

Enhanced NET Scheme in Secondary Schools
Notes for Applications for Payment of Contract Gratuity, Fringe Benefits and Retention Incentive

Relevant Applications	Time Frame*	Action(s) by NETs	Action(s) by Schools
Application for the Payment of Contract Gratuity	May – August prior to the expiry of the Contract		<ul style="list-style-type: none"> • Send the completed Application Form for Payment of Contract Gratuity attached to EDBC No. 5/2012 on “Payment of Contract Gratuity and Payment of Tax before Leaving Hong Kong” to the Finance Division of EDB via the respective SSDO, at least 4 weeks before the expected date of payment. • First Payment – Payable to NET not earlier than 4 clear working days before the commencement of the summer vacation prior to the expiry of the contract. • Second Payment - Payable to NET not earlier than 4 clear working days before the expiry of the contract.
Application for Fringe Benefits - Special Allowance	August – September after commencement / prior to expiry of the Contract	<p>Both NETs and schools should refer to EDBC No. 9/2009 on “Payment of Fringe Benefits” and relevant provisions of the Memorandum on the Terms and Conditions of Service for Appointment as Teachers under Enhanced Native-Speaking English Teacher (NET) Scheme in Secondary Schools for the arrangement for claiming of allowances.</p> <p>I. For New NETs <u>only</u></p> <p><u>Certification for normal place of residence</u></p> <p>Fill in NET-Form A [revised 8/2022] and NET-Form A (Annex) [revised 8/2022] in EDBC No. 9/2009 and submit it with supplementary information/evidence to the school.</p>	<p>I. For New NETs <u>only</u></p> <p><u>Certification for normal place of residence</u></p> <p>Send the completed NET-Form A [revised 8/2022] and NET-Form A (Annex) [revised 8/2022] in EDBC No. 9/2009, together with relevant supporting documents, to NET Administration Team.</p>

* Late application will not be considered

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		<p>II. For new NETs and serving NETs on signing/renewing a contract <u>whose normal place of residence has been established as outside Hong Kong</u></p> <p>1) <u>Fill in NET-Form A [revised 8/2022] each school year</u></p> <p>2) <u>Application for Special Allowance (for each contract)</u> Fill in NET-Form B [revised 8/2022] in EDBC No. 9/2009 and submit it to the school.</p>	<p>II. For new NETs and serving NETs on signing/renewing a contract <u>whose normal place of residence has been established as outside Hong Kong</u></p> <p>Send the completed NET-Form A [revised 8/2022] to NET Administration Team.</p> <p>Endorse NETs' application for the allowance(s) and send the completed NET-Form B [revised 8/2022]/ NET-Form C [revised 8/2022]/ NET-Form D [revised 8/2022] to NET Administration Team.</p>
- Passage/Baggage Allowance	July – September of the respective school year	<p>3) <u>Application for Reimbursement of Passage /Baggage Allowance (upon commencement of a contract/satisfactory completion of a contract)</u></p> <p>Fill in NET-Form C [revised 8/2022] in EDBC No. 9/2009 and submit it together with relevant receipt(s)/invoice(s) and used air ticket(s)/boarding pass to the school.</p>	
- Medical Allowance	Before the end of the respective school year	<p>4) <u>Application for Reimbursement of Medical Insurance Premium (for each school year)</u></p> <p>Fill in NET-Form D [revised 8/2022] in EDBC No. 9/2009 and submit it together with relevant receipts to the school. Only one application should be submitted per each school year.</p>	

Relevant Applications	Time Frame*	Action(s) by NETs	Action(s) by Schools
Application for Retention Incentive (RI)	June – September of the respective school year	<ul style="list-style-type: none"> • Eligible NETs are required to apply for RI each school year through their schools. • Submit the completed application form in EDBC No. 2/2013 on “Retention Incentive for Native-speaking English Teacher (NETs) under Enhanced NET Scheme in Secondary Schools/ NET Scheme in Primary Schools” for the forthcoming school year to NET Administration Team via their respective schools before leaving for summer vacation. • Submit the completed application forms to the new schools instead if NETs are going to change schools in the coming school year. 	<ul style="list-style-type: none"> • Endorse NETs’ application for RI and submit the completed form to NET Administration Team.