

**Kindergarten Education Scheme
Guidance Notes on Subsidy Disbursement – Appendices**

Appendix 1

2024/25 School Year Unit Subsidy Rates

The rates of unit subsidies per student per instalment for the 2024/25 school year are as follows:

Subsidy	Rate of unit subsidy (\$)	Rate of subsidy per instalment (\$)		
		in 10 instalments	in 11 instalments	in 12 instalments
Basic HD unit subsidy	39,200	3,920	1st instalment: 3,570; remaining 10 instalments: 3,563	1st instalment: 3,274; remaining 11 instalments: 3,266
WD unit subsidy	50,960	5,096	1st instalment: 4,640; remaining 10 instalments: 4,632	1st instalment: 4,254; remaining 11 instalments: 4,246
LWD unit subsidy	62,720	6,272	1st instalment: 5,710; remaining 10 instalments: 5,701	1st instalment: 5,234; remaining 11 instalments: 5,226

Kindergarten Education Scheme 2024/25 School Year Calculation of Subsidy in the Case of Student Transfer

Example 1 (refers to para. 3.3.1 of the “Guidance Notes on Subsidy Disbursement”)

KG A (starts from Aug with 12 fee instalments)

KG B (starts from Sep with 11 fee instalments)

Aug 2024		Aug 2024
Sep		Sep
Oct		Oct
Nov	W	Nov
Dec	----->	Dec
Jan 2025		Jan 2025
Feb		Feb
Mar		Mar
Apr		Apr
May		May
Jun		Jun
Jul		Jul
Aug		Aug

Student W is transferred from KG A to another Scheme-KG, viz. KG B, in mid-Nov 2024.

KG A will receive student W’s subsidy from Aug to Nov 2024 and KG B will receive student W’s subsidy from Dec 2024 to Jul 2025.

Example 2 (refers to para. 3.3.1 of the “Guidance Notes on Subsidy Disbursement”)

KG A (starts from Aug with 12 fee instalments)

KG B (starts from Sep with 10 fee instalments)

Aug 2024		Aug 2024
Sep		Sep
Oct		Oct
Nov	X	Nov
Dec	-----<	Dec
Jan 2025		Jan 2025
Feb		Feb
Mar		Mar
Apr		Apr
May		May
Jun		Jun
Jul		Jul
Aug		Aug

Student X is transferred from KG B to another Scheme-KG, viz. KG A, in mid-Nov 2024.

KG B will receive student X’s subsidy from Sep to Nov 2024 and KG A will receive student X’s subsidy from Dec 2024 to Jul 2025.

Example 3 (refers to para. 3.5 of the “Guidance Notes on Subsidy Disbursement”)

KG A (starts from Aug with 12 fee instalments)

KG B (starts from Sep with 12 fee instalments)

Aug 2024	Y	Aug 2024
Sep		▶ Sep
Oct		Oct
Nov		Nov
Dec		Dec
Jan 2025		Jan 2025
Feb		Feb
Mar		Mar
Apr		Apr
May		May
Jun		Jun
Jul		Jul
Aug	Aug	

Student Y attends KG A in Aug 2024, but then is transferred from KG A to another Scheme-KG, viz. KG B, from Sep 2024.

KG A will receive student Y’s subsidy for Aug 2024 and KG B will receive student Y’s subsidy from Sep 2024 to Aug 2025.

Example 4 (refers to para. 3.6 of the “Guidance Notes on Subsidy Disbursement”)

KG A (starts from Sep with 10 fee instalments)

KG B (starts from Sep with 12 fee instalments)

Aug 2024	Z	Aug 2024
Sep		Sep
Oct		Oct
Nov		Nov
Dec		Dec
Jan 2025		Jan 2025
Feb		Feb
Mar		Mar
Apr		Apr
May		May
Jun		Jun
Jul		▶ Jul
Aug	Aug	

Student Z is transferred from KG A to another Scheme-KG, viz. KG B, in Jul 2025.

KG A will receive student Z’s subsidy for the whole school year from Sep 2024 to Jun 2025 [i.e. end of the school year]. As such, KG B will not receive any subsidy for student Z.

