

11 April 2017

Education Bureau Circular No. 5/2017

Reimbursement of Rates and Government Rent Under Free Quality Kindergarten Education Scheme

[Note: This circular should be read by

- (a) Supervisors and Heads of Kindergartens, Kindergarten-cum-Child Care Centres and Schools with Kindergarten Classes - for action; and*
- (b) Heads of Sections - for information.]*

SUMMARY

This circular sets out the arrangements for reimbursement of rates and government rent to kindergartens, kindergarten-cum-child care centres and schools with kindergarten classes (collectively referred to as “KGs” hereafter) approved to join the Free Quality Kindergarten Education Scheme (Scheme).

BACKGROUND

2. Non-profit-making (NPM) KGs approved to join the Scheme (Scheme-KGs) are eligible for reimbursement of rates and government rent for the school portions. To facilitate Scheme-KGs’ submission of information required for applying and claiming reimbursement of rates and government rent, a system, namely **Reimbursement of Rates and Government Rent System** (RGR System), has been developed and rolled out. From the date of this Circular until the end of the 2016/17 school year, Scheme-KGs may choose to use the RGR System or continue to follow the existing arrangements to claim for reimbursement of rates and government rent. With effect from the 2017/18 school year, Scheme-KGs must use the RGR System to submit their claims for reimbursement.

REIMBURSEMENT PROCEDURES

Application for reimbursement of rates and government rent

3. All Scheme-KGs currently eligible for reimbursement of rates and government rent, no matter they are KGs operating under the Pre-primary Education Voucher Scheme (PEVS KGs) or non-PEVS KGs, need not make fresh applications unless they would like to apply for reimbursement in respect of new school premises or the rateable value of the school premises has been revised. Note that for those KGs joining the Scheme but currently not receiving any reimbursement of rates and government rent, they should first make a new application through the RGR System. After receipt of the approval from the relevant Regional Education Office or Joint Office for Kindergartens and Child Care Centres, as appropriate, they can then make the claim for reimbursement through the RGR System.

Payment of rates and government rent

4. Scheme-KGs are responsible to pay their rates and government rent on or before the due date. Claims for reimbursement from EDB can only be made after full settlement of the required payment. Any penalty, surcharge or bank service charges arising from late payment should not be charged to any subsidy under the Scheme and should be met by non-government funds.

Claim for reimbursement of rates and government rent

5. To claim for reimbursement of rates and government rent, Scheme-KGs should first complete the electronic claim form on the RGR System. They should then print the completed claim form, sign and submit it with the original copy of the receipted demand notes or rent cards, as appropriate, for the verification and processing of EDB. The full set of claim form should be sent to **Recurrent Subventions Section, Finance Division of Education Bureau, 15/F, Wu Chung House, 213 Queen's Road East, Wanchai** within 7 days after making the input to the RGR System. To ensure data consistency, the claim forms **must** be prepared and printed using the RGR System. Any claim forms not prepared and printed by the system will not be accepted. EDB will make the reimbursement to those successful claims according to the scheduled payment timetable.

Procedural Guide

6. Scheme-KGs may refer to the procedures set out in the “Procedural Guide on E-application and E-claim for Reimbursement of Rates and Government Rent” (RGR Guide) and make their claims through the School Portal Account at <https://fkg.edb.gov.hk>. The RGR Guide can be downloaded through the School Portal Account by following the procedures illustrated at the **Appendix**.

Applicability

7. This Circular does not apply to NPM KGs not joining the Scheme or Scheme-KGs which formerly were aided child care centres under the Social Welfare Department. These KGs and child care centres should continue to follow the existing arrangements to claim for reimbursement of rates and government rent.

8. For rates and government rent demand notes with issue date prior to 1 April 2017, Scheme-KGs should follow the existing arrangements to claim for reimbursement.

ENQUIRIES

9. For enquiries, please contact your respective Senior School Development Officer / Senior Services Officer.

Ms Rhoda CHAN
for Permanent Secretary for Education

Encl

Download of “Procedural Guide on E-application and E-claim for Reimbursement of Rates and Government rent” through School Portal Account

