

**Kindergarten Education Scheme (2018/19 School Year)
Calculation of Subsidy in the Case of Student Transfer**

Example 1 (refers to para. 3.3.1 of the Guidance Notes)

<p>KG A (starts from Aug with 12 fee instalments)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td>Aug 2018</td></tr> <tr><td>Sep</td></tr> <tr><td>Oct</td></tr> <tr><td>Nov</td></tr> <tr><td>Dec</td></tr> <tr><td>Jan 2019</td></tr> <tr><td>Feb</td></tr> <tr><td>Mar</td></tr> <tr><td>Apr</td></tr> <tr><td>May</td></tr> <tr><td>Jun</td></tr> <tr><td>Jul</td></tr> <tr><td>Aug</td></tr> </table>	Aug 2018	Sep	Oct	Nov	Dec	Jan 2019	Feb	Mar	Apr	May	Jun	Jul	Aug	<p>W</p>	<p>KG B (starts from Sep with 11 fee instalments)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td>Aug 2018</td></tr> <tr><td>Sep</td></tr> <tr><td>Oct</td></tr> <tr><td>Nov</td></tr> <tr><td>Dec</td></tr> <tr><td>Jan 2019</td></tr> <tr><td>Feb</td></tr> <tr><td>Mar</td></tr> <tr><td>Apr</td></tr> <tr><td>May</td></tr> <tr><td>Jun</td></tr> <tr><td>Jul</td></tr> <tr><td>Aug</td></tr> </table>	Aug 2018	Sep	Oct	Nov	Dec	Jan 2019	Feb	Mar	Apr	May	Jun	Jul	Aug	<p>Student W is transferred from KG A to another Scheme-KG, viz. KG B, in mid-Nov 2018.</p> <p>KG A will receive student W's subsidy from Aug to Nov 2018 and KG B will receive student W's subsidy from Dec 2018 to Jul 2019.</p>
Aug 2018																													
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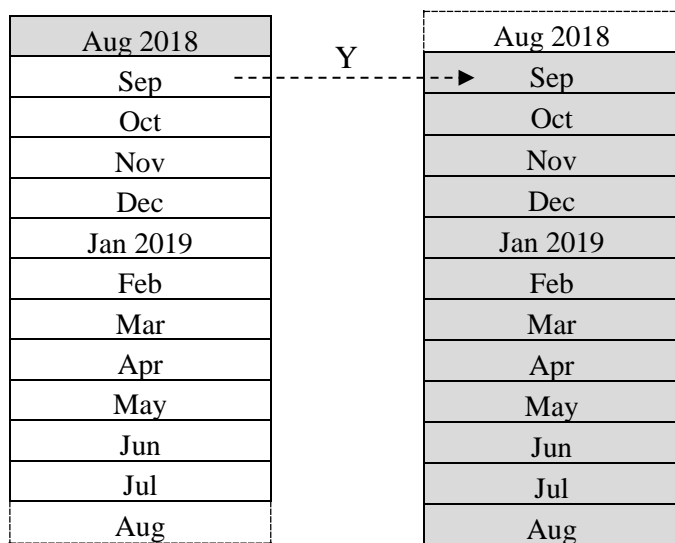
Example 2 (refers to para. 3.3.1 of the Guidance Notes)

<p>KG A (starts from Aug with 12 fee instalments)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td>Aug 2018</td></tr> <tr><td>Sep</td></tr> <tr><td>Oct</td></tr> <tr><td>Nov</td></tr> <tr><td>Dec</td></tr> <tr><td>Jan 2019</td></tr> <tr><td>Feb</td></tr> <tr><td>Mar</td></tr> <tr><td>Apr</td></tr> <tr><td>May</td></tr> <tr><td>Jun</td></tr> <tr><td>Jul</td></tr> <tr><td>Aug</td></tr> </table>	Aug 2018	Sep	Oct	Nov	Dec	Jan 2019	Feb	Mar	Apr	May	Jun	Jul	Aug	<p>X</p>	<p>KG B (starts from Sep with 10 fee instalments)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><td>Aug 2018</td></tr> <tr><td>Sep</td></tr> <tr><td>Oct</td></tr> <tr><td>Nov</td></tr> <tr><td>Dec</td></tr> <tr><td>Jan 2019</td></tr> <tr><td>Feb</td></tr> <tr><td>Mar</td></tr> <tr><td>Apr</td></tr> <tr><td>May</td></tr> <tr><td>Jun</td></tr> <tr><td>Jul</td></tr> <tr><td>Aug</td></tr> </table>	Aug 2018	Sep	Oct	Nov	Dec	Jan 2019	Feb	Mar	Apr	May	Jun	Jul	Aug	<p>Student X is transferred from KG B to another Scheme-KG, viz. KG A, in mid-Nov 2018.</p> <p>KG B will receive student X's subsidy from Sep to Nov 2018 and KG A will receive student X's subsidy from Dec 2018 to Jul 2019.</p>
Aug 2018																													
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Oct																													
Nov																													
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Jan 2019																													
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Apr																													
May																													
Jun																													
Jul																													
Aug																													