**Kindergarten Education Scheme
2024/25 School Year Arrangements for Subsidy Disbursement**

(1) Arrangements for disbursement of subsidy

Jun	<p>Kindergartens (KGs) report via Form 1 to the Kindergarten Administration 2 Section of the Education Bureau (EDB) on or before the deadline in June their course start month and projected number of students eligible for subsidy at the beginning of the school year.</p>	
Aug - Oct	<p>KGs update the student attendance information in Aug (if the school year starts in Aug) and early Sep on or before the cut-off date in Sep via the “Common Log-On System” > “Student Information” > “Input Student Information” function.</p> <p>KGs report timely (within 7 days of case occurrence) cases of new intakes, change of course, dropouts or non-attendance for an entire month, if any, after the cut-off date in Sep via the “Common Log-On System” > “Student Information” > “Update Student Information” function (if necessary, report by fax using the standard forms).</p>	<p><u>Aug (if applicable) to Oct:</u> Provisional Subsidy EDB disburses provisional subsidy early each month in accordance with the projected enrolment of students eligible for subsidy at the beginning of the school year reported by KGs on Form 1.</p>
Nov - Aug of the following year	<p>KGs report timely (within 7 days of case occurrence) cases of new intakes, change of course, dropouts or non-attendance for an entire month, if any, via the “School Portal” > “Common Log-On System” > “Update Student Information” function (if necessary, report by fax using the standard forms).</p> <p>KGs download the summary of subsidy adjustment and student information report via the “Common Log-On System” for details of subsidy adjustment.</p>	<p><u>Nov to Aug of the following year:</u> (i) Provisional Subsidy From Nov to the last month in the school year that the KG charges school fee, provisional subsidy is calculated upon the student information reported by KGs in the previous month and is disbursed early each month.</p> <p>(ii) Subsidy Adjustment The verification of student information will be conducted in Nov, Mar and Aug of the following year. After verifying the student attendance information, underpayment or overpayment of subsidy will be adjusted afterwards.</p>

(2) Illustration of disbursement of subsidy
(based on the subsidy rates at **Appendix 1**)

Example 1: Scheme-KG A (WD course, starts the school year from **August** and collects tuition fee by **11** instalments)

	Projected enrolment (WD session)	Actual enrolment after verification (WD session)	Provisional subsidy received (According to projected enrolment)	Subsidy entitled (According to actual enrolment after verification)	Adjustment of subsidy after verification of student information
Aug 2024	100	100	100 x \$4,640	100 x \$4,640	
Sep	ditto (based on Form 1)	101	100 x \$4,632	101 x \$4,632	
Oct	ditto (based on Form 1)	101	ditto	101 x \$4,632	
Nov	101	102	101 x \$4,632	102 x \$4,632	
Dec	102	102	102 x \$4,632	102 x \$4,632	1 st Adjustment
Jan 2025	102	103	102 x \$4,632	103 x \$4,632	
Feb	103	101	103 x \$4,632	101 x \$4,632	
Mar	101	105	101 x \$4,632	105 x \$4,632	
Apr	105	104	105 x \$4,632	104 x \$4,632	2 nd Adjustment
May	104	104	104 x \$4,632	104 x \$4,632	
Jun	104	102	104 x \$4,632	102 x \$4,632	
Jul					
Aug					3 rd Adjustment
Sep					

Month	Disbursement Procedures/ Calculation Method	Example 1: Scheme-KG A (WD course, starts the school year from Aug and collects tuition fee by 11 instalments)
Jun 2024	KGs report via Form 1 to the Kindergarten Administration 2 Section of EDB their course start month and projected no. of students eligible for subsidy at the beginning of the 2024/25 school year.	The projected number of students eligible for subsidy at the beginning of the school year is 100.
Aug 2024	KGs report student attendance information in Aug (if applicable) and Sep in the 2024/25 school year via the “Common Log-On System”.	Provisional subsidy for Aug = \$4,640 x 100 Provisional subsidy for Sep = \$4,632 x 100
Sep 2024	Provisional subsidy for Aug = subsidy amount for the instalment x no. of students (reported on Form 1) Provisional subsidy for Sep = subsidy amount for the instalment x no. of students (reported on Form 1)	

