

Pre-primary Education Voucher Scheme (PEVS) (2018/19)

Disbursement of Fee Subsidy

(1) Arrangements of disbursement of fee subsidy

Jun 2018	<p>Kindergartens (KGs) report via Form 1 to Education Bureau (EDB) on or before 25 June 2018 their projected number of pupils eligible for voucher redemption at the beginning of the 2018/19 school year.</p>		
↓			
Aug - Oct 2018	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p>KGs update the information of pupils' attendance in Aug (if applicable) and Sep in the 2018/19 school year before 12 Sep 2018 via the function "Pupil Information" of the "KEVRS".</p> <p>KGs report cases of change course, dropouts or non-attendance for an entire month, if any, on or after 12 Sep 2018 via the function "Reporting Changes on Pupil Information" of the "KEVRS" or standard form through fax within 7 days of case occurrence.</p> </td> <td style="width: 50%; padding: 5px; background-color: #e0e0e0;"> <p><u>Aug (if applicable) to Oct 2018:</u></p> <p>Provisional Fee Subsidy</p> <p>EDB disburses provisional fee subsidy early each month in accordance with the projected enrolment of pupils eligible for voucher redemption in the beginning of the 2018/19 school year reported by KGs in late June 2018.</p> </td> </tr> </table>	<p>KGs update the information of pupils' attendance in Aug (if applicable) and Sep in the 2018/19 school year before 12 Sep 2018 via the function "Pupil Information" of the "KEVRS".</p> <p>KGs report cases of change course, dropouts or non-attendance for an entire month, if any, on or after 12 Sep 2018 via the function "Reporting Changes on Pupil Information" of the "KEVRS" or standard form through fax within 7 days of case occurrence.</p>	<p><u>Aug (if applicable) to Oct 2018:</u></p> <p>Provisional Fee Subsidy</p> <p>EDB disburses provisional fee subsidy early each month in accordance with the projected enrolment of pupils eligible for voucher redemption in the beginning of the 2018/19 school year reported by KGs in late June 2018.</p>
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(2) Illustration of disbursement of fee subsidy

Example 1: KG A under PEVS

(starts the school year from Aug 2018 and collects tuition fee by 11 instalments)

	Projected enrolment	Actual enrolment after update	Provisional fee Subsidy (According to projected enrolment)	Fee subsidy entitled (According to actual enrolment after update)	Adjustment of Fee Subsidy
Aug 2018	100	100	100 x \$2,200	100 x \$2,200	
Sep	ditto	101	100 x \$2,195	101 x \$2,195	
Oct	ditto	101	ditto	101 x \$2,195	
Nov	101	102	101 x \$2,195	102 x \$2,195	
Dec	102	102	102 x \$2,195	102 x \$2,195	1 st Adjustment
Jan 2019	102	103	102 x \$2,195	103 x \$2,195	
Feb	103	101	103 x \$2,195	101 x \$2,195	
Mar	101	105	101 x \$2,195	105 x \$2,195	
Apr	105	104	105 x \$2,195	104 x \$2,195	2 nd Adjustment
May	104	104	104 x \$2,195	104 x \$2,195	
Jun	104	102	104 x \$2,195	102 x \$2,195	
Jul					
Aug					
Sep					3 rd Adjustment

Month	Calculation Method/ Disbursement Procedure	Example 1: KG A under PEVS (starts the school year from Aug and collects tuition fee by 11 instalments)
Jun 2018	KGs report via Form 1 to EDB on or before 25 June 2018 their projected no. of pupils eligible for voucher redemption at the beginning of the 2018/19 school year.	The projected number of pupils holding “Certificate of Eligibility” at the beginning of the 2018/19 school year is 100.
Aug 2018	KGs report information of pupils’ attendance in Aug (if applicable) and Sep in the 2018/19 school year via the “KEVRS”. Provisional Fee Subsidy for Aug = subsidy amount for the instalment x no. of pupil (reported in Jun)	Provisional Fee Subsidy for Aug = \$2,200 x 100 Provisional Fee Subsidy for Sep = \$2,195 x 100
Sep 2018	Provisional Fee Subsidy for Sep = subsidy amount for the instalment x no. of pupil (reported in Jun)	
Oct 2018	Provisional Fee Subsidy for Oct = subsidy amount for the instalment x no. of pupil (reported in Jun)	Provisional Fee Subsidy for Oct = \$2,195 x 100
Nov 2018	Provisional Fee Subsidy for Nov = subsidy amount for the instalment x no. of pupil (reported in Oct)	Provisional Fee Subsidy for Nov = \$2,195 x 101

