

The Government of the Hong Kong Special Administrative Region
Education Bureau

**Invitation for Operating the Evening Secondary Courses under the
Financial Assistance Scheme for Designated Evening Adult Education Courses
for the Period 2026/27 to 2030/31 School Years**

Application Form

Notes to Applicants

1. To be acceptable as an application, this form must be properly completed and submitted by one of the following two methods **before 6:00 p.m. of 24 April 2026 (Friday)**. Late applications will not be accepted.:
 - (a) **by post:** this form, completed **in duplicate** and enclosed in a sealed plain envelope marked “Application for Operating the Evening Secondary Courses under the *Financial Assistance Scheme for Designated Evening Adult Education Courses* for the period 2026/27 to 2030/31 School Years”, addressed to the Chairperson of the Application Assessment Panel, and must reach the Higher Education Division, Education Bureau, Room 704, 7/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong, The postmark date will be regarded as the date of application by post; OR
 - (b) **by email:** a completed **PDF file** of this form should be attached to an email with the subject “Application for Operating the Evening Secondary Courses under the *Financial Assistance Scheme for Designated Evening Adult Education Courses* for the period 2026/27 to 2030/31 School Years”, addressed to the Chairperson of the Application Assessment Panel, and must reach acohe3@edb.gov.hk. The date of the email received will be regarded as the date of application by email.
2. Applicants are strongly advised to read the full details of the Invitation Documents very carefully before submitting their application.
3. To answer enquiries from potential Applicants on the Invitation Documents, a briefing session will be held at 10:00 a.m. on 27 March 2026 (Friday) with details as stipulated at clause 12.1 of Part 1 – Terms of Invitation.
4. Applicants should make use of the Checklist for submission of application at **Appendix 1** to ensure their submissions are complete as required. Incomplete information will render an application invalid and the application will not be further considered.

Dated this Eighteenth day of March 2026 Miss Louisa CHAN

Government Representative

Declaration of Applicants

5. Having read the Invitation Documents, I/we agree to be bound by the terms and conditions as stipulated therein.
6. I/We hereby offer to operate the Designated Courses subject to and in accordance with the terms and conditions set out in the Invitation Documents.
7. I/We understand that the offers will be considered on a by-region basis, i.e. a proposed centre will be considered with other proposed centres in the same region, namely Hong Kong Island, Kowloon, New Territories East and New Territories West. Applicants may submit an application for operation of the Designated Courses in one or more than one of the Designated Centres as listed in Schedule 2 and/or in its own school premises.
8. I/We understand that Applicants will receive a notification of result by fax and by post on or before 31 August 2026.
9. I/We undertake to provide additional information as requested by the Government Representative to facilitate the assessment of this Application.
10. The name of the Organisation is
11. The registered office of the Organisation is situated at.....
..... Hong Kong.
12. Name of the person authorised to sign on behalf of the Organisation:
.....
13. I/We declare that all information provided in this Application is true and correct.

Signature(s):

Dated this day of 2026
Organisation Chop

- Note (i) All the particulars required above must be provided.
(ii) Strike out clearly alternatives which are not applicable.

Interpretation

1. In these Invitation Documents, unless the context otherwise requires, the following words and expressions shall have the following respective meanings:

| | |
|----------------------------|---|
| “Applicant” | means the organisation which submits an application in response to the Invitation Documents; |
| “Application Closing Date” | means 6:00 p.m. of 24 April 2026 (Friday). The postmark date will be regarded as the date of application by post; |
| “Approved Course Provider” | means the successful Applicant which application is accepted by the Government in pursuant to clause 10 of the Terms of Invitation; |
| “Agreement” | means the agreement made between the Government and the Approved Course Provider in relation to provision of the Services comprising the Terms of Invitation, Conditions of Agreement, the Schedules, Centre Proposal, Tuition Fee Proposal, Technical Proposal submitted by the Approved Course Provider, the letter/fax of acceptance and any other clarifications, correspondences or documents which are expressly stated as forming part of the Agreement; |
| “Agreement Period” | means the period specified in clause 1 of the Conditions of Agreement; |
| “Course Coordinator” | means the staff to be appointed by the Approved Course Provider specified in clause 8.3 of Schedule 1 – Schedule of Services; |
| “Designated Centres” | means the centres for delivery of the Designated Courses as listed in Schedule 2 and/or in the Applicant’s own school premises subject to approval from the Government; |
| “Designated Courses” | means the evening secondary courses operated by the Approved Course Provider in the Designated Centres for the period 2026/27 to 2030/31 School |

Years;

“Financial Scheme” means the Financial Assistance Scheme for Designated Evening Adult Education Courses;

“Government” means the Government of the Hong Kong Special Administrative Region of the People’s Republic of China;

“Government Representative” means the Permanent Secretary for Education acting for and on behalf of the Government or any officer authorised to act on his behalf for the purposes of the Agreement;

“Mandatory Requirements” means the mandatory requirements as set out in Part 4 – Application Assessment;

“Regions” means the four regions over the territory in Hong Kong, namely Hong Kong Island (including Central and Western District, Wan Chai District, Eastern District, Southern District and Islands District), Kowloon (including Kwun Tong District and Wong Tai Sin District, Kowloon City District, Yau Tsim Mong District, Sham Shui Po District and Sai Kung District), New Territories East (including Sha Tin District, Tai Po District and North District) and New Territories West (including Kwai Tsing District, Tsuen Wan District, Tuen Mun District and Yuen Long District), and their boundaries are the same as those for the geographical areas in respect of Regional Education Offices of Education Bureau;

“Schedules” means the schedules attached hereto; and

“Services” means those services, tasks and objectives to be performed or achieved by the Approved Course Provider in accordance with the requirements set out in Schedule 1 – Schedule of Services.

2. In the Invitation Documents, unless the context otherwise requires, the following rules of interpretation shall apply:

Invitation ref. 1175-2005-8005-9040-00003-P001

- (a) references to statutes or statutory provisions shall be construed as references to those statutes or statutory provisions as replaced, amended, modified or enacted from time to time; and shall include all subordinated legislation made under those statutes;
 - (b) words importing the singular include the plural and vice versa; words importing a gender shall include every gender; references to any person shall include references to individual, firm, body corporate or unincorporated (wherever established or incorporated);
 - (c) clause headings are inserted for convenience of reference only and shall not affect the construction of this Agreement;
 - (d) references to time and dates in the Invitation Documents shall be construed as Hong Kong time and dates; and
 - (e) any word or expression to which a specific meaning has been attached in any part of any of the Invitation Documents shall bear such meaning whenever it may appear in the same or other parts of the Invitation Documents.
3. All rights and powers of the Government under the Agreement may be exercised by the Government Representative acting on behalf of the Government.

Part 1 – Terms of Invitation

1. Invitation Documents

These Invitation Documents are identified as 1175-2005-8005-9040-00003-P001 and consist of one complete set of the following documents:

- (a) Application Form
- (b) Interpretation
- (c) Part 1 Terms of Invitation
- (d) Part 2 Conditions of Agreement
- (e) Part 3 Schedules
 - Schedule 1 Schedule of Services
 - Schedule 2 Proposed List and Location of Government School Premises Available for Operating Designated Centres
 - Schedule 3 Technical Proposal
 - Schedule 4 Tuition Fee Proposal and Budget of Income and Expenditure
 - Schedule 5 Centre Proposal
- (f) Part 4 Application Assessment
- (g) Appendix 1 Checklist for Submission of Application
- (h) Appendix 2 Tuition Fee Proposal
- (i) Appendix 3 Reply slip for Briefing Session (used where applicable)
- (j) Appendix 4 Eligibility Criteria for the Financial Scheme
- (k) Appendix 5 Centres operated by the Applicant for local evening secondary courses in the 2021/22 to 2025/26 School Years
- (l) Appendix 6 Classes and Subjects of the Courses operated in Designated Centres at Government School Premises under the Financial Scheme in the 2025/26 School Year

2. Invitation for Service

Applicants are invited for the execution of the whole of the Services as set out in Schedule 1 subject to and in accordance with the Invitation Documents and the Conditions of Agreement.

3. Application Preparation

- 3.1 The invitation relates to the execution of all the Services during the Agreement Period. An application for part but not all of the Services will not be considered.
- 3.2 Applicants must complete the Application Form. Failure to comply with this requirement will render an application invalid and the application will not be further considered.
- 3.3 The Terms of Invitation, Conditions of Agreement, the Schedules and Appendices issued with the Invitation Documents must not be altered by the Applicant.
- 3.4 Figures contained in an application should not be altered or erased unless the same is effected by striking through the incorrect figures and inserting the correct figures in ink above the original figures. All such amendments should be initialled by the Applicant in ink.
- 3.5 The application and all accompanying documents should be completed in ink or typescript in English or Chinese in accordance with this clause and clause 5 hereof and submitted in the application envelope / email in the manner specified.
- 3.6 Applicants are required to submit applications **in duplicate** having attached thereto the Invitation Documents with the items in Schedule 3 – Technical Proposal, Schedule 4 – Tuition Fee Proposal and Budget of Income and Expenditure for the period 2026/27 to 2030/31 School Years, Schedule 5 – Centre Proposal and all necessary information provided including proposals and documentary evidence which are necessary for the application evaluation. Applications may not be considered if complete information is not given with the application or if any particulars and data requested are not furnished in full. Failure to comply with these requirements may render the application invalid.
- 3.7 The Government Representative may request any Applicant to supply such missing document, additional information or documentary proof, or clarification, on or before

such date as the Government Representative may in his absolute discretion specify. An Applicant which fails to comply with such request may render its application to be disqualified by the Government without further notice.

4. Mandatory Requirements

- 4.1 Applicants should note the Mandatory Requirements set out at Part 4 – Application Assessment.
- 4.2 An application shall not be considered if the Applicant fails to meet any of the Mandatory Requirements specified in Part 4.

5. Submission of Applications

- 5.1 Applicants should note that a marking scheme (in Part 4 - Application Assessment) will be used for the assessment of the conforming applications. Completed application documents set out under clause 6.1 hereof, shall be placed inside the **application envelope / attached to email** marked as specified in clause 5.2 hereof, then addressed, sealed and deposited in the manner as specified in the “Notes to Applicants”. The envelopes / email should not bear any indication that may relate them to a particular Applicant. Each set of the application documents should contain the original signature of the duly authorised representative of the Applicant, stamped with the organisation chop and dated.