Month	Disbursement Procedures/ Calculation Method	Example 1: Scheme-KG A (WD course, starts the school year from Aug and collects tuition fee by 11 instalments)														
Oct 2024	Provisional subsidy for Oct = subsidy amount for the instalment x no. of students (reported on Form 1)	Provisional subsidy for Oct = \$4,632 x 100														
Nov 2024	Provisional subsidy for Nov = subsidy amount for the instalment x no. of students (reported in Oct)	Provisional subsidy for Nov = \$4,632 x 101														
Dec 2024	Provisional subsidy for Dec = subsidy amount for the instalment x no. of students (reported in Nov) 1st adjustment of subsidy: KGs can download the summary of subsidy adjustment and student information report via the “Common Log-On System”.	Provisional subsidy for Dec = \$4,632 x 102 Verification of student attendance information from Aug to Nov 2024: <table border="1" data-bbox="906 757 1481 954"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="4">2024</th> </tr> <tr> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> </tr> </thead> <tbody> <tr> <td>Verified No. of students</td> <td>100</td> <td>101</td> <td>101</td> <td>102</td> </tr> </tbody> </table> Adjustment of subsidy = (100-100) x \$4,640 + [(101-100) + (101- 100) + (102-101)] x \$4,632	Month	2024				Aug	Sep	Oct	Nov	Verified No. of students	100	101	101	102
Month	2024															
	Aug	Sep	Oct	Nov												
Verified No. of students	100	101	101	102												
Jan 2025	Provisional subsidy for Jan = subsidy amount for the instalment x no. of students (reported in Dec)	Provisional subsidy for Jan = \$4,632 x 102														
Feb 2025	Provisional subsidy for Feb = subsidy amount for the instalment x no. of students (reported in Jan)	Provisional subsidy for Feb = \$4,632 x 103														
Mar 2025	Provisional subsidy for Mar = subsidy amount for the instalment x no. of students (reported in Feb)	Provisional subsidy for Mar = \$4,632 x 101														

Month	Disbursement Procedures/ Calculation Method	Example 1: Scheme-KG A (WD course, starts the school year from Aug and collects tuition fee by 11 instalments)																	
Apr 2025	Provisional subsidy for Apr = subsidy amount for the instalment x no. of students (reported in Mar) 2nd adjustment of subsidy: KGs can download the summary of subsidy adjustment and student information report via the “Common Log-On System”.	Provisional subsidy for Apr = \$4,632 x 105 Verification of student attendance information from Aug 2024 - Mar 2025: <table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="2">2024</th> <th colspan="3">2025</th> </tr> <tr> <th>Aug - Nov</th> <th>Dec</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> </tr> </thead> <tbody> <tr> <td>Verified No. of students</td> <td>ditto</td> <td>102</td> <td>103</td> <td>101</td> <td>105</td> </tr> </tbody> </table> If there is no change in the student attendance information from Aug to Nov 2024, the adjustment of subsidy = [(102-102) + (103-102) + (101-103) + (105-101)] x \$4,632	Month	2024		2025			Aug - Nov	Dec	Jan	Feb	Mar	Verified No. of students	ditto	102	103	101	105
Month	2024			2025															
	Aug - Nov	Dec	Jan	Feb	Mar														
Verified No. of students	ditto	102	103	101	105														
May 2025	Provisional subsidy for May = subsidy amount for the instalment x no. of students (reported in Apr)	Provisional subsidy for May = \$4,632 x 104																	
Jun 2025	Provisional subsidy for Jun = subsidy amount for the instalment x no. of students (reported in May)	Provisional subsidy for Jun = \$4,632 x 104																	
Jul 2025	Provisional subsidy for Jul (if applicable) = subsidy amount for the instalment x no. of students (reported in Jun)	Provisional subsidy for Jul = \$0																	
Aug 2025	Provisional subsidy for Aug (if applicable) = subsidy amount for the instalment x no. of students (reported in Jul) Last adjustment of subsidy: KGs can download the summary of subsidy adjustment and student information report via the “Common Log-On System”.	Provisional subsidy for Aug = \$0 Verification of student attendance information from Aug 2024 to Aug 2025: <table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="5">2024-2025</th> </tr> <tr> <th>Aug- Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul- Aug</th> </tr> </thead> <tbody> <tr> <td>Verified No. of students</td> <td>ditto</td> <td>104</td> <td>104</td> <td>102</td> <td>N/A</td> </tr> </tbody> </table> If there is no change in the student attendance information from Aug 2024 to Mar 2025, the adjustment of subsidy = [(104-105) + (104-104) + (102-104)] x \$4,632	Month	2024-2025					Aug- Mar	Apr	May	Jun	Jul- Aug	Verified No. of students	ditto	104	104	102	N/A
Month	2024-2025																		
	Aug- Mar	Apr	May	Jun	Jul- Aug														
Verified No. of students	ditto	104	104	102	N/A														