Example 3 (refers to para. 3.5 of the Guidance Notes)

KG A (starts from Aug with 12 fee instalments)

KG B (starts from Sep with 12 fee instalments)

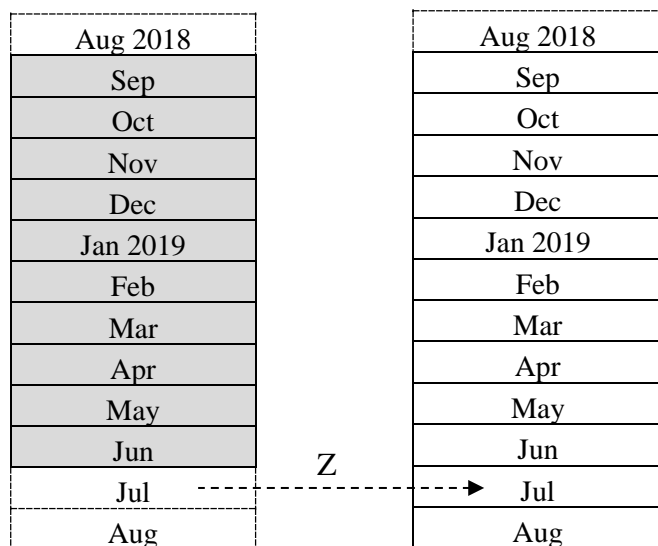


Student Y attends KG A in August, then is transferred from KG A to another Scheme-KG, viz. KG B, from Sep 2018. KG A will receive student Y's subsidy for Aug 2018 and KG B will receive student Y's subsidy from Sep 2018 to Aug 2019.

Example 4 (refers to para. 3.6 of the Guidance Notes)

KG A (starts from Sep with 10 fee instalments)

