

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		<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 the EDB via the respective SSDO, at least 4 weeks before the expected date of payment. • First Payment – Payable to the 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 the NET not earlier than 4 clear working days before the expiry of the contract.
Application for Fringe Benefits - Special Allowance - Passage/Baggage Allowance	August - September	<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 the Enhanced Native-Speaking English Teacher (NET) Scheme in Secondary Schools for the arrangement on 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 (Annex) in EDBC No. 9/2009 and submit it with supplementary information/evidence 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>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 and NET-Form A (Annex) in EDBC No. 9/2009, together with relevant supporting documents, to the NET Administration Team.</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>

Relevant Applications	Time Frame	Action(s) by NETs	Action(s) by Schools
		<p>1) <u>Application for Special Allowance (for each contract)</u> Fill in NET-Form B in EDBC No. 9/2009 and submit it to the school.</p> <p>2) <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 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>	<p>Endorse the NETs' application for the allowance(s) and send the completed NET-Form B/ NET-Form C/ NET-Form D to the NET Administration Team.</p>
- Medical Allowance	Before the end of the respective school year	<p>3) <u>Application for Reimbursement of Medical Insurance Premium (for each school year)</u></p> <p>Fill in NET-Form D in EDBC No. 9/2009 and submit it together with relevant receipts to the school.</p>	
Application for Retention Incentive (RI)	June - September	<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 the Enhanced NET Scheme in Secondary Schools/ NET Scheme in Primary Schools" for the forthcoming school year to the 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 the NETs' application for RI and submit the completed form to the NET Administration Team.