**Governance Review Committee**

 **Checklist**

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|  | **Review Items** | **Reference** |
| **I.** | **Accounting Operations and Internal Control** |  |
| **A.** | **Fees and Collection Policy** |  |
| 1. | 1. Any fee collections or charges above the ceiling rate of the approved list by EDB should have Permanent Secretary of Education Bureau (PSEd)’s prior approval.
2. The approval issued by the EDB shall be conspicuously exhibited together with the Fees Certificate, issued by EDB, at a prominent and accessible position in the school premises.
 | Approved List of Fines, Charges and Fees in Schools under the Direct Subsidy Scheme – Requirement in connection with the collection of fines/charges/fees – Item #1 and #2 |
| 2. | Schools are required to inform parents of the fees and charges to be collected from students and list out the purposes of such collections. | Approved List of Fines, Charges and Fees in Schools under the Direct Subsidy Scheme – Requirement in connection with the collection of fines/charges/fees – Item #6 |
| 3. | 1. School are required to issue official receipts when students/parents make such requests.
2. The school are required to keep proper accounts of the fees collected.
3. All collections must be credited to the non-government fund account.
 | Approved List of Fines, Charges and Fees in Schools under the Direct Subsidy Scheme – Requirement in connection with the collection of fines/charges/fees – Item #7 and #8 |
| 4. | 1. The official receipts should be in prescribed form, serially numbered, issued in sequence, dated and stamped with the school chop.
2. Spoiled/obsolete official receipts should be immediately marked “Cancelled”. Destruction of them at the end of the retention period (i.e. 2 years) should be verified and witnessed by the school head.
3. An official receipt register should be maintained to control the stock and issue of the official receipt books. Unused or partly used official receipt books should be kept under lock.
 | School Administration Guide Section6.6.3 – Item #6, #7 and #8Financial Management in DSS schools– Appendix item #12 |
| 5. | 1. The registration fees may be collected only from students who are required to pay school fees.
2. Any student who has paid the registration fee and subsequently takes up the school place offered to him/her by the school must be credited with the amount of the registration fee in the first instalment of the school fee.
3. Any student who has paid the registration fee when offered a school place but subsequently decides not to take the place may forfeit the fee.
 | Approved List of Fines, Charges and Fees in Schools under the Direct Subsidy Scheme – Requirement in connection with the collection of fines/charges/fees – Item #3, #4 and #5 |

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|  | **Review Items** | **Reference** |
| **B.** | **Budgeting and Accounting Practices** |  |
| 1. | Financial documents (including annual school budgets and annual audited accounts) should be discussed and approved by SMC/IMC. | DSS Self-evaluation checklist (Formal)- Part One: Major Policies on School Governance and Administration – Item#4(a) |
| 2. | The Fixed Assets Register clearly states description of items, source of funding, date of purchase, quantity, location, date and reasons of write-off, the approval signature of write off. | DSS Self-evaluation checklist (Formal)- Part Three: Financial/ Resources Management Matters –Item #11 |
| 3. | 1. Stocktaking of valuable items such as notebook computers should be conducted on a yearly basis.
2. Physical stocktaking of other assets should be conducted on a regular basis (at least once every three years).
3. Discrepancies found during physical stocktaking of assets are investigated and reported to the SMC/IMC.
 | DSS Self-evaluation checklist (Formal)- Part Three: Financial/ Resources Management Matters –Item #12Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #27 |
| 4. | The operating reserve and the four designated reserves are set up and operated in accordance with the EDB’s prevailing requirements. (including usage, transfer in/out, reserve ceiling, investment, record-keeping) | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #15 |
| 5. | Sufficient operating reserve is maintained to meet at least two months’ operating expenses. | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #16 |
| 6. | Separate bank accounts maintained for government and non- government funds are in the name of the school. | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #21 |
| 7. | School has kept separate accounts for self-financing activities. | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #22 |
| 8. | Only the approved expenditure items of educational nature as stipulated in the prevailing EDB Circular are charged to the government fund account. | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #23 |
| 9. | An updated certified bank mandate of the authorized bank signatories is kept. | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #24 |