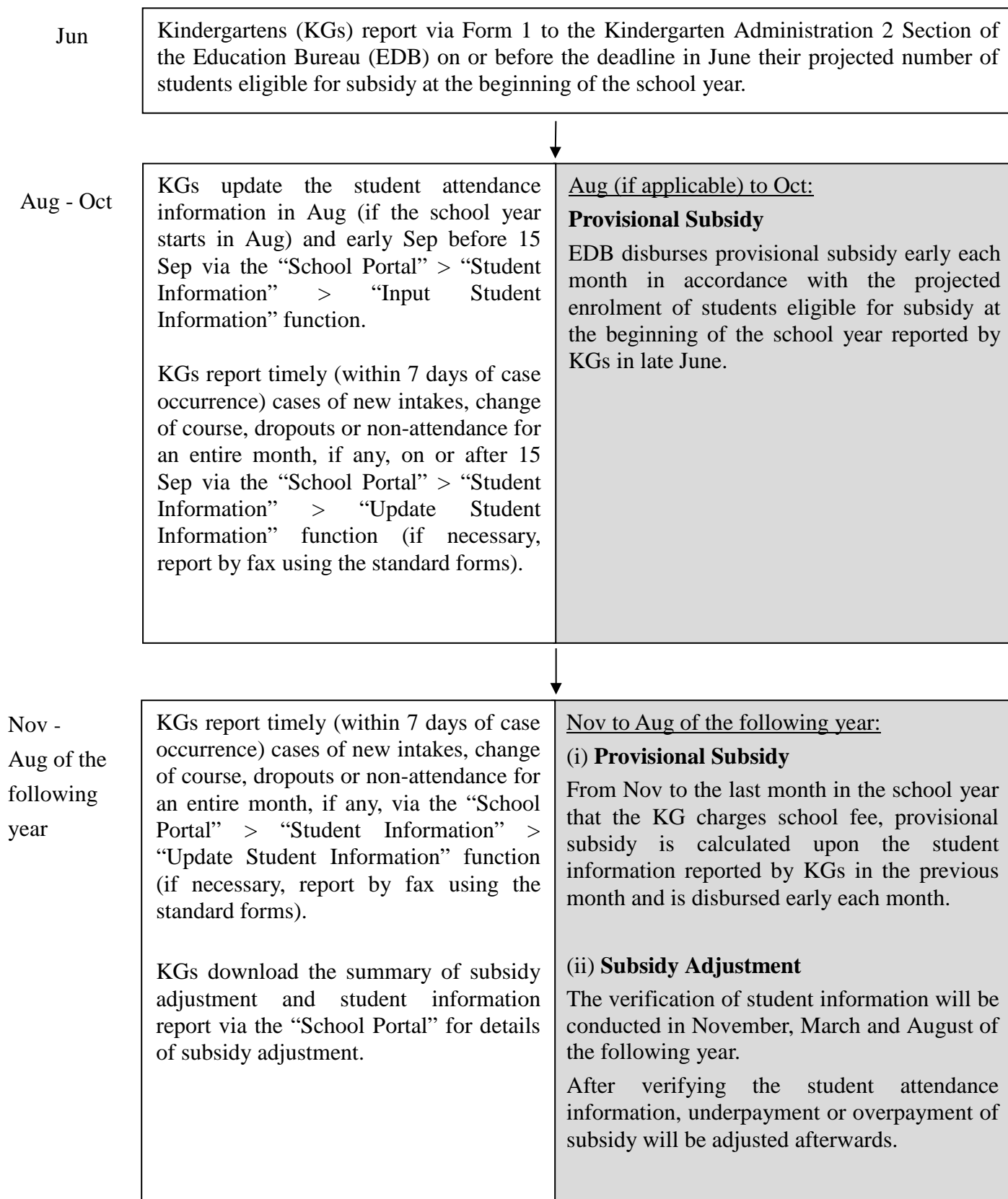
KG B (starts from Sep with 12 fee instalments)



Student Z is transferred from KG A to another Scheme-KG, viz. KG B, in Jul 2019. KG A will receive student Z's subsidy for a whole school year from Sep 2018 to Jun 2019 [i.e. end of school year]. As such, KG B will not receive any subsidy for student Z.

**Kindergarten Education Scheme (2018/19 School Year)
Arrangements of Subsidy Disbursement**

(1) Arrangements of disbursement of subsidy



(2) Illustration of disbursement of subsidy

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

	Projected enrolment (HD session)	Actual enrolment after verification (HD 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 2018	100	100	100 x \$3,120	100 x \$3,120	
Sep	ditto	101	100 x \$3,120	101 x \$3,120	
Oct	ditto	101	ditto	101 x \$3,120	
Nov	101	102	101 x \$3,120	102 x \$3,120	
Dec	102	102	102 x \$3,120	102 x \$3,120	1 st Adjustment
Jan 2019	102	103	102 x \$3,120	103 x \$3,120	
Feb	103	101	103 x \$3,120	101 x \$3,120	
Mar	101	105	101 x \$3,120	105 x \$3,120	
Apr	105	104	105 x \$3,120	104 x \$3,120	2 nd Adjustment
May	104	104	104 x \$3,120	104 x \$3,120	
Jun	104	102	104 x \$3,120	102 x \$3,120	
Jul					
Aug					
Sep					3 rd Adjustment

