

Pre-primary Education Voucher Scheme (PEVS)
Supplementary Guide for Verifying “Report on Pupil-eligibility for Voucher Redemption”

This Supplementary Guide serves to assist kindergartens under the PEVS (thereafter called KGs) in verifying the “Report on Pupil-eligibility for Voucher Redemption” through illustrations.

Fee Subsidy

The total amount of monthly subsidy that PEVS KGs should redeem is calculated on the basis of no. of eligible pupils (i.e. no. of eligible pupils X subsidy amount for that specific month).

KGs receive their “Report on Pupil-eligibility for Voucher Redemption” quarterly, in which the no. of eligible pupils for calculation of the Fee Subsidy is listed out. To ensure the redemption of correct amount of subsidy, KGs should verify if the total no. of eligible pupils shown in their “Report on Pupil-eligibility for Voucher Redemption” is equal to the actual no. of eligible pupils attending in the corresponding months (Note 1). If the above-mentioned figures are different, KGs may check the no. of eligible pupils by individual courses (Notes 2), or further check the individual pupil’s record (Note 3).

For enquires about voucher redemption, please contact the Voucher Redemption Team on 3107 2076.

Voucher Redemption Team
Education Bureau
December 2016

Explanatory Notes for Reading “Report on Pupil-eligibility for Voucher Redemption”

Note 1

- The total no. of eligible pupils for calculation of Fee Subsidy is listed at the end of the “Summary” page of the “Report on Pupil-eligibility for Voucher Redemption”. Please check whether the total no. of eligible pupils of the school is equal to the total no. of eligible pupils attending in the corresponding months.

Course start month /
No. of Instalment

獲得發放學費資助的學生人數和資助額*
No. of Pupils Eligible to Fee Subsidy and Fee Subsidy Rate*

9月開課/10期學費:

Course start at Sep / 10 instalments:

2016	2016	2016	2016	2016	2017	2017	2017	2017	2017	2017	2017	2017	2017
8月	9月	10月	11月	12月	1月	2月	3月	4月	5月	6月	7月	8月	
Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
0	332	332	332	0	0	0	0	0	0	0	0	0	0
\$0	\$2,323	\$2,323	\$2,323	\$2,323	\$2,323	\$2,323	\$2,323	\$2,323	\$2,323	\$2,323	\$2,323	\$0	\$0

Subsidy Amount
for that month

Total no. of eligible pupils

Note 2

- The pupil records are listed out by individual courses.
- Under each course, the no. of eligible pupils for calculation of Fee Subsidy is shown.

資料輸入日期： 26-11-2016

Data Entry Date :

課程： 上午幼兒班

Course: NURSERY AM

F - 合資格獲發學費資助; X - 不合資格獲發學費資助

F - Fee Eligible; X - Fee Ineligible

於 01-08-2016 至 30-11-2016 期間，獲得發放學費資助的學生人數

No. of Pupils Eligible to Fee Subsidy during the period from 01-08-2016 to 30-11-2016

	2016	2016	2016	2016	2016	2017	2017	2017	2017	2017	2017	2017	2017
# 學生人數	8月	9月	10月	11月	12月	1月	2月	3月	4月	5月	6月	7月	8月
No. of Pupil	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
F	0	61	61	62	0	0	0	0	0	0	0	0	0

No. of eligible pupils for Fee Subsidy

Note 3

- There is an indicator on the record of every pupil with Certificate of Eligibility concerning his/her eligibility for Fee Subsidy.

學生名稱 (中文)	學生名稱 (英文)	本學年首個 上學日期 First Date of Attendance in Course	最後上課日期 Last Date of Attendance in Course	資格證明書編號 EC No.	# 每月兌現學券的指標 Eligibility Indicator in Calendar Month	不符合資格的原因 Ineligible Reason
張四	CHEUNG FOUR	01-08-2016		2157187	F F F F	
陳二	CHAN TWO	01-08-2016		2155547	F F X F	K02
周五	CHOW FIVE	01-09-2016	30-10-2016	3217197	X F F X	

Month (pointing to the Eligibility Indicator in Calendar Month header)

Eligibility Indicator in Calendar Month (table with 2 rows of indicators 0-8)

First date of Attendance in Course (green box around 01-09-2016)

Last date of Attendance in Course (orange box around 30-10-2016)

Eligibility Indicator
F – Eligible to redeem Fee Subsidy for the month
X – Not eligible

Pupil has non-attendance record for whole month (red arrow pointing from K02 to the X in the indicator)

- If there are queries on the calculation of Fee Subsidy, please check the eligibility indicator as shown above against the following attendance details of the pupils concerned:
 - ◆ First Date of Attendance in Course
 - ◆ Last Date of Attendance in Course
 - ◆ Non attendance record for whole month