Example 2: Scheme-KG B (WD course, starts the school year from **September** and collects tuition fee by **12** instalments)

	Projected enrolment (WD session)	Actual enrolment after verification (WD session)	Provisional subsidy received (According to projected enrolment)	Subsidy entitled (According to actual enrolment after verification)	Adjustment of subsidy after verification of student information
Aug 2024	0	0	0	0	
Sep	100	101	100 x \$4,254	101 x \$4,254	
Oct	ditto (based on Form 1)	102	100 x \$4,246	102 x \$4,246	
Nov	102	103	102 x \$4,246	103 x \$4,246	
Dec	103	104	103 x \$4,246	104 x \$4,246	1 st Adjustment
Jan 2025	104	105	104 x \$4,246	105 x \$4,246	
Feb	105	104	105 x \$4,246	104 x \$4,246	
Mar	104	103	104 x \$4,246	103 x \$4,246	
Apr	103	102	103 x \$4,246	102 x \$4,246	2 nd Adjustment
May	102	102	102 x \$4,246	102 x \$4,246	
Jun	102	101	102 x \$4,246	101 x \$4,246	
Jul	101	101	101 x \$4,246	101 x \$4,246	
Aug	101	100	101 x \$4,246	100 x \$4,246	3 rd Adjustment
Sep					

Month	Disbursement Procedures/ Calculation Method	Example 2: Scheme-KG B (WD course, starts the school year from Sep and collects tuition fee by 12 instalments)
Jun 2024	KGs report via Form 1 to the Kindergarten Administration 2 Section their course start month and projected no. of students eligible for subsidy at the beginning of the 2024/25 school year.	The projected number of students eligible for subsidy at the beginning of the school year is 100.
Aug 2024	KGs report student attendance information in Aug (if applicable) and Sep in the 2024/25 school year via the “Common Log-On System”.	Provisional subsidy for Aug = \$0 Provisional subsidy for Sep = \$4,254 x 100
Sep 2024	Provisional subsidy for Aug = subsidy amount for the instalment x no. of students (reported on Form 1) Provisional subsidy for Sep = subsidy amount for the instalment x no. of students (reported on Form 1)	

Month	Disbursement Procedures/ Calculation Method	Example 2: Scheme-KG B (WD course, starts the school year from Sep and collects tuition fee by 12 instalments)														
Oct 2024	Provisional subsidy for Oct = subsidy amount for the instalment x no. of students (reported on Form 1)	Provisional subsidy for Oct = \$4,246 x 100														
Nov 2024	Provisional subsidy for Nov = subsidy amount for the instalment x no. of students (reported in Oct)	Provisional subsidy for Nov = \$4,246 x 102														
Dec 2024	Provisional subsidy for Dec = subsidy amount for the instalment x no. of students (reported in Nov) 1st adjustment of subsidy: KGs can download the summary of subsidy adjustment and student information report via the “Common Log-On System”.	Provisional subsidy for Dec = \$4,246 x 103 Verification of student attendance information from Aug to Nov 2024: <table border="1" data-bbox="911 779 1477 981"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="4">2024</th> </tr> <tr> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> </tr> </thead> <tbody> <tr> <td>Verified No. of students</td> <td>N/A</td> <td>101</td> <td>102</td> <td>103</td> </tr> </tbody> </table> Adjustment of subsidy = (101-100) x \$4,254+ [(102-100) +(103- 102)] x \$4,246	Month	2024				Aug	Sep	Oct	Nov	Verified No. of students	N/A	101	102	103
Month	2024															
	Aug	Sep	Oct	Nov												
Verified No. of students	N/A	101	102	103												
Jan 2025	Provisional subsidy for Jan = subsidy amount for the instalment x no. of students (reported in Dec)	Provisional subsidy for Jan = \$4,246 x 104														
Feb 2025	Provisional subsidy for Feb = subsidy amount for the instalment x no. of students (reported in Jan)	Provisional subsidy for Feb = \$4,246 x 105														
Mar 2025	Provisional subsidy for Mar = subsidy amount for the instalment x no. of students (reported in Feb)	Provisional subsidy for Mar = \$4,246 x 104														