Month	Disbursement Procedures/ Calculation Method	Example 1: Scheme-KG A (HD course, starts the school year from Aug and collects tuition fee by 11 instalments)
Jun 2018	KGs report via Form 1 to the Kindergarten Administration 2 Section of EDB on or before 20 Jun their projected no. of students eligible for subsidy at the beginning of the 2018/19 school year.	The projected number of students eligible for subsidy at the beginning of the school year is 100.
Aug 2018	KGs report student attendance information in Aug (if applicable) and Sep in the 2018/19 school year via the "School Portal".	Provisional subsidy for Aug = \$3,120 x 100 Provisional subsidy for Sep = \$3,120 x 100
Sep 2018	Provisional subsidy for Aug = subsidy amount for the instalment x no. of students (reported in Jun) Provisional subsidy for Sep = subsidy amount for the instalment x no. of students (reported in Jun)	

Month	Disbursement Procedures/ Calculation Method	Example 1: Scheme-KG A (HD course, starts the school year from Aug and collects tuition fee by 11 instalments)														
Oct 2018	Provisional subsidy for Oct = subsidy amount for the instalment x no. of students (reported in Jun)	Provisional subsidy for Oct = \$3,120 x 100														
Nov 2018	Provisional subsidy for Nov = subsidy amount for the instalment x no. of students (reported in Oct)	Provisional subsidy for Nov = \$3,120 x 101														
Dec 2018	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 "School Portal".	Provisional subsidy for Dec = \$3,120x 102 Verification of student attendance information from Aug to Nov 2018: <table border="1" data-bbox="901 757 1474 952"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="4">2018</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 \$3,120 + [(101-100) + (101-100) + (102-101)] x \$3,120	Month	2018				Aug	Sep	Oct	Nov	Verified No. of students	100	101	101	102
Month	2018															
	Aug	Sep	Oct	Nov												
Verified No. of students	100	101	101	102												
Jan 2019	Provisional subsidy for Jan = subsidy amount for the instalment x no. of students (reported in Dec)	Provisional subsidy for Jan = \$3,120 x 102														
Feb 2019	Provisional subsidy for Feb = subsidy amount for the instalment x no. of students (reported in Jan)	Provisional subsidy for Feb = \$3,120 x 103														
Mar 2019	Provisional subsidy for Mar = subsidy amount for the instalment x no. of students (reported in Feb)	Provisional subsidy for Mar = \$3,120 x 101														

Month	Disbursement Procedures/ Calculation Method	Example 1: Scheme-KG A (HD course, starts the school year from Aug and collects tuition fee by 11 instalments)																	
Apr 2019	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 "School Portal".	Provisional subsidy for Apr = \$3,120 x 105 Verification of student attendance information from Aug 2018 - Mar 2019: <table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="2">2018</th> <th colspan="3">2019</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 2018, the adjustment of subsidy = [(102-102) + (103-102) + (101-103) + (105-101)] x \$3,120	Month	2018		2019			Aug - Nov	Dec	Jan	Feb	Mar	Verified No. of students	ditto	102	103	101	105
Month	2018			2019															
	Aug - Nov	Dec	Jan	Feb	Mar														
Verified No. of students	ditto	102	103	101	105														
May 2019	Provisional subsidy for May = subsidy amount for the instalment x no. of students (reported in Apr)	Provisional subsidy for May = \$3,120 x 104																	
Jun 2019	Provisional subsidy for Jun = subsidy amount for the instalment x no. of students (reported in May)	Provisional subsidy for Jun = \$3,120 x 104																	
Jul 2019	Provisional subsidy for Jul (if applicable) = subsidy amount for the instalment x no. of students (reported in Jun)	Provisional subsidy for Jul = \$0																	
Aug 2019	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 "School Portal".	Provisional subsidy for Aug = \$0 Verification of student attendance information from Aug 2018 to Aug 2019: <table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="5">2018-2019</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 2018 to Mar 2019, the adjustment of subsidy = [(104-105) + (104-104) + (102-104)] x \$3,120	Month	2018-2019					Aug- Mar	Apr	May	Jun	Jul- Aug	Verified No. of students	ditto	104	104	102	N/A
Month	2018-2019																		
	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 Sep 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 2018	0	0	0	0	
Sep	100	101	100 x \$3,722	101 x \$3,722	
Oct	ditto	102	100 x \$3,718	102 x \$3,718	
Nov	102	103	102 x \$3,718	103 x \$3,718	
Dec	103	104	103 x \$3,718	104 x \$3,718	1 st Adjustment
Jan 2019	104	105	104 x \$3,718	105 x \$3,718	
Feb	105	104	105 x \$3,718	104 x \$3,718	
Mar	104	103	104 x \$3,718	103 x \$3,718	
Apr	103	102	103 x \$3,718	102 x \$3,718	2 nd Adjustment
May	102	102	102 x \$3,718	102 x \$3,718	
Jun	102	101	102 x \$3,718	101 x \$3,718	
Jul	101	101	101 x \$3,718	101 x \$3,718	
Aug	101	100	101 x \$3,718	100 x \$3,718	
Sep					3 rd Adjustment

