

**Pre-primary Education Voucher Scheme**  
**Guidance Notes on Voucher Redemption (2018/19 School Year)**

## **1. Introduction**

- 1.1 This Guidance Notes aims at explaining to kindergarten (KG) operators the voucher redemption arrangements under the Pre-primary Education Voucher Scheme (PEVS) premised upon the Education Bureau Circular No. 6/2011 and Education Bureau Circular Memorandum No. 4/2018 and the calculation of fee subsidy and the respective points to note.

## **2. Background**

- 2.1 The objective of the PEVS is to increase the Government's investment in pre-primary education so as to alleviate the financial burden on eligible parents, upgrade the professional qualifications of KG principals and teachers, and improve the facilities of eligible KGs. By providing direct fee subsidy to parents in the form of voucher, the Government wishes to preserve the market responsiveness of the sector and to enhance quality at the same time.
- 2.2 For KGs joining the PEVS in the 2016/17 school year but did not apply for or have not been approved for joining the Free Quality Kindergarten Education Scheme, their current pupils who have been attending that particular KG before the 2017/18 school year and with a valid Certificate of Eligibility (CE) may continue to receive PEVS fee subsidies if they keep on attending eligible classes (that is the Upper Kindergarten (K3) class in the 2018/19 school year) in that particular KG until they leave. If the pupils changes to another KG, they will not be able to receive any further PEVS fee subsidies. If the pupils leave the KG and then are re-admitted to the same KG, they will not be able to receive any further PEVS fee subsidies.

## **3. Calculation Method of Fee Subsidy under the PEVS**

- 3.1 The voucher value for the 2018/19 school year for parents to defray the tuition fee of KG education for their children is \$24,150 per pupil per annum. Since the 2012/13 school year, PEVS fee subsidy is disbursed according to the start month and number of instalments of eligible KG courses approved on the "Fees Certificate" (i.e from August or September by 10, 11 or 12 instalments).

- Amount of fee subsidy per instalment for eligible KG courses in the 2018/19 school year:

School fee collected by 10 instalments	School fee collected by 11 instalments	School fee collected by 12 instalments
\$2,415	1st instalment \$2,200 Remaining 10 instalments \$2,195	1st instalment \$2,018 Remaining 11 instalments \$2,012

However, if the inclusive fee of an eligible KG course is lower than the voucher value under the PEVS, the amount of subsidy per instalment is calculated upon the actual school fee.

3.2 Vouchers are redeemed monthly and KGs collect school fees from eligible pupils pursuant to the number of instalments and the fees with education voucher redeemed as specified on the “Fees Certificate”.

3.3 Voucher redemption is calculated upon the number of eligible KG pupils in each month. For example:

- For KGs commencing the school year in August, the amount of voucher redeemed in August 2018:

Number of pupils in August x Subsidy amount for August

- For KGs commencing the school year in September, the amount of voucher redeemed in September 2018:

Number of pupils in September x Subsidy amount for September

- For KGs commencing courses in both August and September, the amount of voucher is calculated as below:

- The amount of voucher redeemed in August 2018 :

Number of pupils in August studying in courses that commence in August x Subsidy amount for August

- The amount of voucher redeemed in September 2018 :

Number of pupils in September studying in courses that commence in August x Subsidy amount of the course for September + Number of pupils in September studying in courses that commence in September x Subsidy amount of the course for September

## 4. Voucher Redemption Arrangement

- 4.1 Provisional fee subsidy is disbursed early each month according to the start month and number of instalments of eligible KG courses approved on the “Fees Certificate”. The first instalment of provisional fee subsidy is disbursed at the beginning of August or September, depending on the start month of KG courses. In the first few months of the new school year, fee subsidy will be disbursed according to the projected enrolment reported by KGs in late June (see Form 1); while starting from November, fee subsidy will be disbursed in accordance with the pupil information as reported in the previous month. The number of pupils receiving monthly provisional fee subsidy will be updated in the Kindergarten Education Voucher Redemption System (KEVRS) to facilitate kindergartens’ checking and handling of their monthly financial statements.
- 4.2 EDB will, in 3 phases, calculate the fee subsidy based on the updated pupil attendance information due to changes such as pupils’ transfer in or out of school and pupils’ non-attendance for an entire month reported by KGs. The adjustment of fee subsidy will be conducted in November 2018, March and August 2019. Underpayment of fee subsidy will be settled in December 2018, April and September 2019, whereas overpayment of fee subsidy will be deducted from the upcoming provisional subsidy.
- 4.3 Arrangements of disbursement of fee subsidy (with illustrations) are given in Appendix 1.