Month	Disbursement Procedures/ Calculation Method	Example 2: Scheme-KG B (WD course, starts the school year from Sep and collects tuition fee by 12 instalments)																				
Apr 2025	<p>Provisional subsidy for Apr = subsidy amount for the instalment x no. of students (reported in Mar)</p> <p>2nd adjustment of subsidy: KGs can download the summary of subsidy adjustment and student information report” via the “Common Log-On System”.</p>	<p>Provisional subsidy for Apr = \$4,246 x 103</p> <p>Verification of student attendance information from Aug 2024 - Mar 2025:</p> <table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="2">2024</th> <th colspan="3">2025</th> </tr> <tr> <th>Aug- Nov</th> <th>Dec</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> </tr> </thead> <tbody> <tr> <td>Verified No. of students</td> <td>ditto</td> <td>104</td> <td>105</td> <td>104</td> <td>103</td> </tr> </tbody> </table> <p>If there is no change in the student attendance information from Aug to Nov 2024, the adjustment of subsidy = [(104-103) + (105-104) + (104-105) + (103-104)] x \$4,246</p>	Month	2024		2025			Aug- Nov	Dec	Jan	Feb	Mar	Verified No. of students	ditto	104	105	104	103			
Month	2024			2025																		
	Aug- Nov	Dec	Jan	Feb	Mar																	
Verified No. of students	ditto	104	105	104	103																	
May 2025	<p>Provisional subsidy for May = subsidy amount for the instalment x no. of students (reported in Apr)</p>	<p>Provisional subsidy for May = \$4,246 x 102</p>																				
Jun 2025	<p>Provisional subsidy for Jun = subsidy amount for the instalment x no. of students (reported in May)</p>	<p>Provisional subsidy for Jun = \$4,246 x 102</p>																				
Jul 2025	<p>Provisional subsidy for Jul (if applicable) = subsidy amount for the instalment x no. of students (reported in Jun)</p>	<p>Provisional subsidy for Jul = \$4,246 x 101</p>																				
Aug 2025	<p>Provisional subsidy for Aug (if applicable) = subsidy amount for the instalment x no. of students (reported in Jul)</p> <p>Last adjustment of subsidy: KGs can download the summary of subsidy adjustment and student information report via the “Common Log-On System”.</p>	<p>Provisional subsidy for Aug = \$4,246 x 101</p> <p>Verification of student attendance information from Aug 2024 to Aug 2025:</p> <table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="6">2024-2025</th> </tr> <tr> <th>Aug- Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Aug</th> </tr> </thead> <tbody> <tr> <td>Verified No. of students</td> <td>ditto</td> <td>102</td> <td>102</td> <td>101</td> <td>101</td> <td>100</td> </tr> </tbody> </table> <p>If there is no change in the student attendance information from Aug 2024 to Mar 2025, the adjustment of subsidy = [(102-103) + (102-102) + (101-102) + (101-101) + (100-101)] x \$4,246</p>	Month	2024-2025						Aug- Mar	Apr	May	Jun	Jul	Aug	Verified No. of students	ditto	102	102	101	101	100
Month	2024-2025																					
	Aug- Mar	Apr	May	Jun	Jul	Aug																
Verified No. of students	ditto	102	102	101	101	100																

Kindergarten Education Scheme
Standard Forms ^{Note} for Reporting Changes of Information of Students with
“Registration Certificate for Kindergarten Admission” (Registration Certificate) or
“Kindergarten Admission Pass” (Admission Pass)