5.2 The Application should be enclosed in the envelope / email that clearly marked:

By Post

| | |
|--|---|
| The Chairperson, Application Assessment Panel Education Bureau Room 704, 7/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong | |
| Invitation Ref.: | 1175-2005-8005-9040-00003-P001 |
| Invitation Subject : | Application for Operating the Evening Secondary Courses under the Financial Assistance Scheme for Designated Evening Adult Education Courses for the period 2026/27 to 2030/31 School Years |

By Email

| | |
|-------------------|---|
| Email Subject : | Application for Operating the Evening Secondary Courses under the Financial Assistance Scheme for Designated Evening Adult Education Courses for the period 2026/27 to 2030/31 School Years (Invitation Ref.: 1175-2005-8005-9040-00003-P001) |
| Addressee: | To the Chairperson, Application Assessment Panel |

6. Contents of Proposal

6.1 The **application envelope / email** should contain two sets of:

(a) **Application Form**

Application Form duly completed, signed, stamped with the organisation chop of the Applicant and dated;

(b) **Technical Proposal**

Information required by Schedule 3 - Technical Proposal;

(c) **Tuition Fee Proposal and Budget of Income and Expenditure**

(i) Appendix 2 – Tuition Fee Proposal duly completed, signed, stamped with the organisation chop of the Applicant and dated;

(ii) the budget of income and expenditure for each of the 2026/27, 2027/28, 2028/29, 2029/30 and 2030/31 School Years showing all the itemised costs and detailed breakdown; and

(d) **Centre Proposal**

Schedule 5 – Centre Proposal duly completed, signed, stamped with the organisation chop of the Applicant and dated.

- 6.2 Applications may not be considered if false, incorrect or incomplete information is given or if any information specifically required in these Terms of Invitation is not furnished in full or in the manner specified.

7. Application Closing Date and Time

- 7.1 All applications must be submitted before **6:00 p.m. of 24 April 2026 (Friday)**. The postmark date will be regarded as the date of application by post. Late applications will not be considered.
- 7.2 If tropical cyclone signal No. 8 or above is hoisted, or a black rainstorm warning signal or "extreme conditions after super typhoons" announced by the Government is/are in force at any time between 9:00 a.m. and 6:00 p.m. on 24 April 2026 (Friday), the closing date for applications will be extended to the first working day after the tropical cyclone signal No. 8 is lowered, or the black rainstorm warning signal or the "extreme conditions after super typhoons" has/have ceased to be in force.

8. Tuition Fees Proposed

- 8.1 The tuition fees to be quoted by Applicants are to be shown in Hong Kong dollars.
- 8.2 Applicants should make certain the tuition fees quoted are accurate before submitting their applications. Under no circumstances will the Government accept any request for tuition fees adjustment on grounds that a mistake has been made in the Tuition Fee Proposal.

9. Application to Remain Open

Applications submitted shall remain valid and open for acceptance on these terms until 31 August 2026, or the date of issue of notifications of result to applicants, whichever is the earlier.

10. Acceptance

The successful Applicant will receive as an indication of acceptance a fax or a letter of acceptance by 31 August 2026, prior to the receipt of the duplicate copy of the Agreement. This fax or letter of acceptance shall constitute a binding agreement.

11. Negotiation and Requests for Further Information

The Government reserves the right to negotiate with any Applicant the terms of its proposal and may require any Applicant to submit missing or further information in case of doubt.

12. Applicants' Enquiries

12.1 A briefing session will be held at 10:00 a.m. on 27 March 2026 (Friday) at Room W421, Kowloon Tong Education Services Centre, No.19, Suffolk Road, Kowloon Tong, Kowloon to answer enquiries from the Applicants on the Invitation Documents.

12.2 Each course operator can register for up to four representatives to attend the briefing session. For enrolment, please complete and return the reply slip in **Appendix 3** to the Education Bureau by email at acohe3@edb.gov.hk **on or before 24 March 2026 (Tuesday)**. Late registration will not be entertained.

12.3 Any enquiries from the Applicants concerning the Invitation Documents up to the date of lodging its application with the Government shall be in writing and shall be submitted to:

Permanent Secretary for Education
(Attn.: Education Officer (Higher Education))
Education Bureau
7/F, East Wing, Central Government Offices
2 Tim Mei Avenue, Tamar, Hong Kong
Email: acohe3@edb.gov.hk

12.4 After lodging an application with the Government, the Applicant shall not attempt to initiate any further contact, whether direct or indirect, with the Government on its application or the Invitation Documents. The Government shall have the sole right to initiate any such further contact and all such contacts and any replies of the Applicant thereto shall be in writing or formally documented in writing.

13. Rights Reserved

The Government is not bound to accept the lowest tuition fees proposed and reserves the right to accept all or any part of any application at any time within the period mentioned in clause 9 hereof.

14. Cost of Application

All applications are submitted on the understanding that the Government will not in any event be liable to pay any costs arising out of their preparation and submission or presentation or in explaining or clarifying any application or in any related communication with the Government, whether before, on or after the Application Closing Date.

15. Documents of Unsuccessful Applicants

Documents of unsuccessful Applicants may be destroyed on or after 31 August 2027.

16. Personal Data Provided

- 16.1 Personal data provided in the application will be used for consideration of the application. If insufficient and inaccurate information is provided, the application may not be considered.
- 16.2 The Applicant acknowledges and consents that the personal data provided in the application may be disclosed to other government departments and non-government organisations.
- 16.3 Applicants have a right to access to and correction of their personal data as provided for in Section 18 and 22 Principle 6 of Schedule 1 of Personal Data (Privacy) Ordinance. Applicants' right of access includes the right to obtain a copy of their personal data provided in the application. This is however subject to the payment of a fee.
- 16.4 Enquiries concerning the personal data collected by means of the application, including the making of access and corrections, should be addressed to the following officer in writing:

Education Officer (Higher Education)

Higher Education Division
Education Bureau
7/F, East Wing, Central Government Offices
2 Tim Mei Avenue, Tamar, Hong Kong

- 16.5 The personal data collected will be destroyed one year after completion of the agreement.

17. Cancellation of Invitation

Where there are changes of requirement after the Application Closing Date for operational or whatever reasons, the Government is not bound to accept any conforming application and reserves the right to cancel the invitation.

18. Other Terms

- 18.1 Any statement, whether oral or written, made and any action taken by any Government officer in response to any enquiry made by a prospective Applicant shall be for guidance and reference purposes only. Unless the Government otherwise specifies in writing, the statement shall not be deemed to form part of these Invitation Documents and such statement or action shall not and shall not be deemed to amplify, alter, negate, waive or otherwise vary any of the terms or conditions as set out in the Invitation Documents.
- 18.2 The Government may issue addenda to the terms and conditions of the Invitation Documents. Applicants shall acknowledge receipt of these addenda. These addenda if comprising an amendment, clarification or adjustment to any provisions of the Agreement, shall form part of the Agreement and shall take priority over the documents previously issued.

Part 2 – Conditions of Agreement

1. Agreement Period

The Agreement Period shall be from the date of acceptance letter issued by the Government referred to in clause 10 of the Terms of Invitation to 31 August 2031, subject to any provision for sooner termination of the Agreement as provided for in the Agreement.

2. Responsibilities of the Approved Course Provider

- 2.1 The Approved Course Provider shall provide all the Services, in accordance with the provisions of Schedule 1, the Approved Course Provider's Application and the Agreement.
- 2.2 The Services to be provided as specified in clause 2.1 hereof shall be entirely at the expenses of the Approved Course Provider without seeking or claiming any remuneration or reimbursement from the Government except for reimbursement of rent and other charges for Designated Courses operated in Government school premises in pursuant to clause 5.1 hereof.

3. Government's Instructions

- 3.1 The Government Representative will monitor the progress of the Services and may from time to time issue to the Approved Course Provider such instructions or directions in writing relating to the Services to be followed and complied with by the Approved Course Provider at no extra cost to the Government.
- 3.2 The Government shall be entitled to conduct site inspection and class visits upon prior notice at reasonable times to be determined by the Government Representative.

4. Annual Audited Accounts

- 4.1 The Approved Course Provider shall submit to the Government Representative the annual audited accounts of the Designated Courses under its charge on or before 31 March 2028 for the 2026/27 School Year, 31 March 2029 for the 2027/28 School Year, 31 March 2030 for the 2028/29 School Year, 31 March 2031 for 2029/30 School Year and 31 March 2032 for 2030/31 School Year. The accounts should be audited

by Certified Public Accountants/Public Accountants registered under the Professional Accountants Ordinance. The audited accounts should contain general operating situation of the Designated Courses, including the amount of rent reimbursed, if applicable, and the surplus, if any, arising from provision of the Services, with the format to be agreed by the Government Representative.

4.2 The Approved Course Provider should not transfer any surplus, if any, arising from provision of the Services, in whatever form, to their sponsoring body or any other person or organisation. The Approved Course Provider shall use their surplus, if any, to improve the quality of education delivered in the Designated Courses. This includes improving education facilities and the quality of their teaching staff, raising the standard of teaching activities, improving the teacher to student ratio and reducing the level of school fees.

5. Reimbursement of Rental and Other Charges for Designated Courses Operated in Government School Premises

5.1 For Designated Courses operated in Government school premises, subject to the Approved Course Provider providing the Services in accordance with the Agreement and to the Government's satisfaction, the Government shall reimburse the Approved Course Provider for the rental and other charges as specified in clause 5.2 hereof that have been paid to the day school for use of the Designated Centres in government school premises in operating the Designated Courses under the Financial Scheme on a quarterly basis in four instalments in each of the 2026/27, 2027/28, 2028/29, 2029/30 and 2030/31 School Years. **Charges paid to persons other than the relevant government day school** (for example, the Parent-Teacher Association of the school for the electricity charges for use of the air-conditioners owned by the Parent-Teacher Association) **shall not be reimbursed.**

5.2 For rental and other charges to be paid to the relevant Government day school, paragraph I(e) of the Guidelines for Levying Charges for Hire of Accommodation in Government Schools from the homepage of the Education Bureau (website: www.edb.gov.hk; path: Students and Parents Related > School Information > Fees & Charges in Schools > Government Schools > Charges: Hire of Accommodation in Government Schools) applies.