## 5. Reporting Pupil Attendance Information for Calculation of Subsidy

- 5.1 The fee subsidy is calculated upon pupil attendance information. Therefore, KGs are required to report on specified dates the attendance and dropouts information of pupils holding CE. Details are as follows:
  - 5.1.1 **Before 12 September 2017**, KGs are required to update in one go the attendance information of pupils in the beginning of the 2018/19 school year via the “Pupil Information” function of the “KEVRS”. EDB will transfer schools’ Lower Kindergarten (K2) pupil records at the end of the 2017/18 school year to Upper Kindergarten (K3) pupil records in the computer database. KGs are required to confirm the pupil records of those “promoted” to Upper Kindergarten (K3) in accordance with pupils’ attendance records in August (if courses start in August) and September in the 2018/19 school year, including removal of pupils who withdrew in the end of the 2017/18 school year, as well as the last date of attendance of dropouts in the beginning of the 2018/19 school year. The information of pupils to be verified and added are:

- name of pupil (must be identical to the name on the CE)
- CE number
- Course attended (e.g. Upper Kindergarten (K3))
- first date of attendance in the current school year
  - existing pupils: school commencement date of the current school year
- last date of attendance (applicable to dropouts in the beginning of the school year only)

5.1.2 **After 12 September 2018**, KGs have to report change of course and dropouts via the function “Reporting Changes on Pupil Information” of the “KEVRS” or by submitting duly completed standard form, and report pupils’ non-attendance for an entire month by submitting duly completed standard form. All changes of pupil information have to be reported to EDB within 7 days of case occurrence. Please refer to Appendix 2 for the standard forms concerned.

5.2 KGs are not required to report attendance information of pupils not holding a CE to EDB.

## 6. Points to Note by Kindergartens

- 6.1 For KGs joining the PEVS in the 2016/17 school year but did not apply for or have not been approved for joining the Free Quality Kindergarten Education Scheme, their current pupils who have been attending that particular KG before the 2017/18 school year and with a valid Certificate of Eligibility (CE) may continue to receive PEVS fee subsidies if they keep on attending eligible classes (that is the Upper Kindergarten (K3) class in the 2018/19 school year) in that particular KG until they leave. If the pupils changes to another KG, they will not be able to receive any further PEVS fee subsidies. If the pupils leave the KG and then are re-admitted to the same KG, they will not be able to receive any further PEVS fee subsidies.
- 6.2 KGs should duly inform parents of the dropout procedures to avoid unnecessary disputes. CE is the property of pupils. When a pupil drops out, the original copy of his/her CE is returned to his/her parent who should acknowledge receipt of the CE from the KG by signing a receipt (see Form 2C or Form 2D at Appendix 2 for reference). In addition, KGs should inform parents in writing of how they will handle unclaimed CE after pupils’ withdrawal.

- 6.3 If eligible pupils have been issued with a new CE in the 2018/19 school year, KGs should promptly ask the pupils for the original copy of the CE and report the CE's information by using e-form or Form 6 within the school year so as to continue to redeem the voucher. **EDB will not accept application for voucher redemption for any period in the previous school year.** Besides, once a pupil presents a CE, the KG should return any over-charged tuition fee to parent as soon as possible (if applicable).
- 6.4 If pupils receiving PEVS fee subsidy have been absent from school for an entire month, KGs should report to EDB by faxing the duly completed Form 4. If applicable, the certified copy of documentary proof (e.g. certificate of sick leave/admission to hospital) should be attached to Form 4 so that EDB can determine whether to suspend the disbursement of fee subsidy on a case-by-case basis. Generally speaking, pupils who are absent from school for a whole month will not be entitled to receive the fee subsidy for that month. Notwithstanding that, special cases (e.g. illness) with documentary proof are at EDB's discretion with consideration given on an individual case-by-case basis.
- 6.5 As KGs have to report timely pupil information, such as dropouts and pupils' non-attendance for an entire month during the school year to EDB, it would be desirable for KGs to designate a staff member to liaise with EDB and handle matters concerning voucher redemption.

## 7. Points to Note by Parents

- 7.1 Upon receiving a CE under the PEVS, parents will also receive a copy of the "Parents' Guide to Receiving Fee Subsidy", which reminds them of the points to note in voucher redemption. Key messages of the Guide are as follows:
- 7.1.1 For KGs joining the PEVS in the 2016/17 school year but did not apply for or have not been approved for joining the Free Quality Kindergarten Education Scheme, their current pupils who have been attending that particular KG before the 2017/18 school year and with a valid Certificate of Eligibility (CE) may continue to receive PEVS fee subsidies if they keep on attending eligible classes (that is the Upper Kindergarten (K3) class in the 2018/19 school year) in that particular KG until they leave. If the pupils changes to another KG, they will not be able to receive any further PEVS fee subsidies. If the pupils leave the KG and then are re-admitted to the same KG, they will not be able to receive any further PEVS fee subsidies.
- 7.1.2 If eligible pupils have been issued with a new CE in the 2018/19 school year, parents should promptly present the original copy of the CE to the KG to continue to redeem the voucher. **EDB will not accept application for voucher redemption for any period in the previous school year.**