Event	Form
Admission of new students	<p><u>Form 2</u></p> <ul style="list-style-type: none"> ● For KGs to report admission of new students
Withdrawal of students	<p><u>Form 3</u></p> <ul style="list-style-type: none"> ● For KGs to report students’ withdrawal from KGs
Students’ non-attendance for an entire month	<p><u>Form 4</u></p> <ul style="list-style-type: none"> ● For KGs to report students holding a “Registration Certificate for Kindergarten Admission” and with non-attendance for an entire month
Students’ change of course	<p><u>Form 5</u></p> <ul style="list-style-type: none"> ● For KGs to report students’ change of course
Students’ renewal of “Registration Certificate” / “Admission Pass” number	<p><u>Form 6</u></p> <ul style="list-style-type: none"> ● For KGs to report the number of the new “Registration Certificate” / “Admission Pass”

Note: KGs have to report changes of student information via relevant functions of the “Common Log-On System”. In general, KGs do not need to use Forms 2, 3, 5 and 6. For cases of students’ non-attendance for an entire month, Form 4 should be used for reporting to EDB.

Form 2For KGs to report relevant information **within 7 days** after admitting new students

To : Kindergarten Administration 2 Section, EDB (Fax : 3691 8021)

Kindergarten Education Scheme (20___/___ School Year)
Admission of New Students

This is to report admission of the following student. Relevant information is as follows:

Name of student	(Chin)	(Eng)
Course attended	* Nursery (K1) / Lower Kindergarten (K2) / Upper Kindergarten (K3)	
Registration Certificate / Admission Pass No.	*AM / PM / WD	
First date of attendance in this school year	____ / ____ / ____ (dd/ mm/ yyyy)	

Signature of Principal : _____

Name of Principal : _____

Name of Kindergarten : _____

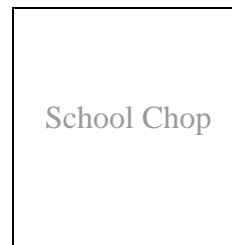
School No.-Location No. : _____

Name of Contact Person _____

(principal/senior teacher/others*) : _____

Telephone : _____ Fax : _____

Date : _____



* Please delete where inappropriate

Reply from the Kindergarten Administration 2 Section, EDB

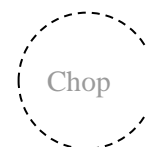
To: Principal

The above is noted and the information of the student will be updated. For enquiries, please contact

_____ at _____.

Date: _____

Kindergarten Administration 2 Section, EDB



Form 3	For KGs to report relevant information within 7 days after students' withdrawal
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To: Kindergarten Administration 2 Section, EDB (Fax: 3691 8021)

Kindergarten Education Scheme (20___/___ School Year)

Withdrawal of Students

This is to report withdrawal of the following student. Relevant information is as follows:

Name of student	(Chin)	(Eng)
Course attended	* Nursery (K1) / Lower Kindergarten (K2) / Upper Kindergarten (K3)	*AM / PM / WD
Registration Certificate / Admission Pass No.		
Last date of attendance in this school year	____ / ____ / ____ (dd/ mm/ yyyy)	

Signature of Principal : _____

Name of Principal : _____

Name of Kindergarten : _____

School No.-Location No. : _____

Name of Contact Person _____

(principal/senior teacher/others*) : _____

School Chop

Telephone : _____ Fax : _____

Date : _____

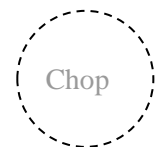
*Please delete where inappropriate

Reply from the Kindergarten Administration 2 Section, EDB

To: Principal

The above is noted and the information of the student will be updated. For enquiries, please contact _____ at _____.