Month	Calculation Method/ Disbursement Procedure	Example 1: KG A under PEVS (starts the school year from Aug and collects tuition fee by 11 instalments)																	
Dec 2018	Provisional Fee Subsidy for Dec = subsidy amount for the instalment x no. of pupil (reported in Nov) 1st Adjustment of fee subsidy: KGs can download “Report on Adjustment to Payment of Fee Subsidy” and “Report on Pupil-eligibility for Voucher Redemption” via the “KEVRS”.	Provisional Fee Subsidy for Dec = \$2,195 x 102 Update pupil attendance information from Aug to Nov 2018: <table border="1"> <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>Updated No. of pupils</td> <td>100</td> <td>101</td> <td>101</td> <td>102</td> </tr> </tbody> </table> Adjustment of Fee Subsidy = (100-100) x \$2,200 + [(101-100) + (101-100) + (102-101)] x \$2,195	Month	2018				Aug	Sep	Oct	Nov	Updated No. of pupils	100	101	101	102			
Month	2018																		
	Aug	Sep	Oct	Nov															
Updated No. of pupils	100	101	101	102															
Jan 2019	Provisional Fee Subsidy for Jan = subsidy amount for the instalment x no. of pupil (reported in Dec)	Provisional Fee Subsidy for Jan = \$2,195 x 102																	
Feb 2019	Provisional Fee Subsidy for Feb = subsidy amount for the instalment x no. of pupil (reported in Jan)	Provisional Fee Subsidy for Feb = \$2,195 x 103																	
Mar 2019	Provisional Fee Subsidy for Mar = subsidy amount for the instalment x no. of pupil (reported in Feb)	Provisional Fee Subsidy for Mar = \$2,195 x 101																	
Apr 2019	Provisional Fee Subsidy for Apr = subsidy amount for the instalment x no. of pupil (reported in Mar) 2nd Adjustment of fee subsidy: KGs can download “Report on Adjustment to Payment of Fee Subsidy” and “Report on Pupil-eligibility for Voucher Redemption” via the “KEVRS”.	Provisional Fee Subsidy for Apr = \$2,195 x 105 Update pupil 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>Updated No. of pupils</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 pupil information from Aug to Nov 2017, the adjustment of Fee Subsidy = [(102-102) + (103-102) + (101-103) + (105-101)] x \$2,195	Month	2018		2019			Aug - Nov	Dec	Jan	Feb	Mar	Updated No. of pupils	ditto	102	103	101	105
Month	2018			2019															
	Aug - Nov	Dec	Jan	Feb	Mar														
Updated No. of pupils	ditto	102	103	101	105														
May 2019	Provisional Fee Subsidy for May = subsidy amount for the instalment x no. of pupil (reported in Apr)	Provisional Fee Subsidy for May = \$2,195 x 104																	
Jun 2019	Provisional Fee Subsidy for Jun = subsidy amount for the instalment x no. of pupil (reported in May)	Provisional Fee Subsidy for Jun = \$2,195 x 104																	

Month	Calculation Method/ Disbursement Procedure	Example 1: KG A under PEVS (starts the school year from Aug and collects tuition fee by 11 instalments)																	
Jul 2019	Provisional Fee Subsidy for Jul (if applicable) = subsidy amount for the instalment x no. of pupil (reported in Jun)	Provisional Fee Subsidy for Jul = \$0																	
Aug 2019	Provisional Fee Subsidy for Aug (if applicable) = subsidy amount for the instalment x no. of pupil (reported in Jul) Last Adjustment of fee subsidy: KGs can download “Report on Adjustment to Payment of Fee Subsidy” and “Report on Pupil-eligibility for Voucher Redemption” via the “KEVRS”.	Provisional Fee Subsidy for Aug = \$0 Update pupil 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>Updated No. of pupils</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 pupil information from Aug 2018 to Mar 2019, the adjustment of Fee Subsidy = [(104-105) + (104-104) + (102-104)] x \$2,195	Month	2018-2019					Aug-Mar	Apr	May	Jun	Jul-Aug	Updated No. of pupils	ditto	104	104	102	N/A
Month	2018-2019																		
	Aug-Mar	Apr	May	Jun	Jul-Aug														
Updated No. of pupils	ditto	104	104	102	N/A														

Example 2: KG B under PEVS

(starts the school year from Sep and collects tuition fee by 12 instalments)

	Projected enrolment	Actual enrolment after update	Provisional fee Subsidy (According to projected enrolment)	Fee subsidy entitled (According to actual enrolment after update)	Adjustment of Fee Subsidy
Aug 2018	0	0	0	0	
Sep	100	101	100 x \$2,018	101 x \$2,018	
Oct	ditto	102	100 x \$2,012	102 x \$2,012	
Nov	102	103	102 x \$2,012	103 x \$2,012	
Dec	103	104	103 x \$2,012	104 x \$2,012	1 st Adjustment
Jan 2019	104	105	104 x \$2,012	105 x \$2,012	
Feb	105	104	105 x \$2,012	104 x \$2,012	
Mar	104	103	104 x \$2,012	103 x \$2,012	
Apr	103	102	103 x \$2,012	102 x \$2,012	2 nd Adjustment
May	102	102	102 x \$2,012	102 x \$2,012	
Jun	102	101	102 x \$2,012	101 x \$2,012	
Jul	101	101	101 x \$2,012	101 x \$2,012	
Aug	101	100	101 x \$2,012	100 x \$2,012	
Sep					3 rd Adjustment