5.3 To effect the reimbursement, the Approved Course Provider shall submit in each quarter a completed claim form with detailed breakdown to be agreed by the Government Representative and the original receipts for the charges issued by the

relevant government day schools of the Designated Centres. Payment will be disbursed to the Approved Course Provider within one month from acceptance of the above documents by the Government Representative.

- 5.4 The Approved Course Provider should reach agreement with the relevant Government day school on the use of its premises. Failing which, the school reserves the right to terminate the provision of school premises to the Approved Course Provider for operating the courses.

6. Teaching Staff List

- 6.1 The Approved Course Provider shall ensure not less than 80% of the teachers employed for the Designated Centres are trained graduate teachers.
- 6.2 For the purpose of clause 6.1 hereof, a trained graduate teacher should normally possess a recognised degree plus a Postgraduate Certificate in Education from any of the universities in Hong Kong, or equivalent.
- 6.3 The Approved Course Provider shall submit to the Government Representative a teaching staff list on or before the 15th day of November in each of the School Years during the agreement period. The list shall include, among others, the teacher's name, educational qualifications, teacher training, classes and subjects taught and the Designated Centres at which the teacher is teaching in a format to be agreed by the Government Representative.

7. Annual Evaluation Report

The Approved Course Provider shall prepare an annual evaluation report in a format to be agreed by the Government Representative by the end of each School Year and submit to the Government Representative on or before the 15th day of December in 2027, 2028, 2029, 2030 and 2031 respectively.

8. Records and Information

- 8.1 The Approved Course Provider shall collect and provide all necessary information including but not limited to attendance records of each adult learner enrolled in the

Designated Courses to the Student Finance Office (SFO) of Working Family and Student Financial Assistance Agency (WFSFAA) to facilitate the reimbursement of tuition fees to the eligible learners.

- 8.2 The Approved Course Provider shall provide all necessary statistics and information related to the Designated Courses as required by the Government Representative from time to time.

9. Assignment and Sub-contracting

The Approved Course Provider shall not sub-contract, assign or otherwise transfer the Agreement or any part thereof or any rights and obligations hereunder without the written consent of the Government.

10. Consent to Disclose

The Government shall have the right to disclose whenever it considers appropriate or upon request by any third party (written or otherwise) information on the Designated Courses, without any further reference to the Approved Course Provider.

11. Revocation of Approved Status

- 11.1 If the Approved Course Provider fails to provide the Services in accordance with the Agreement and has failed to remedy the same within 30 days from the date of a written notice from the Government that the same shall be remedied, the Government may after expiry of such notice revoke the approved status of the Approved Course Provider. The Government should be informed of the changes in the operating status of the Designated Centres at least two months prior to commencement of the School Year starting from 2027.
- 11.2 The Government may also revoke the approved status forthwith if the Approved Course Provider –
- (a) fails to commence or proceed with operation of the Designated Courses with due diligence;
 - (b) fails to observe the conditions specified in the Agreement;

- (c) shall go into liquidation (other than a voluntary liquidation for the purpose of amalgamation or reconstruction) or a receiver has been appointed over any of its assets; or
- (d) is found to have provided incomplete, incorrect, or misleading information to the Government at the time of application or during operation of the Designated Courses.

12. Revocation Consequences

- 12.1 Adult learners attending courses continue to be operated by the Approved Course Provider after the revocation of the approval status will no longer be eligible for financial assistance under the Financial Scheme.
- 12.2 The Approved Course Provider shall not be entitled to any compensation from the Government.
- 12.3 The Government shall have the right to recover any and all costs, losses, damages or expenses suffered by the Government as the direct or indirect result of the revocation of the approved status from the Approved Course Provider.
- 12.4 For the Designated Courses operated in Government school premises, the Approved Course Provider shall vacate the Designated Centres immediately upon revocation of the approved status. If the Approved Course Provider has already obtained the approval from the Education Bureau regarding registration/provisional registration of the Designated Centres under Education Ordinance (Cap. 279) for operation of a school, the Approved Course Provider shall submit written application to the Education Bureau within 14 days upon revocation of the approved status for cancellation of the registration/provisional registration of the Designated Centres pursuant to section 22 of the Education Ordinance (Cap. 279).
- 12.5 The Government shall stop making reimbursement of rental and other charges to the Approved Course Provider in respect of use of the Designated Centres in Government school premises for operating the Designated Courses irrespective of the reason(s) for revocation of the approved status and the time in which the event(s) giving rise to the revocation takes place.
- 12.6 The Government may appoint another course provider to operate the Designated Courses operated in Government school premises for the remainder of the school term

13. Liability and Policy of Insurance

- 13.1 The Approved Course Provider shall be responsible and liable with regard to any matters arising from the operation of the Designated Courses. The Government shall bear no responsibility in this respect.
- 13.2 The Approved Course Provider shall effect a policy of insurance against all claims, demands or liability (particularly its liability for the learners and employees) in relation to operation of the Designated Courses with an insurance company approved by the Government for the period 2026/27 to 2030/31 School Years. The Approved Course Provider shall be responsible for paying the premium at its own expenses.

14. Designated Centres

The Government may revise the list of Designated Centres as and when necessary and inform the Approved Course Provider in advance. Government school premises that are assigned to specific Approved Course Providers under the current invitation for the operation of evening secondary courses for the period 2026/27 to 2030/31 School Years may be reallocated to other providers as Designated Centres if there has been no operation of classes for two consecutive School Years as in October of the respective School Years. For more details on the reallocation arrangement, please read the part on “Selection of Applicants” under Stage 6 of Part 4 of this set of invitation documents.

15. Changes to the Financial Scheme

The Government may cancel or implement changes to the Financial Scheme of a fundamental nature owing to change of circumstances or other reasons. The Government will not pay the Applicant or the Approved Course Provider any compensation as a result of such cancellation or change.

16. Contracts (Rights of Third Parties) Ordinance

The parties hereby declare that nothing in this Contract confers or purports to confer on any third party any benefit or any right to enforce any term of this Contract

pursuant to the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong).

17. Safeguarding National Security

It is the constitutional duty for the Hong Kong Special Administrative Region to safeguard national security. Approved Course Providers' staff of all levels must effectively prevent and suppress any act or activity endangering national security. The Course Providers should exercise their professional judgement, maintain a high degree of sensitivity and prudently assess any potential national security risks or issues that may be involved during implementation of project.

18. Mediation Clause

18.1 The Parties shall first refer any dispute or difference arising out of or in connection with the Contract to mediation in accordance with The Government of the Hong Kong Special Administrative Region Mediation Rules prevailing at the time.

18.2 If the said dispute or difference is not settled by mediation according to the paragraph 18.1 above, a Party may institute litigation in respect of the said dispute or difference. The Parties agree that the courts of Hong Kong shall have exclusive jurisdiction in respect of the said dispute or difference.

Part 3 – Schedules

Invitation for Operating the Evening Secondary Courses under the Financial Assistance Scheme for Designated Evening Adult Education Courses for the Period 2026/27 to 2030/31 School Years

Schedule 1 Schedule of Services

1. Background

- 1.1 The Financial Scheme was introduced since 2005/06 School Year to provide financial assistance to adult learners (aged 17 or above) attending secondary evening courses offered by the Approved Course Provider(s) in designated centres.
- 1.2 The Financial Scheme aims to:
- (a) provide an affordable pathway to facilitate adult learners to complete mainstream senior secondary courses;
 - (b) ease the financial hardship of needy adult learners so that no willing adult learners would be deprived of the chance to pursue their studies due to lack of means; and
 - (c) achieve cost effectiveness with subsidies going direct to the adult learners.
- 1.3 For the period 2021/22 to 2025/26 School Years, the number of Designated Centres in the respective geographical regions is as follows-

| Geographical Regions | Number of Designated Centres |
|-----------------------------|-------------------------------------|
| HK Island | 1 |
| Kowloon | 7 |
| New Territories East | 2 |
| New Territories West | 4 |

- 1.4 Adult learners who are enrolled in the evening secondary courses operated by the Approved Course Provider(s) in Designated Centres and who meet the eligibility

criteria will be eligible for 30% reimbursement of the tuition fees. Needy students having obtained full or half assistance level in the means test administered by the SFO and having completed the application procedures will be reimbursed in full (100% of the tuition fees paid) or half (50% of the tuition fees paid) respectively. The eligibility criteria for financial assistance under the Financial Scheme are at **Appendix 4**.

- 1.5 The SFO is responsible for processing applications and disbursing subsidy to adult learners under the Financial Scheme.

2. Course Operation

- 2.1 The Approved Course Provider shall provide the Designated Courses at the Designated Centres starting from September 2026 to enable the adult learners to pursue their evening mainstream secondary education.
- 2.2 The Approved Course Provider shall operate the Designated Courses in full compliance with the prevailing Ordinances and Regulations including but not limited to the Education Ordinance (Cap. 279) and the Education Regulations (Cap. 279A), and the Employment Ordinance (Cap. 57).
- 2.3 The Approved Course Provider shall ensure that the Course Coordinator as required in clause 8.3 hereof and all teaching and administrative staff discharge their duties diligently and in a professional manner.

3. Course Content

- 3.1 The Approved Course Provider shall formulate effective school-based curriculum and assessment policies on the basis of the Curriculum and Assessment Guides as jointly prepared by the Curriculum Development Council and the Hong Kong Examinations and Assessment Authority, and recommended for use in schools by Government.
- 3.2 The Approved Course Provider is required to make necessary modification to the curriculum so as to cater for the adult learners with diverse academic backgrounds. When making necessary modification to the curriculum, the Approved Course Provider shall also take into consideration the needs of the adult learners such as the medium of instruction.