Date: _____ Kindergarten Administration 2 Section, EDB



Form 4	For KGs to report students holding a Registration Certificate and with non-attendance for an entire month within 7 days after case occurrence
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To: Kindergarten Administration 2 Section, EDB (Fax: 3691 8021)

Kindergarten Education Scheme (20___/___ School Year)

Student's Non-attendance for an Entire Month

This is to report the following case of student's non-attendance for an entire month. Relevant information is as follows:

Name of student:	(Chinese)	(English)
Registration Certificate No.:		
Course attended:	* Nursery (K1) / Lower Kindergarten (K2) / Upper Kindergarten (K3)	Session: * AM / PM / WD
Month of non-attendance:	Month	Year
Has school fee been paid for that month:	<input type="checkbox"/> Yes, \$ _____ (*full school fee before deduction of subsidy / school fee after deduction of subsidy)	
Reason for Non-attendance :	<input type="checkbox"/> Sick Leave <input type="checkbox"/> Others (Please specify): _____	

- Our kindergarten **will not** apply for subsidy in respect of the above non-attendance case.
- Our kindergarten will apply for subsidy in respect of the above non-attendance case. The **certified copy** of supporting documents and the Registration Certificate of the above student *are/ will be provided as soon as possible for EDB's consideration^{Note}.

Note: For a Scheme-KG to be disbursed with subsidy for a month, an eligible student studying in that KG must have attended classes in that month. In general, if students have been absent from school for an entire month (i.e. absent for all school days of a specific month), subsidy in respect of the student for that month would not be disbursed to the KG concerned; parents are required to pay full school fees before deduction of subsidy under the Scheme as shown on the "Fees Certificate" of the KG to which the child is admitted. If there are any special circumstances (e.g. absence due to illness for the entire month), upon receipt of justifications and documentary proof (covering all school days of the absent month) from parents, schools may apply to EDB for subsidy for that month. Each case would be considered on its individual merits. However, if the whole-month absence of students involves touring, disbursement of subsidy for these cases would not be considered.

Signature of Principal : _____

Name of Principal : _____

Name of Kindergarten : _____

School No.–Location No. : _____

Name of Contact Person : _____
 (*principal/senior teacher/others)

Telephone : _____ Fax : _____

Date : _____

School Chop

*Please delete where inappropriate

Form 5	For KGs to report information within 7 days of students' change of course
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To: Kindergarten Administration 2 Section, EDB (Fax: 3691 8021)

Kindergarten Education Scheme (20__ / __ School Year)
Student's Change of Course

This is to report the change of course of the following student. Details are as follows:

Name of student	(Chin)	(Eng)
Registration Certificate / Admission Pass No.		
New Course to attend	*Nursery (K1) / Lower Kindergarten (K2) / Upper Kindergarten (K3)	*AM / PM / WD
Last Date of Attendance in Former Course	____ / ____ / ____ (dd/ mm/ yyyy)	
Effective Date of Attendance in New Course	____ / ____ / ____ (dd/ mm/ yyyy)	

Signature of Principal : _____

Name of Principal : _____

Name of Kindergarten : _____

School No.-Location No. : _____

Name of Contact Person
(principal/senior teacher/others*) : _____

Telephone : _____ Fax : _____

Date : _____



*Please delete where inappropriate

Reply from the Kindergarten Administration 2 Section, EDB	
To: Principal	
The above is noted and the information of the student will be updated. For enquiries, please contact _____ at _____.	
Date: _____	Kindergarten Administration 2 Section, EDB



Form 6

For KGs to report the new certificate number within 7 days of receipt of the new Registration Certificate / Admission Pass from students (re-issue, renew valid certificate etc.)

To: Kindergarten Administration 2 Section (Fax: 3691 8021)

**Kindergarten Education Scheme (20___/___ School Year)
Renewal of Registration Certificate / Admission Pass**

This is to report receipt of the original of the new Registration Certificate / Admission Pass of the following student. Relevant information is as follows:

Name of student	(Chin)	(Eng)
Course attended	*Nursery (K1) / Lower Kindergarten (K2) / Upper Kindergarten (K3)	
New Registration Certificate / Admission Pass No.	*AM / PM / WD	

Signature of Principal : _____

Name of Principal : _____

Name of Kindergarten : _____

School No.-Location No. : _____

Name of Contact Person _____

(principal/senior teacher/others*) : _____

Telephone : _____ Fax : _____

Date : _____

School Chop

*Please delete where inappropriate

Reply from the Kindergarten Administration 2 Section, EDB

To: Principal

The above is noted and the information of the student will be updated. For enquiries, please contact

_____ at _____.

Date: _____ Kindergarten Administration 2 Section, EDB

Chop