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|  | **Review Items** | **Reference** |
| **B** | **Budgeting and Accounting Practices (continues)** |  |
| 10. | 1. All expenses of the school are properly authorized and supported by vouchers and original invoices before payments are made.
2. Preparation and authorization of payment vouchers are conducted by different persons.
 | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #25 |
| 11. | Proper school-based arrangements are put in place for the safe custody of school assets, cash and other valuables under schools’ control. | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #26 |
| 12. | A statement stating whether the school has used the government subsidies in accordance with the rules promulgated for the DSS is included in its auditor’s reports. | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #28 |
| 13. | The school’s annual audited accounts are submitted to the EDB before the deadline set by the EDB. | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #29 |
| 14. | The school has submitted the management letter of the EDB’s audit inspection as well as the school’s responses to the management letter to the IMC for discussion and endorsement | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #30 |
| 15. | The school has sent the management letter of the EDB’s audit inspection to the school’s auditor for information and copy the covering letter to the EDB. | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #31 |
| **C.** | **Tendering and Procurement Policy** |  |
| 1. | The School has put a school-based procurement policy with the following procedures:1. The staff members concerned are informed of the procurement procedures and there is segregation of duties (e.g. sourcing of suppliers, evaluation of bids, approval of purchases, receipt of goods, etc.) among the staff involved;
2. The staff involved in purchasing and supplies duties are required to sign an undertaking that they will declare any conflict of interest; and
3. Documentation of all procurements, including verbal quotation, is maintained.
 | DSS Self-evaluation checklist (Formal)- Part Three: Financial/ Resources Management Matters – Item #1 |
| 2. | The departures from the procurement policy (e.g. insufficient number of quotations/ tenders invited, lower offers not accepted) are justified, properly authorized and documented according to the laid down procedures. | DSS Self-evaluation checklist (Formal)- Part Three: Financial/ Resources Management Matters – Item #2 |

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|  | **Review Items** | **Reference** |
| **C** | **Tendering and Procurement Policy (continues)** |  |
| 3. | Two separate committees are set up for all tender exercises, one for tender opening and vetting (evaluation panel) and the other for tender approval. *[Late tenders should be rejected.]* | DSS Self-evaluation checklist (Formal)- Part Three: Financial/ Resources Management Matters – Item #3 |
| 4. | There is a shortlist of suppliers/contractors approved and reviewed periodically by a panel comprising at least two staff members for frequently purchased items or services. *[Selection of sufficient numbers of suppliers/contractors from the list for invitation to bid for the items/services should be conducted on a fair share basis.]* | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #3 |
| 5. | The school has specified the minimum number of suppliers to be invited for tenders or quotations | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #4 |
| 6. | Evaluation criteria are included in tender documents for information of the tenderers. | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #5 |
| 7. | Tender are assessed in accordance with the criteria by the evaluation panel. | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #7 |
| **D.** | **Trading operation** |  |
| 1. | 1. Being complied with school-based procurement policy, contractors/ suppliers are selected through competitive tender/ quotation exercises at regular intervals, preferably not exceeding three years.
2. When schools call for quotation/tenders in selecting a suitable trading operator/supplier, they should include prevention of bribery clause in the call for quotation/tenders from potential trading operators/suppliers.
3. Schools are also required to include a prevention of bribery clause in the contract with a trading operator/supplier.
 | DSS Self-evaluation checklist (Formal)- Part Three: Financial/ Resources Management Matters – Item #4Trading Operations in School – Appendix 2: Guidelines on Conducting Trading Operations – Item #4: Prevention of Bribery |
| 2. | There is a mechanism for declaration of interest or for avoidance of conflict of interest by staff involved in the selection of contractors/suppliers. | DSS Self-evaluation checklist (Formal)- Part Three: Financial/ Resources Management Matters – Item #5 |
| 3. | Prior approval is obtained from the IMC for trading operations | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #8 |
| 4. | The profit from sale of trading items is limited to 15% of the cost of purchase. *[Except for sales of textbooks which should not generate any profit]* | Review of School-based Policies and Procedures by the GRSC -Appendix 2: Reference items on the Administration and Management of DSS Schools – Item #9 |