- 3.3 Under the New Academic Structure implemented since 2009, students with different abilities, interests and aptitudes can give full play to their talents through the broad and balanced senior secondary curriculum. Approved Course Providers are required to adopt the New Senior Secondary (NSS) curriculum correspondingly.
- 3.4 Since 2021/22 School Year, there are three components under the NSS curriculum, comprising (i) four core subjects (Chinese Language, English Language, Mathematics and Citizenship and Social Development), (ii) choice of two to three NSS elective subjects of different Key Learning Areas, Applied Learning courses and/or other languages courses, and (iii) Other Learning Experiences. Approved Course Providers shall offer sufficient Other Learning Experiences (OLE) opportunities for the adult learners and implement a school-based Student Learning Profile (SLP) by assisting students to build this profile which may include brief information on academic performance in school, OLE, performance/awards gained outside school and student's 'self-account' (e.g. highlighting any impressive learning experiences or career goal setting). Course Providers should pay attention to the development of the ongoing renewal of school curriculum and revise the course contents as appropriate. For details of the measures to optimise the four senior secondary core subjects, please visit the webpage "Optimising the Four Senior Secondary Core Subjects" at the EDB website(https://www.edb.gov.hk/en/curriculum-development/renewal/opt_ss_curriculum.html).
- 3.5 Applied Learning is an integral part of the NSS curriculum. Learners can choose a variety of Applied Learning courses as their elective subjects. Approved Course Providers are required to meet the needs of the learners to offer as far as possible the Applied Learning courses to students according to the Course Information as provided by the Education Bureau.
- 3.6 The Hong Kong Examinations and Assessment Authority has introduced a School-based Assessment to enhance the validity of the assessment and promote a positive impact on teaching and learning. Approved Course Providers are required to implement the School-based Assessment for the Hong Kong Diploma of Secondary Education Examination in the respective subjects correspondingly.
- 3.7 For a better learning atmosphere and use of resources, Approved Course Providers shall consider providing other diversified courses/programmes to meet the needs of the adult learners in the Designated Centres.

4. Operation of Classes

- 4.1 Approved Course Providers shall operate the Designated Courses in the Designated Centres as approved.
- 4.2 The operation of classes in each School Year is on the assumption that reasonable number of students at respective levels can be recruited before Course commencement.
- 4.3 Approved Course Providers shall take note that the teaching hours of the Designated Centres should not be less than 13.75 hours per week. Each level of Secondary 1 to Secondary 6 in the Designated Courses shall last for one School Year.

5. Course Administration

5.1 Course Calendar

- (a) Approved Course Providers are required to comply with Regulation 79 of the Education Regulations (Cap. 279A) and send to the Government Representative before 15 August in each year a notice of all proposed holidays in the coming School Year, including any special holidays for any particular event, and of all dates on which the usual work of the school will be suspended.
- (b) In this connection, “School Year” means any period which begins on the first day of September in a year and ends on the last day of August in the following year.
- (c) For the Designated Courses, a School Year consists of two school terms: the first school term covers all the school days from the first day of September to the last day of the following January; while the second school term covers all the school days from the first day of February to the last day of August.

5.2 Annual Recruitment of Students

- (a) Approved Course Providers shall conduct annual exercise to recruit adult learners prior to the commencement of the Designated Courses in each of the 2026/27, 2027/28, 2028/29, 2029/30 and 2030/31 School Years.

- (b) Approved Course Providers shall provide a telephone hotline for public enquiries on the Designated Courses.
- (c) Approved Course Providers shall carry out activities to publicise the student recruitment arrangement and promote the Designated Courses.
- (d) Approved Course Providers shall indicate explicitly the classes and subjects of the Designated Courses to be offered in each Designated Centre in their publicity materials.
- (e) After the commencement of the Designated Courses in each of the School Year for the period from 2026/27 to 2030/31 School Years, Approved Course Providers should continue admitting adult learners to fill the vacancies arising throughout the School Year.

5.3 Admission of New Adult Learners on Waiting List

Approved Course Providers shall keep a waiting list of adult learners of each level provided at each Designated Centre. Vacancies shall be filled as soon as possible by those on the waiting lists. Notwithstanding that a class has reached its maximum capacity, Approved Course Providers should inform late Applicants that they can still submit an application which will be placed on the waiting list.

5.4 Internal Assessments and Examinations

Approved Course Providers shall conduct an internal assessment, such as half yearly examination and final/mock examination, by the end of each of the first and second school terms stipulated in clause 5.1(c) hereof. Sufficient number of tests and assignments shall also be arranged for the adult learners.

5.5 Allocation of Teaching Duties and Time-table

- (a) Approved Course Providers shall observe the following principles in allocation of teaching duties and time-tabling:
 - (i) the interest and benefits of the adult learners should prevail in all circumstances;
 - (ii) teachers should be assigned to take up subjects of their expertise; and
 - (iii) the duty of teaching a subject to a class should be taken up by one

teacher only as far as possible.

5.6 Attendance Registers

Approved Course Providers shall keep separate attendance register for each class in such a form to be agreed by the Government Representative.

5.7 Learner Identity Cards

Approved Course Providers shall issue to each adult learner a learner's identity card.

5.8 Certificates of Completion

Approved Course Providers shall issue a certificate of completion bearing only the name of its organisation to those adult learners who have satisfactorily completed Secondary 6 of the Designated Courses.

6. Tuition Fees

6.1 Tuition fees for the 2026/27 School Year should not be more than the proposed fee levels in the Tuition Fee Proposal submitted by the Approved Course Provider. For the 2027/28, 2028/29, 2029/30 and 2030/31 School Years, applications for change(s) to the projected tuition fees will be considered on individual merits and will only be approved with strong justification.

6.2 For the provision of Applied Learning courses stipulated at clause 3.5 hereof, the **course fee of the Applied Learning courses should be included in the tuition fee for the School Year.** For example, the tuition fee for the course "Secondary 5 (Applied Learning: Exercises and Fitness Coaching)" should cover tuition fee for a Secondary 5 course under NSS curriculum including the specified Applied Learning course as an elective subject.

6.3 Approved Course Providers shall collect tuition fees from the adult learners in accordance with Regulation 62 of the Education Regulations (Cap. 279A), on an equal monthly basis and on or after the first school day of each month of the School Year.

6.4 Notwithstanding clause 6.3 hereof, Approved Course Providers may require adult learners to register for the Designated Courses by paying the first monthly instalment not earlier than one month before the commencement of the Designated Courses.

Approved Course Providers are encouraged to make special arrangement for adult learners with financial difficulty.

- 6.5 In the interest of the adult learners, the tuition fees should be set at the lowest possible level.
- 6.6 For proposal to revise the tuition fees for the Designated Courses in the 2027/28 School Year, Approved Course Providers shall submit the following documents to the Government Representative for approval on or before 4 May 2027 (Tuesday):
- (a) proposed tuition fee for the 2027/28 School Year;
 - (b) proposed classes and subjects to be offered in the Designated Centres; and
 - (c) up-to-date budget of income and expenditure for the operation of the Designated Courses for the 2027/28 School Year.
- 6.7 For proposal to revise the tuition fees for the Designated Courses in the 2028/29 School Year, Approved Course Providers shall submit the following documents to the Government Representative for approval on or before 4 May 2028 (Thursday):
- (a) proposed tuition fee for the 2028/29 School Year;
 - (b) proposed classes and subjects to be offered in the Designated Centres; and
 - (c) up-to-date budget of income and expenditure for the operation of the Designated Courses for the 2028/29 School Year.
- 6.8 For proposal to revise the tuition fees for the Designated Courses in the 2029/30 School Year, Approved Course Providers shall submit the following documents to the Government Representative for approval on or before 3 May 2029 (Friday):
- (a) proposed tuition fee for the 2029/30 School Year;
 - (b) proposed classes and subjects to be offered in the Designated Centres; and
 - (c) up-to-date budget of income and expenditure for the operation of the Designated Courses for the 2029/30 School Year.

6.9 For proposal to revise the tuition fees for the Designated Courses in the 2030/31 School Year, Approved Course Providers shall submit the following documents to the Government Representative for approval on or before 3 May 2030 (Friday):

- (a) proposed tuition fee for the 2030/31 School Year;
- (b) proposed classes and subjects to be offered in the Designated Centres; and
- (c) up-to-date budget of income and expenditure for the operation of the Designated Courses for the 2030/31 School Year.

7. Teaching Venues

7.1 In accordance with the Education Ordinance (Cap. 279), Approved Course Providers shall seek approval from the Education Bureau for registration/provisional registration in respect of the operation of the Designated Courses at the Designated Centres.

7.2 Approved Course Providers shall be responsible for paying all necessary charges for use of the teaching venues.

7.3 For Designated Courses operated in Government school premises, Approved Course Providers shall seek all necessary approvals or permission from the relevant Government day school principals or owners of the Designated Centres for provision of the Designated Courses and all matters relating thereto.

8. Management Framework and Appointment of Staff

8.1 Approved Course Providers shall put in place a management framework so that the duties and responsibilities of different levels of staff are clearly defined. Administration arrangement such as for teacher recruitment, staff appraisal preparation, communication within the organisation, staff development and staff management should be clearly set out.

8.2 Approved Course Providers shall appoint and engage management, teaching and supporting personnel to the satisfaction of the Government.

8.3 Course Coordinator

- (a) Approved Course Providers shall appoint a Course Coordinator who shall be responsible for the planning, coordination, operation and quality assurance of the Designated Courses. The Course Coordinator should be a trained graduate teacher (qualifications as stipulated at clause 6.2 of Part 2 – Conditions of Agreement) with relevant administration experience.
- (b) Approved Course Providers shall ensure that the Course Coordinator can reasonably be contacted during office hours.

8.4 Qualified and Trained Teachers

- (a) Approved Course Providers should employ qualified and trained teachers to teach the Designated Courses.
- (b) Approved Course Providers shall keep proper records of the qualifications of the teachers employed and make them available for inspection at any time by the Government Representative.

8.5 For the purpose of clause 8.4 hereof, a qualified and trained teacher for senior secondary levels (i.e. Secondary 4 to Secondary 6) should possess a recognised degree plus a Postgraduate Certificate in Education from any of the universities in Hong Kong, or equivalent, while that for junior secondary levels (i.e. Secondary 1 to Secondary 3) should possess a Certificate in Secondary Education from the Hong Kong Institute of Education or equivalent or a qualification acceptable to the Government Representative. Approved Course Providers should give preference to those with a relevant major/elective subject and teaching experience in the subject taught.

8.6 Non-teaching staff

- (a) Approved Course Providers shall appoint at its own expenses suitable and sufficient management staff, clerical staff and minor staff to support the operation of the Designated Courses.
- (b) For the Designated Courses operated in Government school premises, Approved Course Providers shall employ at its own expenses sufficient minor staff for janitor support. Approved Course Providers shall discuss with the respective Government day school principals on the arrangement, such as

employment of the part-time minor staff from school as they will be normally the holders of the keys for the school premises. If the Approved Course Provider fails to reach an agreement with the respective Government day school, the school reserves the right to terminate the provision of school premises to the Approved Course Provider for operating the courses.

9. Support to Teachers

Approved Course Providers shall provide teachers with diversified teaching resources, staff development programmes for enriching their general professional quality and any other support they deem necessary.