1. Enter the following URL into the browser address bar:
<https://fkg.edb.gov.hk/>

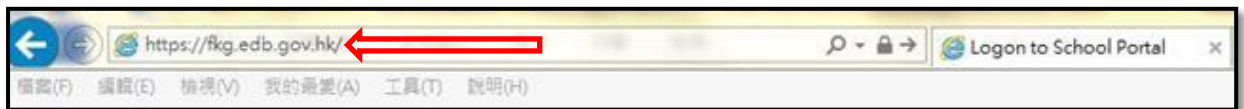


Figure 1

2. Use school portal account to log into the system.

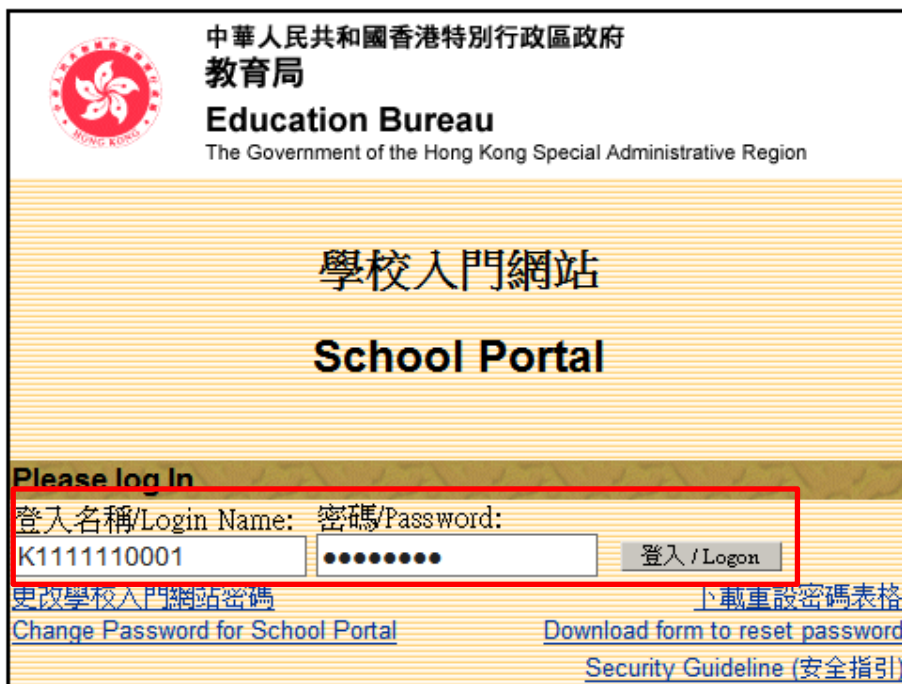


Figure 2

3. Click to expand the item “Reimbursement of Rates and/or Government Rent (RGR)” on the menu bar.



Figure 3

4. Select “Procedural Guide on E-application and E-claim for RGR” on the drop down menu.

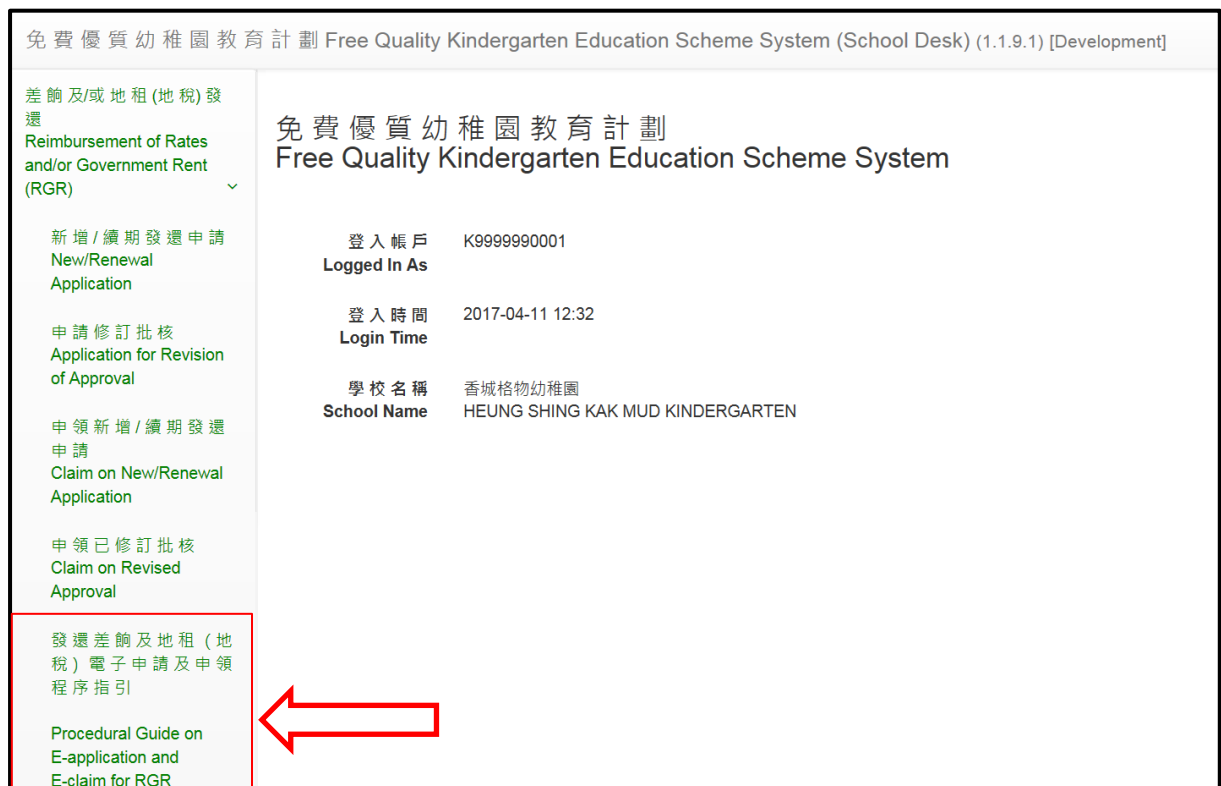


Figure 4

5. The procedural guide will be opened directly by browser in PDF format which may be downloaded for printing.