- 7.1.3 When the approved tuition fee of the KG exceeds the fee subsidy, parents should pay the difference by monthly instalments as shown on the “Fees Certificate” issued by EDB. The “Fees Certificate” should be exhibited conspicuously at a prominent position in the KG. When the approved tuition fee is lower than the fee subsidy, parents are not required to pay any tuition fee. Parents will not be reimbursed the difference in cash either.
- 7.1.4 The maximum validity period of the CE is three years. The CE is valid for use within its validity period and will expire afterwards. PEVS will end by the 2018/19 school year.
- 7.1.5 If a child is permitted by the Immigration Department to stay in Hong Kong for a limited period of time, PEVS fee subsidy will be provided to the child up to the end of the period as shown in his/her travel document. If permission has subsequently been granted by the Immigration Department to extend the stay of the child in Hong Kong, parents are required to inform the Student Finance Office (SFO), Working Family and Student Financial Assistance Agency in writing for re-assessment of the eligibility of their child for the PEVS. Parents are advised to send in copies of the documentary evidence of their child, as well as those of theirs and their spouse’s showing the immigration endorsement for the extension of stay in Hong Kong to SFO together with the notification letter. Where qualified, the child will be issued with another CE showing the new validity period. To avoid disruption in the receipt of PEVS subsidy, parents are required to send their request to SFO preferably one month or earlier before the expiry of the original visa of the child.
- 7.1.6 To be entitled to receive fee subsidy for a month, eligible pupil studying in a PEVS KG must have attended KG class in that month. If a child is absent from KG, parents should notify the KG concerned as soon as possible. Generally speaking, pupils who are absent from school for a whole month will not be entitled to receive the fee subsidy for that month. Notwithstanding that, special cases (e.g. illness) with documentary proof are at EDB’s discretion with consideration given on an individual case-by-case basis.
- 7.1.7 Upon pupils’ completion of the KG courses or withdrawal, the original copy of the CE is returned by the KG to their parents.
- 7.1.8 If a child needs to change KG during the validity period of the CE, the CE is returned by the KG to parents upon the pupil’s withdrawal from the school. Parents should acknowledge receipt of the child’s CE from the KG by signing a receipt.

7.1.9 Children of needy families who require financial assistance on top of the PEVS fee subsidy may apply for fee remission from SFO under the Kindergarten and Child Care Centre Fee Remission Scheme (KCFRS).

7.1.10 Children reaching the age of 6 or above should normally attend primary schools. For enquiries about admission to Primary One, parents may call the School Places Allocation Section of EDB at 2832 7700 or 2832 7740 or the 24-hour automatic telephone enquiry system at 2891 0088.

## **8. Enquiry**

8.1 For enquiries about voucher redemption procedures, please contact Joint Office for Kindergartens and Child Care Centres of EDB.

Tel : 3107 2197

Fax : 3106 0319

Address : Room 602, 6/F, Cityplaza 3, 14 Taikoo Wan Road, Hong Kong

Education Bureau

July 2018

To be returned to Education Bureau by fax on or before 25 June 2018

To: Education Bureau (Fax no.: 3106 0319)

**Application for Fee Subsidy under the Pre-primary Education Voucher Scheme (PEVS) (2018/19)****Part A** The particulars of our kindergarten are as follows:

Name of Kindergarten	(in English)		
	(in Chinese)		
School Address			
Contact Person		Title	principal / senior teacher / others (please specify : _____) *
Tel. No.		School No.- Location No.	

\* Please delete where inappropriate

**Part B** **Estimated** number of pupils with Certificate of Eligibility (CE) at the beginning of the 2018/19 school year:

Number of Pupils <sup>Note 1</sup>	For Courses Starting in August <sup>Note 2</sup>	For Courses Starting in September <sup>Note 2</sup>	Total Number

Note:

1. Applicable to pupils who are eligible for receiving PEVS fee subsidies in the 2018/19 school year. If the pre-printed estimated number of pupils (estimation based on kindergarten's recent pupil information) requires amendment, please cross out the figures and write the amended figures on the right.
2. According to course start month specified on the "Fees Certificate".

Name of Principal: \_\_\_\_\_ Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**Part C** Undertaking and Declaration

<p>1. Our kindergarten has signed the relevant Undertaking and Declaration to continue staying at the PEVS from the 2017/18 to 2018/19 school year. Please disburse provisional subsidy to my kindergarten based on the estimated number of pupils with CE and course start month reported in Part B above. My kindergarten will submit pupil information during the school year according to the procedures specified below to facilitate adjustment of any overpayment or underpayment of fee subsidy based on updated pupil information.</p> <ul style="list-style-type: none"> <li>- To report <u>before 12 September 2018</u> on pupil information in August (if school year commences in August) and early September, including dropouts in 2018/19 school year via the "Pupil Information" function of KEVRS; and</li> <li>- To report new intakes, change course or dropouts captured <u>on or after 12 September 2018</u> via the "Reporting Changes on Pupil Information" function of KEVRS or by standard form, and report the non-attendance for an entire month by standard form. Such student information changes should be reported to the Voucher Redemption Team, Education Bureau within 7 days of occurrence.</li> </ul> <p>2. I have read the provisions of this Undertaking and Declaration carefully and fully understand my obligations and liabilities under this Undertaking and Declaration.</p>
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Signature of Supervisor: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

School Chop