10. Support to Adult Learners

10.1 Approved Course Providers shall provide adult learners with diversified learning and teaching materials focusing on “learning to learn” to enable them to engage in life-long learning. Career education, seminars on further studies and relevant facilities, such as reference libraries, computer laboratories, study room, should be provided as far as possible.

10.2 Approved Course Providers shall put in place a learner suggestion/complaint mechanism, providing a proper channel for the adult learners and informing them the right persons they should approach respectively if they have comments/suggestions/complaints concerning the Designated Courses, subject teachers, class teachers, centre staff, centre heads, Course Coordinator and/or the Approved Course Provider. Approved Course Providers shall explicitly inform the adult learners of such mechanism at the beginning of each School Year.

10.3 Approved Course Providers shall conduct regular meetings with the adult learners to collect their feedback for improvement on the operation of the Designated Courses.

11. Value-added Services

Approved Course Providers shall provide value-added services to enhance the operation of the Designated Courses as far as possible.

12. Quality Assurance

Approved Course Providers shall have in place quality assurance measures to monitor the service quality.

13. Records and Information

- 13.1 Approved Course Providers shall maintain appropriate records of the required information such as attendance and teacher information.
- 13.2 Approved Course Providers shall attend monitoring meetings as and when requested by the Government Representative.
- 13.3 Approved Course Providers shall promptly notify the Government Representative of any matter, incident or change of circumstances that might affect the operation of the Designated Courses in a material manner.

Schedule 2
Invitation for Operating the Evening Secondary Courses under the
Financial Assistance Scheme for Designated Evening Adult Education Courses
for the Period 2026/27 to 2030/31 School Years

List of Government School Premises with Location
Available for Operating Designated Centres

| Region | District | School premises* | Address |
|----------------------|-----------------|--|--|
| Hong Kong Island | Wan Chai | Hotung Secondary School [^] | 1 Ka Ning Path, Causeway Bay, Hong Kong |
| Kowloon | Yau Tsim Mong | Queen Elizabeth School [^] | 152 Sai Yee Street, Mongkok, Kowloon |
| | Sham Shui Po | Kowloon Technical School [^] | 332-334 Cheung Sha Wan Road, Shamshuipo, Kowloon |
| | Kowloon City | Jockey Club Government Secondary School | 2B, Oxford Road, Kowloon Tong, Kowloon |
| New Territories East | North | Fanling Government Secondary School [^] | 27 Yat Ming Road, Fanling, New Territories |
| | Sai Kung | Tseung Kwan O Government Secondary School [^] | 2 King Yin Lane, Tseung Kwan O, New Territories |
| New Territories West | Yuen Long | NTHYK Yuen Long District Secondary School [^] | 123 Kau Yuk Road, Yuen Long, New Territories |

*** Teaching hours of Designated Centres under the Financial Scheme at the premises on the list are expected to be from 19:00 to 21:45 (Monday to Friday), subject to confirmation with the respective Government day school management.**

[^] There were operating classes at these Designated Centres under the Financial Scheme from 2021/22 to 2025/26 School Years.

Schedule 3

Invitation for Operating the Evening Secondary Courses under the Financial Assistance Scheme for Designated Evening Adult Education Courses for the Period 2026/27 to 2030/31 School Years

Technical Proposal

1. Applications will be evaluated in accordance with the Mandatory Requirements and a marking scheme as described in Part 4 – Application Assessment. For this purpose, Applicants are required to provide the information listed below in their Technical Proposal.

Part A Details of the Applicant and the Course Coordinator

- (a) Documentary proof confirming that the Applicant is a charitable institution or trust of a public character and is exempt from tax under Section 88 of the Inland Revenue Ordinance.
- (b) The name of the Applicant and its track record of experience as at the Application Closing Date (in terms of years) in operating local evening secondary courses (together with all necessary documentary proof, such as Certificate of Registration of a School, Certificate of Accommodation).
- (c) Completed **Appendix 5** on the centre(s) operated/operating by the Applicant for local evening secondary courses separately for the 2021/22, 2022/23, 2023/24, 2024/25 and 2025/26 School Years (together with all necessary documentary proof, such as Certificate of Registration of a School, Certificate of Accommodation).
- (d) The name, post, qualification and teaching experience and school administration experience of the Course Coordinator as at the Application Closing Date (together with all necessary documentary proof).
- (e) The name, telephone number and email address of the contact person to whom enquiries related to the Technical Proposal, Centre Proposal and Tuition Fee Proposal may be directed.

Part B Detailed Proposals on the Operation of the Designated Courses

- (a) A work plan which should cover the essential elements of the operation of the Designated Courses including the time frame, management framework, organisation of manpower for delivery and support of the Designated Courses;

- (b) Proposed curriculum;
- (c) Quality assurance mechanism;
- (d) Support to teachers;
- (e) Support to adult learners;
- (f) Learner suggestion/complaint mechanism;
- (g) Value-added services;
- (h) Course calendars with tentative dates on the major events;
- (i) Administrative and logistic procedures of the centre not covered above in operating the Designated Courses; and
- (j) For existing and new operator proposing to operate in Designated Centres currently in operation, a detailed plan on how the operator will take care of existing students who wish to continue their studies at the same Designated Centre. In this connection, to ensure that these students are not adversely affected by the new round of appointment of approved course providers, existing and new operator proposing to operate in existing centres should offer in the 2026/27 School Year onwards the same elective subjects under the New Senior Secondary curriculum as currently offered and chosen by these students in the same school premises (**Appendix 6**) so long as is required to cater for these students' needs.

Part C Others (*Additional information may be provided by the Applicant*)

2. Applicants are required to submit the Technical Proposal **in duplicate**. The Technical Proposal should include the following information and be duly signed:

Name of the Applicant: _____

Date: _____

Contact Person: _____

Designation: _____

Contact Telephone No.: _____

Fax No.: _____

Signature of the Applicant or person authorised to sign the proposal on behalf of the Applicant (with chop) :

Schedule 4

Invitation for Operating the Evening Secondary Courses under the Financial Assistance Scheme for Designated Evening Adult Education Courses for the Period 2026/27 to 2030/31 School Years

Tuition Fee Proposal and Budget of Income and Expenditure

1. Principles and Arrangement

- 1.1 Applicants shall submit tuition fee proposals and provide budgets in the format provided for their operation of the evening adult secondary courses under the Financial Scheme for the five School Years of 2026/27, 2027/28, 2028/29, 2029/30 and 2030/31, **using the 2026 price level**. The fees proposed will be examined in terms of their affordability by students together with the financial viability of the budgets.
- 1.2 Tuition fee proposals submitted herewith under the current exercise with upward adjustments for the 2027/28 to 2030/31 School Years **should be exclusive of inflationary adjustment** and should be fully justified, for instance, to cater for the need or plan for improvement to specific areas of services and estimated increase in staff cost arising from granting of increments (exclusive of inflationary adjustment, etc.) should be elaborated with sufficient details and facts. Applicants should note that should their application be selected for a specified Designated Centre their relevant tuition fee proposals are considered accepted for the five School Years on the basis of the technical and centre proposals as well as the budgets submitted herewith under this exercise.
- 1.3 Future proposals for upward adjustment to the projected tuition fees for the 2027/28 to 2030/31 School Years will be considered on individual merits and will only be approved having regard to justification which has not been taken into account in the current fee proposals. Successful Applicants should note that elements or the extent of an element which has/have been fully factored in the projected tuition fees for the 2027/28 to 2030/31 School Years in the tuition fee proposal submitted in the current exercise will not be accepted as grounds for future years' fee adjustment(s) for the said School Years.

2. Budget of Income and Expenditure

- 2.1 Applicants are required to provide a budget of income and expenditure for each of the

-

- (a) Income-
 - (i) the planned number of operating classes, planned class size, tuition fee, total tuition fee for each level; and
 - (ii) any other income.

- (b) Expenditure-
 - (i) for each level, the planned part-time teacher salary, the planned number of operating classes, estimated number of school days, estimated teaching hours per day, and planned hourly rate, subtotal expenses;
 - (ii) estimated expenses for salary of headquarter staff such as Course Coordinator, centre-based administration staff such as centre head, administrative assistants;
 - (iii) estimated expenses for salary for other staff such as clerk, laboratory assistant, laboratory technician, minor staff;
 - (iv) estimated charges payable to persons other than the relevant Government day school (e.g. the Parent-Teacher Association of the school) for Designated Centres in Government school premises, if any;
 - (v) estimated school administration cost such as photocopying, insurance;
 - (vi) estimated expenses for administration overhead such as public relation and marketing support for promoting the evening courses and recruitment of students, IT support for evening courses, student support services;
 - (vii) estimated expenses for reserve for unsettled tuition fees; and
 - (viii) any other expenditure.

3. Proposed/Projected Tuition Fees

The Applicant should submit tuition fee proposals on Appendix 2 – Tuition Fee Proposal which should be **duly completed and signed**.

