

**NET Scheme in Primary 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"> <li>• Send the completed Application Form for Payment of Contract Gratuity attached to EDBC No. 4/2012 on “Payment of Contract Gratuity and Payment of Tax before Leaving Hong Kong” to the Finance Division of the EDB via the respective SSDO, <b>at least 4 weeks before the expected date of payment.</b></li> <li>• <b>First Payment</b> – 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.</li> <li>• <b>Second Payment</b> - Payable to the NET not earlier than 4 clear working days before the expiry of the contract.</li> </ul>
Application for Fringe Benefits  - Special Allowance	August – September after commencement / prior to expiry of the Contract	<p><b>Both NETs and schools should refer to EDBC No. 8/2009 on “Payment of Fringe Benefits” and relevant provisions of the Memorandum on the Terms and Conditions of Service for Appointment as Teachers under the Native-Speaking English Teacher (NET) Scheme in Primary Schools for the arrangement for claiming of allowances.</b></p> <p><b>I. For New NETs <u>only</u></b></p> <p><u>Certification for normal place of residence</u></p> <p>Fill in PNET-Form A [revised 8/2022] and PNET-Form A (Annex) [revised 8/2022] in EDBC No. 8/2009 and submit it with supplementary information/evidence to the school.</p>	<p><b>I. For New NETs <u>only</u></b></p> <p><u>Certification for normal place of residence</u></p> <p>Send the completed PNET-Form A [revised 8/2022] and PNET-Form A (Annex) [revised 8/2022] in EDBC No. 8/2009, together with relevant supporting documents, to the NET Administration Team.</p>

\* Late application will not be considered

Relevant Applications	Time Frame*	Action(s) by NETs	Action(s) by Schools
		<p><b>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></b></p> <p>1) <u>Fill in PNET-Form A [revised 8/2022] each school year</u></p> <p>2) <u>Application for Special Allowance (for each contract)</u> Fill in PNET-Form B [revised 8/2022] in EDBC No. 8/2009 and submit it to the school.</p>	<p><b>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></b></p> <p>Send the completed PNET-Form A [revised 8/2022] to the NET Administration Team.</p> <p>Endorse the NETs' application for the allowance(s) and send the completed PNET-Form B [revised 8/2022]/ PNET-Form C [revised 8/2022]/ PNET-Form D [revised 8/2022] to the 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 PNET-Form C [revised 8/2022] in EDBC No. 8/2009 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 PNET-Form D [revised 8/2022] in EDBC No. 8/2009 and submit it together with relevant receipts to the school. Only one application should be submitted per each school year.</p>	

<b>Relevant Applications</b>	<b>Time Frame*</b>	<b>Action(s) by NETs</b>	<b>Action(s) by Schools</b>
Application for Retention Incentive (RI)	June – September of the respective school year	<ul style="list-style-type: none"> <li>• Eligible NETs are required to apply for RI <b>each school year</b> through their schools.</li> <li>• 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 <b>before leaving for summer vacation.</b></li> <li>• Submit the completed application forms to the <b>new schools instead</b> if NETs are going to change schools in the coming school year.</li> </ul>	<ul style="list-style-type: none"> <li>• Endorse the NETs’ application for RI and submit the completed form to the NET Administration Team.</li> </ul>

## Passage Allowance Arrangements

According to the MOCS under the NET Scheme in Primary Schools, a NET whose normal place of residence is established as outside Hong Kong will be eligible for passage reimbursement for a round trip between their home country and Hong Kong for each contract. Taking into account the epidemic situation, the EDB will adopt the following special arrangements this year:

(a) Blanket Approval on Extension of Reimbursement of Passage Allowance for one school year

Given that there have been certain international travel restrictions and quarantine requirements, it is appreciated that serving NETs may not be able to return to their home countries upon expiry of their contracts in the 2021/22 school year, and come back for commencement of their new contract in the 2022/23 school year. To streamline the administrative procedure for extending the period for claiming reimbursement of the passage allowance, blanket approval is given for the extension of the period for reimbursement for one year up to 15 August 2023. No application is required. This arrangement also applies to previously approved postponement of reimbursement of passage allowance, i.e. their extension will all be adjusted as up to 15 August 2023. In case of a NET having changed schools within the public sector, the new school should submit **Consent Form for Claiming Passage under the Native-speaking English Teacher (NET) Scheme in Aided Primary and Secondary Schools for NETs Having Changed Schools** on behalf of the NET. Under such circumstance, the new school should be authorised to handle the application for reimbursement of all unclaimed passage allowance on behalf of the NET and the reimbursed amount of passage allowance. Following the prevailing practice, the funding will be released to the bank account of the said school.

(b) Encashing Unclaimed Flight Tickets for NETs who will leave Hong Kong

In view that it might not be feasible for NETs who are leaving Hong Kong to use all the unclaimed passage within a short time, NETs who are leaving Hong Kong (as reflected by their leaving the NET Scheme after completion of contracts in the 2021/22 school year) are provided a choice to encash their unclaimed passage allowance at prescribed rates as shown at **Annex of the Application Form for Encashment of Passage Allowance**. These NETs may also choose to claim passage allowance on reimbursement basis on or before 15 August 2023. All unclaimed passage allowance will then lapse on 16 August 2023 and considered as forfeited by the NETs. For encashing the unclaimed passage allowance, NETs are required to complete and submit **Application Form for Encashment of Passage Allowance** to their last serving schools on or before 15 August 2023.

Save for the above flexibility, the terms and conditions as contained in the MOCS under the NET Scheme in Primary Schools shall remain unchanged.