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 2018	KGs report via Form 1 to the Kindergarten Administration 2 Section of EDB on or before 20 Jun their projected no. of students eligible for subsidy at the beginning of the 2018/19 school year.	The projected number of students eligible for subsidy at the beginning of the school year is 100.
Aug 2018	KGs report student attendance information in Aug (if applicable) and Sep in the 2018/19 school year via the "School Portal".	Provisional subsidy for Aug = \$0 Provisional subsidy for Sep = \$3,722 x 100
Sep 2018	Provisional subsidy for Aug = subsidy amount for the instalment x no. of students (reported in Jun) Provisional subsidy for Sep = subsidy amount for the instalment x no. of students (reported in Jun)	

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 2018	Provisional subsidy for Oct = subsidy amount for the instalment x no. of students (reported in Jun)	Provisional subsidy for Oct = \$3,718 x 100														
Nov 2018	Provisional subsidy for Nov = subsidy amount for the instalment x no. of students (reported in Oct)	Provisional subsidy for Nov = \$3,718 x 102														
Dec 2018	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 “School Portal”.	Provisional subsidy for Dec = \$3,718 x 103 Verification of student attendance information from Aug to Nov 2018: <table border="1" data-bbox="906 779 1474 981"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="4">2018</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 \$3,722+ [(102-100) +(103-102)] x \$3,718	Month	2018				Aug	Sep	Oct	Nov	Verified No. of students	N/A	101	102	103
Month	2018															
	Aug	Sep	Oct	Nov												
Verified No. of students	N/A	101	102	103												
Jan 2019	Provisional subsidy for Jan = subsidy amount for the instalment x no. of students (reported in Dec)	Provisional subsidy for Jan = \$3,718 x 104														
Feb 2019	Provisional subsidy for Feb = subsidy amount for the instalment x no. of students (reported in Jan)	Provisional subsidy for Feb = \$3,718 x 105														
Mar 2019	Provisional subsidy for Mar = subsidy amount for the instalment x no. of students (reported in Feb)	Provisional subsidy for Mar = \$3,718 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 2019	<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 “School Portal”.</p>	<p>Provisional subsidy for Apr = \$3,718 x 103</p> <p>Verification of student attendance information from Aug 2018 - Mar 2019:</p> <table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="2">2018</th> <th colspan="3">2019</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 2018, the adjustment of subsidy = [(104-103) + (105-104) + (104-105) + (103-104)] x \$3,718</p>	Month	2018		2019			Aug- Nov	Dec	Jan	Feb	Mar	Verified No. of students	ditto	104	105	104	103			
Month	2018			2019																		
	Aug- Nov	Dec	Jan	Feb	Mar																	
Verified No. of students	ditto	104	105	104	103																	
May 2019	<p>Provisional subsidy for May = subsidy amount for the instalment x no. of students (reported in Apr)</p>	<p>Provisional subsidy for May = \$3,718 x 102</p>																				
Jun 2019	<p>Provisional subsidy for Jun = subsidy amount for the instalment x no. of students (reported in May)</p>	<p>Provisional subsidy for Jun = \$3,718 x 102</p>																				
Jul 2019	<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 = \$3,718 x 101</p>																				
Aug 2019	<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 “School Portal”.</p>	<p>Provisional subsidy for Aug = \$3,718 x 101</p> <p>Verification of student attendance information from Aug 2018 to Aug 2019:</p> <table border="1"> <thead> <tr> <th rowspan="2">Month</th> <th colspan="6">2018-2019</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 2018 to Mar 2019, the adjustment of subsidy = [(102-103) + (102-102) + (101-102) + (101-101) + (100-101)] x \$3,718</p>	Month	2018-2019						Aug- Mar	Apr	May	Jun	Jul	Aug	Verified No. of students	ditto	102	102	101	101	100
Month	2018-2019																					
	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
“Certificate of Eligibility for the Pre-primary Education Voucher Scheme” (Voucher)

