

## **Background**

- According to Education Bureau Circular No. 6/2017, approval has been given by Permanent Secretary for Education for kindergartens to collect application fees not exceeding the ceiling of \$40.
- All kindergartens participating in the Free Quality Kindergarten Education Scheme are not permitted to collect application fees exceeding the approved ceiling. Any other kindergartens intending to collect application fees above the approved ceiling must seek prior approval from the Education Bureau (EDB) according to regulation 61(1) of Education Regulations. Such kindergartens must submit the application with supporting documents and justifications to the respective School Development Officers/Pre-primary Services Officers.
- To enhance transparency of fee collection, kindergartens applying for collection of application fees above the approved ceiling must clearly explain to their parents how the fees are to be used and the related services to be provided. The collection of application fees should only be used to recover costs related to student admission arrangements and expenses. Any surplus generated should only be used for the purpose of student admission in the future. Each application will be considered on a case-by-case basis.

## **Application arrangements for collecting application fee exceeding the approved ceiling**

- Kindergartens intending to collect application fees above the approved ceiling must provide reasonable justifications and relevant supporting documents to EDB, including:
  - (i) estimates of incomes and expenditures related to student admission with detailed breakdown and justifications;
  - (ii) information of incomes and expenditures related to student admission, admission procedures and services provided in the past 3 years;
  - (iii) details of the admission procedures and arrangements;
  - (iv) ways to explain the use of the fees and services provided to the parents, for example, by including information in the school leaflets, correspondence, web pages or application forms for parents' reference; and
  - (v) declaration that the expenditure is not included in the fee revision application exercise and the surplus will only be used for student

admission in the future.

- Due to the large differences in the operation of various kindergartens, EDB will take into account the unique circumstances of the kindergarten and their justifications submitted when processing each application. Applications without reasonable justifications or clear information will be rejected. All approvals are valid for **a period of three years** and kindergartens intending to collect application fees above the approved ceiling are required to submit a new application at least 4 months prior to the commencement of another 3-year admission cycle.
- Kindergartens collecting application fees above the approved ceiling must keep a separate ledger account properly related to the admission process, including information of incomes, expenses and related surplus/deficit, etc. for EDB's scrutiny. Related surpluses must only be used for student admission in the future.
- The approval granted by the Permanent Secretary for Education for collection of application fees above the approved ceiling must be displayed on the school notice board or at some other prominent places on the school premises. Kindergartens should refer to regulation 67 of the Education Regulations to ensure compliance with the necessary requirements. A contravention of the Education Regulations on collection of fees will jeopardize the interest of students and shall be guilty of an offence. Kindergartens are required to take note of the content of regulations 101 and 102 of the Education Regulations in this regard.

### **Enquiry**

- For enquiries, kindergartens may contact their respective School Development Officers/ Services Officers.