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|  | **Review Items** | **Reference** |
| **E.** | **Investment Policy** |  |
| 1. | The School is not allowed to use the funds in the operating reserve or the fee remission/scholarship reserve for investment.The only funds that may be used for investment are:1. the long service payment reserve,
2. the reserve for donations with specific purposes and
3. the reserve for construction, maintenance and upgrading of above-standard facilities.
 | Use of Government and Non- government Funds in Direct Subsidy Scheme (DSS) Schools – Para 23 of EDBC No. 17/2012 |
| 2. | The School has to seek the IMC’s approval before making investment decisions and such approval and factors for consideration must be clearly documented. | Use of Government and Non- government Funds in Direct Subsidy Scheme (DSS) Schools – Para 23 of EDBC No. 17/2012 |
| 3. | The School is only allowed to invest in (i) Hong Kong (HK) dollar bonds; or (ii) HK dollar certificates of deposits according to the prescribed criteria/conditions:a. For HK dollar bonds or certificate of deposit:Short to medium term with a maturity period of one to five years.b. The credit rating of the issuer must not be lower than the rating of A3 given by Moody’s Investors Service Inc. or A- given by Standard & Poor’s.The School should pay special attention to the liquidity constraints of the certificates of deposits and corporate bonds in the secondary markets and are advised to make allowance for contingencies in projecting the use of their designated reserves. | Use of Government and Non- government Funds in Direct Subsidy Scheme (DSS) Schools – Para 23 & 24 of EDBC No. 17/2012 |
| 4. | Existing investment products held by the School which do not comply with the new investment guidelines above (Para 23-24) of EDBC No. 17/2012 should be disposed of in a manner most beneficial to the School.Realised loss, which is computed on a yearly basis irrespective of the type of investment, must not be charged to any of the School’s accounts. | Use of Government and Non- government Funds in Direct Subsidy Scheme (DSS) Schools – Para 25 of EDBC No. 17/2012 |
| 5. | The School’s stakeholders are consulted when the School intends to purchase properties. | DSS Self-evaluation checklist - Part Three: Purchase of Property – Item #6 |
| **F.** | **Acceptance of Advantages and Donations** |  |
| 1. | IMC has the responsibility to formulate policies and issue guidelines for the School and staff on the acceptance of advantages and donations. | Acceptance of Advantages and Donations by Schools and their Staff – Para. 5 |
| 2. | IMC may allow the School to accept advantages but should never permit the IMC members and individual staff to solicit advantages.IMC may allow individual School staff to accept gifts from parents, colleagues, pupils or former pupils on special occasions (such as graduation ceremony, retirement, resignation, etc.). IMC should therefore set maximum cash value for these gifts and make it known to related parties. | Acceptance of Advantages and Donations by Schools and their Staff – Para. 7 |