Schedule 5

Invitation for Operating the Evening Secondary Courses under the Financial Assistance Scheme for Designated Evening Adult Education Courses for the Period 2026/27 to 2030/31 School Years

Centre Proposal

1. Applicants are advised that their applications will be considered on a by-region basis, i.e. a proposed centre will be considered with other proposed centres in the same region, namely Hong Kong Island, Kowloon, New Territories East and New Territories West. Applicants may submit an application for the operation of the Designated Courses in one or more than one of the Designated Centres as listed in Schedule 2 and/or in its own school premises. Applicants may apply for more than one centre within a region.
2. To ensure those adult learners who have already joined the Financial Scheme and enrolled in the designated centres in the 2025/26 School Year will not be adversely affected, proposals to operate at the fourteen operating Designated Centres (i.e. centres at Hotung Secondary School, Kwun Tong Lutheran Evening School, Queen Elizabeth School, RSEFHK Maria College, Kowloon Technical School, Jockey Club Government Secondary School, Tseung Kwan O Government Secondary School, MKMCF Ma Chan Duen Hey Memorial Evening College, Shatin Lutheran Evening School, Holy Cross Lutheran Evening College, Fanling Government Secondary School, Lui Cheung Kwong Lutheran Evening College, NTHYK Yuen Long District Secondary School and Gertrude Simon Lutheran Evening College) will have priority over other applications in the respective regions. In this connection, for the existing operator of a Designated Centre proposing to continue its operation at the Centre from the 2026/27 to 2030/31 School Years, its delivery performance during the five School Years from 2021/22 to 2025/26 in respect of its technical proposal submitted under the previous selection exercise under the Financial Scheme held in 2021 together with any pertinent adjustment as reflected in its annual evaluation reports and any additional information as provided to the Education Bureau will be taken into account in the quality assessment (i.e. Stage 2: Quality Criterion Evaluation of Part 4 – Application Assessment of this set of Documents.). To cater for the needs of the existing students of currently operating Designated Centres of the 2025/26 School Year who wish to continue their studies in these centres in the coming five School Years, existing and new operators proposing to operate in these centres should offer in the 2026/27 School Year onwards the same elective subjects under the New Senior Secondary curriculum as currently offered and chosen by these students in the same school premises so long

- as are required. Applicants should provide in their Technical Proposals a detailed plan for taking care of these continuing students, for the evaluation of the Application (as set out in Schedule 3 – Technical Proposal and Part 4 – Application Assessment).
3. For a proposed centre in Applicants' own school premises, the proposed centre must be a registered or provisionally registered evening school under the Education Ordinance (Cap. 279). Applicants should provide the six-digit School Number of the proposed centre and check its accuracy against respective information contained in the "School List by District" via Education Bureau homepage (website: www.edb.gov.hk; path: Students and Parents Related > School Information > School Information Search & School Lists > School Lists (By District) > corresponding district of the proposed centre). In this connection, relevant information captured by the Education Bureau (for example, the location district of the proposed centre, enrolment figure collected by the School Education Statistics Section of the Education Bureau at the beginning of the 2025/26 School Year) will be adopted for assessment purposes. Normally, a proposed centre without a valid School Number will not be considered. In case a school premises not yet registered for evening school operation is proposed and hence, the School Number could not be provided at the date of application submission, a detailed description of the registration status of the proposed centre must be given before the application would be further considered.

4. Proposed Centre(s) in Government School Premises:

| Region | District | School premises | <i>Please tick for proposed operation</i> |
|----------------------|---------------|--|---|
| Hong Kong Island | Wan Chai | Hotung Secondary School ^ | <input type="checkbox"/> |
| Kowloon | Yau Tsim Mong | Queen Elizabeth School ^* | <input type="checkbox"/> |
| | Sham Shui Po | Kowloon Technical School ^ | <input type="checkbox"/> |
| | Kowloon City | Jockey Club Government Secondary School ^ | <input type="checkbox"/> |
| New Territories East | North | Fanling Government Secondary School ^ | <input type="checkbox"/> |
| | Sai Kung | Tseung Kwan O Government Secondary School ^# | <input type="checkbox"/> |
| New Territories West | Yuen Long | NTHYK Yuen Long District Secondary School ^ | <input type="checkbox"/> |

^ Existing operating Designated Centres under the Financial Scheme in the 2025/26 School Year.

* As the school has switched to using the donated SMART Boards for teaching, the computers and projectors currently in the classrooms will be phased out and will not be replaced. The Approved Course Provider (ACP) may continue to use the aforementioned computers and projectors while operating Designated Evening Adult Education Courses until they become unusable. The ACP may bring and use its own computers and projectors for teaching in the classrooms afterwards. Under no circumstances may the ACP use the school's SMART Boards in teaching during the courses.

For security reason, the ACP is required to liaise with the school for arranging the school's own staff at a reasonable hourly rate to perform duties during the operation of the Designated Evening Adult Education Courses. If the ACP fails to reach an agreement with the school, the school reserves the right to terminate the provision of school premises to the ACP for operating the courses.

5. **Proposed Centre(s) in the Applicant's Own School Premises:**

| Proposed centre: (Name of the Evening School) | School Number ^{Note} | | | | | |
|--|-------------------------------|--|--|--|--|--|
| | | | | | | |
| The Applicant confirms the following : | <i>Please tick to confirm</i> | | | | | |
| 1. The premises are purposely built for operation of a school | <input type="checkbox"/> | | | | | |
| 2. Computer Room and Language Laboratory, if any, will be open for evening school students' use | <input type="checkbox"/> | | | | | |
| 3. Computer(s) and projector(s) installed in the classrooms, if any, will be open for evening school students' use | <input type="checkbox"/> | | | | | |
| 4. Playground and covered playground, if any, will be open for evening school students' use | <input type="checkbox"/> | | | | | |
| 5. School library, if any, will be open for evening school students' use | <input type="checkbox"/> | | | | | |

Note: As stipulated in clause 3 of this Schedule, the Applicant should note that normally, a proposed centre without a valid School Number will not be considered. Alternatively, detailed description on registration status of the premises has to be provided.

Name of the Applicant: _____

Date: _____

Contact Person: _____

Designation: _____

Contact Telephone No.: _____

Fax No.: _____

| |
|---|
| Signature of the Applicant or person authorised to sign the proposal on behalf of the Applicant (with chop) : |
|---|

| | | | | | | |
|--|-------------------------------|--|--|--|--|-------------------------------|
| Proposed centre: (Name of the Evening School) | School Number ^{Note} | | | | | |
| | | | | | | |
| The Applicant confirms the following : | | | | | | <i>Please tick to confirm</i> |
| 1. The premises are purposely built for operation of a school | | | | | | <input type="checkbox"/> |
| 2. Computer Room and Language Laboratory, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |
| 3. Computer(s) and projector(s) installed in the classrooms, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |
| 4. Playground and covered playground, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |
| 5. School library, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |

Note: As stipulated in clause 3 of this Schedule, the Applicant should note that normally, a proposed centre without a valid School Number will not be considered. Alternatively, detailed description on registration status of the premises has to be provided.

Name of the Applicant: _____

Date: _____

Contact Person: _____

Designation: _____

Contact Telephone No.: _____

Fax No.: _____

Signature of the Applicant or person authorised to sign the proposal on behalf of the Applicant (with chop) :

| | | | | | | |
|--|-------------------------------|--|--|--|--|-------------------------------|
| Proposed centre: (Name of the Evening School) | School Number ^{Note} | | | | | |
| | | | | | | |
| The Applicant confirms the following : | | | | | | <i>Please tick to confirm</i> |
| 1. The premises are purposely built for operation of a school | | | | | | <input type="checkbox"/> |
| 2. Computer Room and Language Laboratory, if any, will be opened for evening school students' use | | | | | | <input type="checkbox"/> |
| 3. Computer(s) and projector(s) installed in the classrooms, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |
| 4. Playground and covered playground, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |
| 5. School library, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |

Note: As stipulated in clause 3 of this Schedule, the Applicant should note that normally, a proposed centre without a valid School Number will not be considered. Alternatively, detailed description on registration status of the premises has to be provided.

Name of the Applicant: _____

Date: _____

Contact Person: _____

Designation: _____

Contact Telephone No.: _____

Fax No.: _____

| |
|---|
| Signature of the Applicant or person authorised to sign the proposal on behalf of the Applicant (with chop) : |
|---|

| | | | | | | |
|--|-------------------------------|--|--|--|--|-------------------------------|
| Proposed centre: (Name of the Evening School) | School Number ^{Note} | | | | | |
| | | | | | | |
| The Applicant confirms the following : | | | | | | <i>Please tick to confirm</i> |
| 1. The premises are purposely built for operation of a school | | | | | | <input type="checkbox"/> |
| 2. Computer Room and Language Laboratory, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |
| 3. Computer(s) and projector(s) installed in the classrooms, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |
| 4. Playground and covered playground, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |
| 5. School library, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |

Note: As stipulated in clause 3 of this Schedule, the Applicant should note that normally, a proposed centre without a valid School Number will not be considered. Alternatively, detailed description on registration status of the premises has to be provided.

Name of the Applicant: _____

Date: _____

Contact Person: _____

Designation: _____

Contact Telephone No.: _____

Fax No.: _____

Signature of the Applicant or person authorised to sign the proposal on behalf of the Applicant (with chop) :

| | | | | | | |
|--|-------------------------------|--|--|--|--|-------------------------------|
| Proposed centre: (Name of the Evening School) | School Number ^{Note} | | | | | |
| | | | | | | |
| The Applicant confirms the following : | | | | | | <i>Please tick to confirm</i> |
| 1. The premises are purposely built for operation of a school | | | | | | <input type="checkbox"/> |
| 2. Computer Room and Language Laboratory, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |
| 3. Computer(s) and projector(s) installed in the classrooms, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |
| 4. Playground and covered playground, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |
| 5. School library, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |

Note: As stipulated in clause 3 of this Schedule, the Applicant should note that normally, a proposed centre without a valid School Number will not be considered. Alternatively, detailed description on registration status of the premises has to be provided.

Name of the Applicant: _____

Date: _____

Contact Person: _____

Designation: _____

Contact Telephone No.: _____

Fax No.: _____

Signature of the Applicant or person authorised to sign the proposal on behalf of the Applicant (with chop) :

| | | | | | | |
|--|-------------------------------|--|--|--|--|-------------------------------|
| Proposed centre: (Name of the Evening School) | School Number ^{Note} | | | | | |
| | | | | | | |
| The Applicant confirms the following : | | | | | | <i>Please tick to confirm</i> |
| 1. The premises are purposely built for operation of a school | | | | | | <input type="checkbox"/> |
| 2. Computer Room and Language Laboratory, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |
| 3. Computer(s) and projector(s) installed in the classrooms, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |
| 4. Playground and covered playground, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |
| 5. School library, if any, will be open for evening school students' use | | | | | | <input type="checkbox"/> |

Note: As stipulated in clause 3 of this Schedule, the Applicant should note that normally, a proposed centre without a valid School Number will not be considered. Alternatively, detailed description on registration status of the premises has to be provided.