Month	Calculation Method/ Disbursement Procedure	Example 1: KG B under PEVS (starts the school year from Sep and collects tuition fee by 12 instalments)														
Jun 2018	KGs report via Form 1 to EDB on or before 25 June 2018 their projected no. of pupils eligible for voucher redemption at the beginning of the 2018/19 school year.	The projected number of pupils holding “Certificate of Eligibility” at the beginning of the 2018/19 school year is 100.														
Aug 2018	KGs report information of pupils’ attendance in Aug (if applicable) and Sep in the 2018/19 school year via the “KEVRS”. Provisional Fee Subsidy for Aug = subsidy amount for the instalment x no. of pupil (reported in Jun)	Provisional Fee Subsidy for Aug = \$0 Provisional Fee Subsidy for Sep = \$2,018 x 100														
Sep 2018	Provisional Fee Subsidy for Sep = subsidy amount for the instalment x no. of pupil (reported in Jun)															
Oct 2018	Provisional Fee Subsidy for Oct = subsidy amount for the instalment x no. of pupil (reported in Jun)	Provisional Fee Subsidy for Oct = \$2,012 x 100														
Nov 2018	Provisional Fee Subsidy for Nov = subsidy amount for the instalment x no. of pupil (reported in Oct)	Provisional Fee Subsidy for Nov = \$2,012 x 102														
Dec 2018	Provisional Fee Subsidy for Dec = subsidy amount for the instalment x no. of pupil (reported in Nov) 1st Adjustment of fee subsidy: KGs can download “Report on Adjustment to Payment of Fee Subsidy” and “Report on Pupil-eligibility for Voucher Redemption” via the “KEVRS”.	Provisional Fee subsidy for Dec = \$2,012 x 103 Update pupil attendance information from Aug to Nov 2018: <table border="1" data-bbox="906 1308 1474 1514"> <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>Updated No. of pupils</td> <td>N/A</td> <td>101</td> <td>102</td> <td>103</td> </tr> </tbody> </table> Adjustment of Fee Subsidy = (101-100) x \$2,018 + [(102-100) + (103-102)] x \$2,012	Month	2018				Aug	Sep	Oct	Nov	Updated No. of pupils	N/A	101	102	103
Month	2018															
	Aug	Sep	Oct	Nov												
Updated No. of pupils	N/A	101	102	103												
Jan 2019	Provisional Fee Subsidy for Jan = subsidy amount for the instalment x no. of pupil (reported in Dec)	Provisional Fee Subsidy for Jan = \$2,012 x 104														
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Mar 2019	Provisional Fee Subsidy for Mar = subsidy amount for the instalment x no. of pupil (reported in Feb)	Provisional Fee Subsidy for Mar = \$2,012 x 104														

Month	Calculation Method/ Disbursement Procedure	Example 1: KG B under PEVS (starts the school year from Sep and collects tuition fee by 12 instalments)																				
Apr 2019	Provisional Fee Subsidy for Apr = subsidy amount for the instalment x no. of pupil (reported in Mar) 2nd Adjustment of fee subsidy: KGs can download “Report on Adjustment to Payment of Fee Subsidy” and “Report on Pupil-eligibility for Voucher Redemption” via the “KEVRS”.	Provisional Fee Subsidy for Apr = \$2,012 x 103 Update pupil 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>Updated No. of pupils</td> <td>ditto</td> <td>104</td> <td>105</td> <td>104</td> <td>103</td> </tr> </tbody> </table> If there is no change in the pupil information from Aug to Nov 2018, the adjustment of Fee Subsidy = [(104-103) + (105-104) + (104-105) + (103-104)] x \$2,012	Month	2018		2019			Aug- Nov	Dec	Jan	Feb	Mar	Updated No. of pupils	ditto	104	105	104	103			
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Month	2018-2019																					
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Pre-primary Education Voucher Scheme (PEVS) (2018/19 School Year)
Standard Forms for Reporting Changes
of Information of Pupils with Certificate of Eligibility (CE)

Event	Form
Withdrawal of pupils	<p><u>Form 2C</u></p> <ul style="list-style-type: none"> ● For parents to acknowledge receipt of CE from KGs <p><u>Form 2D</u></p> <ul style="list-style-type: none"> ● For parents to acknowledge receipt of CE from KGs and for KGs to report to EDB on pupils' withdrawal from KGs
Pupils' non-attendance for an entire month	<p><u>Form 4</u></p> <ul style="list-style-type: none"> ● For KGs to report to EDB on pupils' non-attendance for an entire month
Pupils' change of course	<p><u>Form 5</u></p> <ul style="list-style-type: none"> ● For KGs to report to EDB on pupils' change of course
Pupils' renewal of CE	<p><u>Form 6</u></p> <ul style="list-style-type: none"> ● For KGs to acknowledge receipt of new CE from parents and report to EDB on pupils' renewal of CE