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 to the Kindergarten Administration 2 Section of the Education Bureau (EDB)
Withdrawal of students	<p><u>Form 3</u></p> <ul style="list-style-type: none"> ● For KGs to report students’ withdrawal from KGs to the Kindergarten Administration 2 Section of EDB
Students’ non-attendance for an entire month	<p><u>Form 4</u></p> <ul style="list-style-type: none"> ● For KGs to report students’ non-attendance for an entire month to the Kindergarten Administration 2 Section of EDB
Students’ change of course	<p><u>Form 5</u></p> <ul style="list-style-type: none"> ● For KGs to report students’ change of course to the Kindergarten Administration 2 Section of EDB
Students’ renewal of Registration Certificate / Voucher	<p><u>Form 6</u></p> <ul style="list-style-type: none"> ● For KGs to report the number of the new Registration Certificate / Voucher to the Kindergarten Administration 2 Section of EDB

Note: KGs have to report changes of student information via relevant functions of the “School Portal”.

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 2	<ul style="list-style-type: none"> ● For KGs to report relevant information within 7 days after admitting new students to the Kindergarten Administration 2 Section of EDB
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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 / Voucher 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 : _____

School Chop

* Please delete where inappropriate

Reply from the Kindergarten Administration 2 Section, EDB
<p>To : Principal</p> <p>The above is noted and the information of the student will be updated. For enquiries, please contact _____ at _____.</p> <p>Date: _____ Kindergarten Administration 2 Section, EDB</p> <div style="text-align: right;">  </div>

Form 3	<ul style="list-style-type: none"> For KGs to report relevant information within 7 days after students' withdrawal to the Kindergarten Administration 2 Section of EDB
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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)	
Registration Certificate / Voucher No.	*AM / PM / WD	
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*) : _____

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	<ul style="list-style-type: none"> For KGs to report student's non-attendance for an entire month within 7 days after case occurrence to the Kindergarten Administration 2 Section of EDB
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To: Kindergarten Administration 2 Section, EDB (Fax : 3691 8021)

Kindergarten Education Scheme (20___/___ School Year)
Students' 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 / Voucher 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) <input type="checkbox"/> No	
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.

The **certified copy** of supporting documents and the Registration Certificate/ Voucher of the above student *are provided / will be provided as soon as possible for EDB's consideration.^{Note}

Note: 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. If there are any special circumstances (e.g. absence due to illness for the entire month) with valid documentary proof, EDB would consider each case on its individual merits.

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	<ul style="list-style-type: none"> For KGs to report information within 7 days of students' change of course to the Kindergarten Administration 2 Section of EDB
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To: Kindergarten Administration 2 Section, EDB (Fax:3691 8021)

Kindergarten Education Scheme (20 ___/___ School Year)
Students' 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 / Voucher 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 : _____

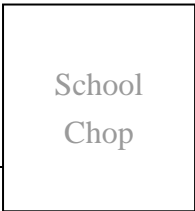
School No.–Location No. : _____

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	<ul style="list-style-type: none"> For KGs to report the new certificate number within 7 days of receipt of the new Registration Certificate / Voucher from students (re-issue, renew valid certificate etc.) to the Kindergarten Administration 2 Section of EDB
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To : Kindergarten Administration 2 Section (Fax:3691 8021)

Kindergarten Education Scheme (20___/___ School Year)
Renewal of Registration Certificate / Voucher

This is to report receipt of the original of the new Registration Certificate / Voucher 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 / Voucher No.	*AM / PM / WD	

Signature of Principal :

Name of Principal

Name of Kindergarten :

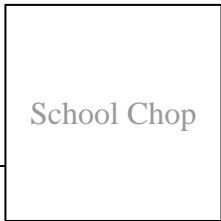
School No.–Location No. :

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

Telephone :

Fax :

Date :



*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