Name of the Applicant: _____

Date: _____

Contact Person: _____

Designation: _____

Contact Telephone No.: _____

Fax No.: _____

Signature of the Applicant or person authorised to sign the proposal on behalf of the Applicant (with chop) :

Part 4 - Application Assessment

All applications will be checked against the Mandatory Requirements for fulfilment and a marking scheme for the assessment of applications will be adopted. The weightings of 60%, 20% and 20% of the overall marks are assigned to the (a) technical proposal, (b) tuition fee proposal and Budget of Income and Expenditure and (c) centre proposal respectively. The application assessment is as follows -

| Mandatory Requirements | | |
|-------------------------------|--|----------------------|
| | <ul style="list-style-type: none"> • The Applicant must be a charitable institution or trust of a public character and is exempt from tax under Section 88 of the Inland Revenue Ordinance. • The Applicant must have a minimum of one year of experience as at the Application Closing Date in operating local evening secondary courses. <p><i>(Note: Applicants will be assessed if they have complied with all the Mandatory Requirements set out above. Applicants will be disqualified and not be allowed to enter into the next stage if they fail to meet any of these mandatory requirements.)</i></p> | |
| Technical Proposal | | Maximum Score |
| A. | <p>Background/experience of the Applicant and the Course Coordinator:</p> <ul style="list-style-type: none"> • Experience of the Applicant in operating local evening secondary courses as at the Application Closing Date. • Education qualifications, teaching/administration experience of the Course Coordinator in local evening secondary courses as at the Application Closing Date. | 20 |
| B. | <p>Quality aspect:</p> <p>The proposal should cover detailed work plan with clear time frame, proposed class structure for the period 2026/27 to 2030/31 School Years, implementation of school-based curriculum to cater for the needs of adult learners, quality assurance mechanism to enhance the self-evaluation for promoting the quality of education, provision of support to learners and teachers, proper channel for learners' suggestion and complaints and value-added services as well as a detailed plan on how existing students who wish to continue their studies in currently operating centres of the 2025/26 School Year will be taken care of, including a confirmation of the offer of same elective subjects under the NSS curriculum for these existing students. For existing operators, their delivery performance during the five School Years from 2021/22 to</p> | 40 |

| <p><i>Note:</i></p> | <p>2025/26 in respect of their technical proposal submitted under the previous selection exercise held in 2021 together with any pertinent adjustment as reflected in their annual evaluation reports and additional information as provided to EDB will be taken into account.</p> <p><i>The maximum score is 60. Applicants which fail to obtain the passing score of 30 will not be considered further.</i></p> | | | | | | | | | | | |
|---|--|----------------------|---------------------------|-----------|---|---------|---|----------------------|---|----------------------|---|--|
| <p>Tuition Fee Proposal and Budget of Income and Expenditure</p> | | <p>Maximum Score</p> | | | | | | | | | | |
| | <p>The tuition fee proposals will be assessed with respect to the affordability by students and the financial viability of the Applicant as elaborated in the budgets for the relevant School Years.</p> | <p>20</p> | | | | | | | | | | |
| <p>Centre Proposal</p> | | <p>Maximum Score</p> | | | | | | | | | | |
| | <p>Centre score for each centre proposed by the Applicant will be assessed on a by-region basis according to the demand for local evening secondary courses, i.e. relevant enrolment figures in the 2025/26 School Year.</p> | <p>20</p> | | | | | | | | | | |
| <p>Final Score</p> | | <p>Maximum Score</p> | | | | | | | | | | |
| | <p>Score on Technical Proposal + Score on Tuition Fee Proposal and Budget of Income and Expenditure + Score on Centre Proposal</p> | <p>100</p> | | | | | | | | | | |
| <p>Selection of Applicants</p> | | | | | | | | | | | | |
| | <p>The number of Designated Centres in the respective geographical regions is as follows-</p> <table border="1" data-bbox="472 1293 1057 1640"> <thead> <tr> <th>Geographical Regions</th> <th>No. of Designated Centres</th> </tr> </thead> <tbody> <tr> <td>HK Island</td> <td>1</td> </tr> <tr> <td>Kowloon</td> <td>7</td> </tr> <tr> <td>New Territories East</td> <td>2</td> </tr> <tr> <td>New Territories West</td> <td>4</td> </tr> </tbody> </table> <p>Priority will be given to current operating centres as stipulated in clause 2 of Schedule 5. The Applicant with the highest Final Score for each of the selected centre will normally be recommended for acceptance. Other Applicants will be put on a waiting list in order of priority according to the score they</p> | Geographical Regions | No. of Designated Centres | HK Island | 1 | Kowloon | 7 | New Territories East | 2 | New Territories West | 4 | |
| Geographical Regions | No. of Designated Centres | | | | | | | | | | | |
| HK Island | 1 | | | | | | | | | | | |
| Kowloon | 7 | | | | | | | | | | | |
| New Territories East | 2 | | | | | | | | | | | |
| New Territories West | 4 | | | | | | | | | | | |

| | | |
|--|---|--|
| | <p>attained, i.e. the one with the second highest score will come first on the waiting list and so on. If an assigned government school premises has not been used for operation of classes for two consecutive School Years (as in October of the respective School Years), the said premises would be offered to the course provider on the waiting list for that government school premises in the said order of priority.</p> | |
|--|---|--|

Checklist for Submission of Application

Completed application **in duplicate** including the list of documents below shall be placed inside a sealed plain envelope, addressed and endorsed (by post), OR a completed **PDF file** of application including the list of documents below shall be enclosed (by email). **Incomplete applications or applications submitted in a form other than in this prescribed manner may not be accepted.**

Application Form

- 1. Duly completed Application Form.

Technical Proposal

- 2. Documentary proof confirming that the Applicant is a charitable institution or trust of a public character and is exempt from tax under Section 88 of the Inland Revenue Ordinance.
- 3. The name of the Applicant and its track record of experience as at the Application Closing Date (in terms of years) in operating local evening secondary courses (together with all necessary documentary proof, such as Certificate of Registration of a School, Certificate of Accommodation).
- 4. Duly completed **Appendix 5** on the centres operated by the Applicant for local evening secondary course separately for the 2021/22, 2022/23, 2023/24, 2024/25 and 2025/26 School Years (together with all necessary documentary proof, such as Certificate of Registration of a School, Certificate of Accommodation).
- 5. The name, post, qualification and teaching experience and school administration experience of the Course Coordinator as at the Application Closing Date (together with all necessary documentary proof).
- 6. The name, telephone number and email address of the contact person to whom enquiries related to the (a) Technical Proposal, (b) Tuition Fee Proposal and Budget of Income and Expenditure and (c) Centre Proposal may be directed.
- 7. A detailed proposal describing the essential elements of the operation of the Designated Courses as specified in Schedule 3 – Technical Proposal. The Technical Proposal should include information stipulated in clause 2 of Schedule 3 and should be duly signed.

Tuition Fee Proposal and Budget of Income and Expenditure

- 8. Duly completed Tuition Fee Proposal (**Appendix 2**) together with the extra copies if applicable.
- 9. Budget of income and expenditure (as per Schedule 4) for each of the School Year from 2026/27 to 2030/31 School Years, showing all the itemised costs and detailed breakdown.

Centre Proposal

- 10. Duly completed Centre Proposal (as per Schedule 5).

Tuition Fee Proposal

The proposed/projected tuition fees per adult learner per annum for the Designated Courses as follows are applicable to:

(Please tick as appropriate)

- all centres proposed in this application.
- the proposed centres listed below (please use the available extra copy of Tuition Fee Proposal for other proposed centres):

| Level (in the 2026/27 School Year) | Proposed Tuition Fee (HK\$) |
|---------------------------------------|--------------------------------|
| Secondary 1 | |
| Secondary 2 | |
| Secondary 3 | |
| Secondary 4 | |
| Secondary 5 | |
| Secondary 5 (Applied Learning: _____) | |
| Secondary 5 (Applied Learning: _____) | |
| Secondary 5 (Applied Learning: _____) | |
| Secondary 6 | |
| Secondary 6 (Applied Learning: _____) | |
| Secondary 6 (Applied Learning: _____) | |
| Secondary 6 (Applied Learning: _____) | |

| Level (in the 2027/28 School Year) | Projected Tuition Fee (HK\$) |
|--|---------------------------------|
| Secondary 1 | |
| Secondary 2 | |
| Secondary 3 | |
| Secondary 4 | |
| Secondary 5 | |
| Secondary 5 (Applied Learning: _____) | |
| Secondary 5 (Applied Learning: _____) | |
| Secondary 5 (Applied Learning: _____) | |
| Secondary 6 | |
| Secondary 6 (Applied Learning: _____) | |
| Secondary 6 (Applied Learning: _____) | |
| Secondary 6 (Applied Learning: _____) | |

| Level (in the 2028/29 School Year) | Projected Tuition Fee (HK\$) |
|--|---------------------------------|
| Secondary 1 | |
| Secondary 2 | |
| Secondary 3 | |
| Secondary 4 | |
| Secondary 5 | |
| Secondary 5 (Applied Learning: _____) | |
| Secondary 5 (Applied Learning: _____) | |
| Secondary 5 (Applied Learning: _____) | |
| Secondary 6 | |
| Secondary 6 (Applied Learning: _____) | |
| Secondary 6 (Applied Learning: _____) | |
| Secondary 6 (Applied Learning: _____) | |

| Level (in the 2029/30 School Year) | Projected Tuition Fee (HK\$) |
|--|---------------------------------|
| Secondary 1 | |
| Secondary 2 | |
| Secondary 3 | |
| Secondary 4 | |
| Secondary 5 | |
| Secondary 5 (Applied Learning: _____) | |
| Secondary 5 (Applied Learning: _____) | |
| Secondary 5 (Applied Learning: _____) | |
| Secondary 6 | |
| Secondary 6 (Applied Learning: _____) | |
| Secondary 6 (Applied Learning: _____) | |
| Secondary 6 (Applied Learning: _____) | |

| Level (in the 2030/31 School Year) | Projected Tuition Fee (HK\$) |
|--|---------------------------------|
| Secondary 1 | |
| Secondary 2 | |
| Secondary 3 | |
| Secondary 4 | |
| Secondary 5 | |
| Secondary 5 (Applied Learning: _____) | |
| Secondary 5 (Applied Learning: _____) | |
| Secondary 5 (Applied Learning: _____) | |
| Secondary 6 | |
| Secondary 6 (Applied Learning: _____) | |
| Secondary 6 (Applied Learning: _____) | |
| Secondary 6 (Applied Learning: _____) | |

Name of the Applicant: _____

Date: _____

Contact Person: _____

Designation: _____

Contact Telephone No.: _____

Fax No.: _____

•

Signature of the Applicant or person authorised to sign the proposal on behalf of the Applicant (with chop) :

Reply Slip for Briefing Session
(return on or before 24 March 2026)

**Invitation for Operating the Evening Secondary Courses under the
Financial Assistance Scheme for Designated Evening Adult Education Courses
for the period 2026/27 to 2030/31 School Years**

To: Permanent Secretary for Education
Education Bureau
(Attn.: Education Officer (Higher Education))
Email: acohe3@edb.gov.hk

Briefing Session
(Conducted in Cantonese)

I/We would attend the following briefing session:

Date : 27 March 2026 (Friday)
Time : 10:00 a.m.
Venue : Room W421, Kowloon Tong Education Services Centre,
No.19, Suffolk Road, Kowloon Tong, Kowloon

* I/We will collect the Invitation Documents before the briefing and bring them along for reference in the briefing session.

