Scheme (2016/17 School Year)
Receipt of Certificate of Eligibility

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

Name of pupil	(Chin)	(Eng)
Course attended	*Nursery / Lower Kindergarten / Upper Kindergarten	
		*AM / PM / WD
Certificate of Eligibility No.		
Last date of attendance	____ / ____ / ____ (dd / mm / yyyy)	

*Please delete where inappropriate


Signature of Parent/ Guardian: _____ Date: _____

Name of Parent/ Guardian: _____

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|                                                                                                                               |                               |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>For KG's use</b>                                                                                                           |                               |
| To : Voucher Redemption Team, EDB (Fax: 3106 0319)                                                                            |                               |
| The above information about the pupil who has withdrawn from school is true and correct. Please adjust the amount of subsidy. |                               |
| School No.-Location No.: _____                                                                                                |                               |
| Name of Principal : _____                                                                                                     | Signature of Principal: _____ |
| Name of Contact Person (principal/senior teacher/others*): _____                                                              |                               |
| Telephone: _____                                                                                                              | Fax .: _____                  |
| Date: ____ / ____ / ____ (dd / mm / yyyy)                                                                                     |                               |
|                                                                                                                               | School<br>Chop                |

\*Please delete where inappropriate

|                                                                                                                                                                                                                                               |                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Reply from the Voucher Redemption Team, EDB</b>                                                                                                                                                                                            |                                                                                       |
| To : Principal                                                                                                                                                                                                                                |                                                                                       |
| The above notice is noted. Upon updating the pupil's information, the subsidy disbursed will be adjusted accordingly and the calculation will be shown in the respective report on fee subsidy. For enquiries, please contact _____ at _____. |                                                                                       |
| Date: _____                                                                                                                                                                                                                                   | Voucher Redemption Team                                                               |
|                                                                                                                                                                                                                                               |  |

|                   |                                                                                                                                                                                            |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Form<br/>4</b> | <ul style="list-style-type: none"> <li>For KG to report to the Voucher Redemption Team of EDB on pupil's non-attendance for an entire month within 7 days after case occurrence</li> </ul> |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

To: Voucher Redemption Team, EDB (Fax : 3106 0319)

**Pre-primary Education Voucher Scheme (2016/17 School Year)**  
**Report on Pupils' Non-attendance for an Entire Month**

|                                                                                                                                                                                                                                                                 |                                                        |               |                           |        |                          |         |  |                          |                          |                          |                          |                                                                          |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|---------------|---------------------------|--------|--------------------------|---------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------|--|
| Name of pupil                                                                                                                                                                                                                                                   | (Chin)                                                 | (Eng)         |                           |        |                          |         |  |                          |                          |                          |                          |                                                                          |  |
| Certificate of Eligibility No.                                                                                                                                                                                                                                  |                                                        |               |                           |        |                          |         |  |                          |                          |                          |                          |                                                                          |  |
| Course attended                                                                                                                                                                                                                                                 | * Nursery / Lower Kindergarten /<br>Upper Kindergarten | *AM / PM / WD |                           |        |                          |         |  |                          |                          |                          |                          |                                                                          |  |
| Month of non-attendance<br>Month    Year                                                                                                                                                                                                                        | Has school fee been paid for that month                |               | Reason for Non-attendance |        | (To be completed by EDB) |         |  |                          |                          |                          |                          |                                                                          |  |
|                                                                                                                                                                                                                                                                 | Yes                                                    | No            | Sick leave#               | Others | Result of assessment     | Remarks |  |                          |                          |                          |                          |                                                                          |  |
| <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td></tr> </table> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> |                                                        |               |                           |        |                          |         |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Eligible <input type="checkbox"/><br>Ineligible <input type="checkbox"/> |  |
|                                                                                                                                                                                                                                                                 |                                                        |               |                           |        |                          |         |  |                          |                          |                          |                          |                                                                          |  |
|                                                                                                                                                                                                                                                                 |                                                        |               |                           |        |                          |         |  |                          |                          |                          |                          |                                                                          |  |

# Please attach certified copy of supporting document (e.g. certificate of sick leave/ admission to hospital).

Signature of Principal : \_\_\_\_\_ Name of Principal : \_\_\_\_\_

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

School No.–Location No. : \_\_\_\_\_

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

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

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

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

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| School<br>Chop |
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\*Please delete where inappropriate

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| <b>Form<br/>5</b> | <ul style="list-style-type: none"> <li>For KG to report case details to the Voucher Redemption Team of EDB within 7 days of pupils' change of course</li> </ul> |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|

To: Voucher Redemption Team, EDB (Fax: 3106 0319)

**Pre-primary Education Voucher Scheme (2016/17 School Year)**  
**Report on Pupils' Change of Course**

The following pupil has changed to attend another course:

|                                          |                                                    |               |
|------------------------------------------|----------------------------------------------------|---------------|
| Name of pupil                            | (Chin)                                             | (Eng)         |
| Certificate of Eligibility No.           |                                                    |               |
| Course that the pupil changed to attend  | *Nursery / Lower Kindergarten / Upper Kindergarten | *AM / PM / WD |
| Last Date of Attendance in Former Course | ____ / ____ / ____ (dd / mm / yyyy)                |               |
| Effective Date of New Course             | ____ / ____ / ____ (dd / mm / yyyy)                |               |

\*Please delete where inappropriate

Signature of Principal : \_\_\_\_\_ Name of Principal : \_\_\_\_\_

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

School No.–Location No. : \_\_\_\_\_

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

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

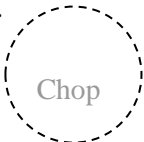
Fax : \_\_\_\_\_

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

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| School<br>Chop |
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\*Please delete where inappropriate

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| Reply from the Voucher Redemption Team, EDB | |
| To : Principal | |
| The information on change of course of the above-mentioned pupil is noted. | |
| Date: _____ | Voucher Redemption Team |
| |  |

| | |
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| Form
6 | <ul style="list-style-type: none"> ● Applicable only to pupils with renewal of CE after admission ● For KGs to acknowledge receipt of new CE from parents ● For KGs to report case details to the Voucher Redemption Team of EDB within 7 days of receipt of the new CE from pupils |
|-------------------|--|

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

Pre-primary Education Voucher Scheme (2016/17 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 following pupil:

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

*Please delete where inappropriate

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

| | |
|---|----------------|
| Signature of Principal : _____ Date : _____ | School
Chop |
| Name of Principal : _____ | |
| Name of Kindergarten : _____ | |

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

|                |
|----------------|
| School<br>Chop |
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\*Please delete where inappropriate

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Reply from the Voucher Redemption Team, EDB</b>                                                                                                                                                                                                                                                                                                                                                  |                         |
| To : Principal                                                                                                                                                                                                                                                                                                                                                                                      |                         |
| The above notice is noted. Upon updating the pupil's information, the subsidy disbursed will be adjusted accordingly and the calculation will be shown in the respective report on fee subsidy. If your KG has ever charged the above pupil the tuition fee without voucher subsidy during the valid period of his/her CE, please return over-charged tuition fee to the pupil as soon as possible. |                         |
| For enquiries, please contact _____ at _____.                                                                                                                                                                                                                                                                                                                                                       |                         |
| Date: _____                                                                                                                                                                                                                                                                                                                                                                                         | Voucher Redemption Team |

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