* I/We will collect the Invitation Documents in the briefing session on 27 March 2026.
(* Please put “✓” in the appropriate)

| <u>Full name of Attendee(s)</u> | <u>Post/ Title</u> |
|---------------------------------|--------------------|
| Mr/ Mrs/ Ms/ Miss _____ | _____ |
| Mr/ Mrs/ Ms/ Miss _____ | _____ |
| Mr/ Mrs/ Ms/ Miss _____ | _____ |
| Mr/ Mrs/ Ms/ Miss _____ | _____ |

Name of Organisation: _____

Contact person : _____ Post: _____

Phone No.: _____

E-mail Address: _____ Organisation Chop _____

Eligibility Criteria for the Financial Scheme

- The eligibility criteria for receiving assistance under the Financial Scheme are as follows –
 - (a) Applicants should be aged 17 or above;
 - (b) eligibility is restricted to designated secondary courses (inclusive of all secondary levels) that are quality-assured and commissioned by the Education Bureau;
 - (c) subsidies are provided on a reimbursement basis in two instalments whereby learners are required to attain the following minimum attendance requirements which are considered separately for each of the two school terms in a School Year –
 - (i) at least 80% attendance; or
 - (ii) at least 60% attendance plus an overall pass in the term assessment; or
 - (iii) at least 60% attendance plus inclusion of an exemption for the remaining 20% attendance to be proved by prescribed means including medical certificates or employers' certification of work commitment; and
 - (d) since the previous Project Yi Jin (PYJ) and Diploma Yi Jin (DYJ) (formally known as Yi Jin Diploma before 1.1.2016) programme, and the new Diploma of Applied Education (DAE) are pitched at secondary education level and offers an alternative route to mainstream secondary education, students who have obtained reimbursement under the previous PYJ/DYJ or the current DAE may not receive financial assistance under both PYJ/DYJ/DAE and the Financial Scheme, regardless of whether they succeed or fail to complete the programme or attain the desired qualification under one of the three schemes. Furthermore, they may not receive financial assistance for repeating the same level under the Financial Scheme, unless they switch from other curriculums to the New Senior Secondary curriculum.

Students meeting the above-mentioned criteria are eligible for reimbursement of 30% of the tuition fees, regardless of their financial position. Full reimbursement (i.e. 100% of the tuition fees) or half reimbursement (i.e. 50% of the tuition fees) will be provided for those who have met the criteria and have passed the means test administered by the SFO for full grant or half grant respectively. Students with financial hardship for making upfront payment of the initial tuition fees may apply for loans under the Non-means-tested Loan Scheme administered by the SFO.

**Centres operated by the Applicant for local evening secondary courses
in the 2021/22 School Year**

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

Appendix 5 (P.2)

**Centres operated by the Applicant for local evening secondary courses
in the 2022/23 School Year**

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

Appendix 5 (P.3)

**Centres operated by the Applicant for local evening secondary courses
in the 2023/24 School Year**

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | |
|--------------------------------------|---------------|--|--|--|--|--|
| | | | | | | |

Appendix 5 (P.4)

**Centres operated by the Applicant for local evening secondary courses
in the 2024/25 School Year**

| Centre: (Name of the Evening School) | School Number | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | |

**Centres operated by the Applicant for local evening secondary courses
in the 2025/26 School Year**

| Centre: (Name of the Evening School) | School Number | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | |

| Centre: (Name of the Evening School) | School Number | | | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|--|--|
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; height: 20px;"></td> <td style="width: 12.5%;"></td> </tr> </table> | | | | | | | | |
| | | | | | | | | | |

Classes and Subjects of the Courses operated in Designated Centres at Government School Premises under the Financial Scheme in the 2025/26 School Year

| Centre | Level | Class name | Subjects |
|---|-------|------------|---|
| Hotung Secondary School | S4 | S4 | <u>Core:</u> 1. Chinese Language; 2. English Language; 3. Mathematics and 4. Citizenship and Social Development <u>Electives:</u> 1. Physics; 2. Chemistry; 3. Biology; 4. History; 5. Chinese History; 6. Economics; 7. Geography; and 8. Business, Accounting and Financial Studies |
| | S5 | S5 | <u>Core:</u> 1. Chinese Language; 2. English Language; 3. Mathematics and 4. Citizenship and Social Development <u>Electives:</u> 1. Physics; 2. Chemistry; 3. Biology; 4. Chinese History; 5. Economics; 6. Geography; 7. Business, Accounting and Financial Studies; 8. Tourism and Hospitality Studies and 9. Japanese Language |
| | S6 | S6 | <u>Core:</u> 1. Chinese Language; 2. English Language; 3. Mathematics and 4. Citizenship and Social Development <u>Electives:</u> 1. Physics; 2. Chemistry; 3. Biology; 4. Chinese History; 5. Economics; 6. Geography; 7. Business, Accounting and Financial Studies and 8. Tourism and Hospitality Studies |
| Kowloon Technical School | S4 | S4 | <u>Core:</u> 1. Chinese Language; 2. English Language; 3. Mathematics and 4. Citizenship and Social Development |
| | S5 | S5 | <u>Electives:</u> 1. Physics; 2. Chemistry; 3. Biology; 4. History; 5. Chinese History; 6. Economics; 7. Geography; 8. Business, Accounting and Financial Studies and 9. Tourism and Hospitality Studies |
| | S6 | S6 | <u>Electives:</u> 1. Physics; 2. Chemistry; 3. Biology; 4. History; 5. Chinese History; 6. Economics; 7. Geography; 8. Business, Accounting and Financial Studies and 9. Tourism and Hospitality Studies |
| Fanling Government Secondary School | S4 | S4 | <u>Core:</u> 1. Chinese Language; 2. English Language; 3. Mathematics and 4. Citizenship and Social Development <u>Electives:</u> 1. Physics; 2. Chemistry; 3. Biology; 4. History; 5. Chinese History; 6. Economics; 7. Geography; and 8. Business, Accounting and Financial Studies |
| | S5 | S5 | <u>Core:</u> 1. Chinese Language; 2. English Language; 3. Mathematics and 4. Citizenship and Social Development <u>Electives:</u> 1. Physics; 2. Chemistry; 3. Biology; 4. Chinese History; 5. Economics; 6. Geography; 7. Business, Accounting and Financial Studies; 8. Tourism and Hospitality Studies and 9. Japanese Language |
| | S6 | S6 | <u>Core:</u> 1. Chinese Language; 2. English Language; 3. Mathematics and 4. Citizenship and Social Development <u>Electives:</u> 1. Physics; 2. Chemistry; 3. Biology; 4. Chinese History; 5. Economics; 6. Geography; 7. Business, Accounting and Financial Studies and 8. Tourism and Hospitality Studies |
| Tseung Kwan O Government Secondary School | S6 | S6 | <u>Core:</u> 1. Chinese Language; 2. English Language; 3. Mathematics and 4. Citizenship and Social Development <u>Electives:</u> 1. Physics; 2. Chemistry; 3. Biology; 4. Chinese History; 5. Economics; 6. Geography; 7. Business, Accounting and Financial Studies and 8. Tourism and Hospitality Studies |

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| Queen Elizabeth School | S1 | S1 | 1. Chinese Language; 2. English Language; 3. Mathematics; 4. Science; 5. Chinese History; 6. Citizenship, Economics and Society and 8. Putonghua |
| | S2 | S2 | |
| | S3 | S3 | 1. Chinese Language; 2. English Language; 3. Mathematics; 4. Science; 5. Chinese History and 6. Technology and Living |
| | S4 | S4 | <u>Core:</u> 1. Chinese Language; 2. English Language; 3. Mathematics and 4. Citizenship and Social Development <u>Electives:</u> 1. Physics; 2. Chemistry; 3. Biology; 4. History; 5. Chinese History; 6. Economics; 7. Geography; and 8. Business, Accounting and Financial Studies |
| | S5 | S5 | <u>Core:</u> 1. Chinese Language; 2. English Language; 3. Mathematics and 4. Citizenship and Social Development <u>Electives:</u> 1. Physics; 2. Chemistry; 3. Biology; 4. Chinese History; 5. Economics; 6. Geography; 7. Business, Accounting and Financial Studies; 8. Tourism and Hospitality Studies and 9. Japanese Language |
| | S6 | S6 | <u>Core:</u> 1. Chinese Language; 2. English Language; 3. Mathematics and 4. Citizenship and Social Development <u>Electives:</u> 1. Physics; 2. Chemistry; 3. Biology; 4. Chinese History; 5. Economics; 6. Geography; 7. Business, Accounting and Financial Studies and 8. Tourism and Hospitality Studies |
| N.T. Heung Yee Kuk Yuen Long District Secondary School | S4 | S4 | <u>Core:</u> 1. Chinese Language; 2. English Language; 3. Mathematics and 4. Citizenship and Social Development <u>Electives:</u> 1. Physics; 2. Chemistry; 3. Biology; 4. History; 5. Chinese History; 6. Economics; 7. Geography; and 8. Business, Accounting and Financial Studies |
| | S5 | S5 | <u>Core:</u> 1. Chinese Language; 2. English Language; 3. Mathematics and 4. Citizenship and Social Development <u>Electives:</u> 1. Physics; 2. Chemistry; 3. Biology; 4. Chinese History; 5. Economics; 6. Geography; 7. Business, Accounting and Financial Studies; 8. Tourism and Hospitality Studies and 9. Japanese Language |
| | S6 | S6 | <u>Core:</u> 1. Chinese Language; 2. English Language; 3. Mathematics and 4. Citizenship and Social Development <u>Electives:</u> 1. Physics; 2. Chemistry; 3. Biology; 4. Chinese History; 5. Economics; 6. Geography; 7. Business, Accounting and Financial Studies and 8. Tourism and Hospitality Studies |

Note: In the 2025/26 School Year, evening classes are in operation in the above 6 Designated Centres at Government school premises. Other than the above 6 centres, there is no evening class in operation in Designated Centres at other Government school premises as listed in Schedule 2.