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|  | **Review Items** | **Reference** |
| **F** | **Acceptance of Advantages and Donations (Continues)** |  |
| 3. | Donations from suppliers and contractors should only be accepted in exceptional circumstances with compelling reasons, and with proper documentation as well as approval by the IMC in advance.The School is not allowed to suggest to suppliers and contractors that the School will provide an advantage in return for their donations. | Use of Government and Non- government Funds in Direct Subsidy Scheme (DSS) Schools –Para. 17 of EDBC No. 17/2012 |
| 4. | The School should circulate EDBC No. 14/2003 to the staff who are required to sign to indicate that they have read and understood it. The School is also required to circulate this circular to all members of IMC. | Acceptance of Advantages and Donations by Schools and their Staff – Para. 21 |
| 5. | Members of the IMC and School staff should declare any conflict of interest in writing that may influence, or appear to influence, their judgment or action in the performance of official duties. The School is required to properly record the declarations or disclosures made and necessary action taken to avoid any actual or perceived conflict of interest. | DSS Self-evaluation checklist – Part One: Major Policies on School Governance and Administration – Item#3 |
| 6. | IMC should decide on the acceptance of donations made by the School and this responsibility should not be delegated to the School principal. If for any reason the IMC should feel it necessary to delegate this authority, clear guidelines and criteria should be established and the School principal should be required to report at regular intervals any donations accepted and the reasons for accepting them. | Acceptance of Advantages and Donations by Schools and their Staff – Para. 11 (d); Use of Government and Non-government Funds in Direct Subsidy Scheme (DSS) Schools –Para. 17 |
| 7. | The School should maintain a register for all donations received. | Use of Government and Non- government Funds in Direct Subsidy Scheme (DSS) Schools –Para. 17 |
| 8. | All donations to the School should be expended on the School and for educational purposes only. |  |
| 9. | Reserve for Donations with Specific Purposes1. The School has kept details of donations with specific purposes and proof of the intended uses as specified by the donors.
2. For donations kept in this reserve without specified uses by the donors, the IMC has endorsed their planned uses including timeframes for planned projects/ activities with proper documentation kept.
 | DSS Self-evaluation checklist – Part three: Financial/ Resources Management Matters – Item#9; Paras. 17 to 19 of EDBC No. 16/2012 |
| **G.** | **Fund-raising Activities** |  |
| 1. | A school-based fund-raising policy with proper procedural guidelines should be formulated for compliance of their staff. | Use of Government and Non- government Funds in Direct Subsidy Scheme (DSS) Schools – Para 15 of EDBC No. 17/2012 |
| 2. | The School should obtain documentary proof of the status/ the approval from Permanent Secretary for Education (PSEd) if the raise funds for:1. Approved charitable institutions
2. Trust of a public character exemption from taxes under Section 88 of the Inland Revenue Ordinance (IRO)
3. Organisations other than those specified in a and b above
 | EDB School Administration and Management, Administration, Fund- raising Activities in Schools – Section Permission of PSEd, point 1(a) & 1 (b) |

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|  | **Review Items** | **Reference** |
| **F** | **Fund-raising Activities (Continues)** |  |
| 3. | Accounting requirements of fund-raising activities for own School purposes:1. Pre-numbered receipts/ tickets should be used for the collection of funds.
2. The funds so collected as well as all expenditure must be properly reflected in the School’s accounts.

c. A list of donations exceeding $5,000 each should be kept for record purposes.1. A financial statement for each fund-raising activity should be properly compiled.
2. The financial statement should be displayed for a reasonable period of time on the School's notice board for the information of teachers, parents and students, and then be retained for audit purposes
 | EDB School Administration and Management, Administration, Fund Raising Activities in Schools – Section Accounting requirements of Fund- raising activities Para. 1 |
| 4. | Accounting requirements of fund-raising activities for outside organisations:1. Schools should keep proper records of funds collected and obtain official receipts from charitable organizations concerned.
2. The documents should be displayed for a reasonable period of time on the School's notice board for the information of teachers, parents and students, and then be retained for record purposes.
3. If the fund-raising activities incur expenditure from the funds collected, a financial statement should also be compiled, displayed and retained for audit purposes.
 | EDB School Administration and Management, Administration, Fund Raising Activities in Schools – Section Accounting requirements of Fund- raising activities Para. 2 |
| 5. | For the activities of selling flags and flowers, the School should ensure that participation of pupils in the events are:1. Entirely free and voluntary basis and the age above 14.
2. Obtained prior consent of parents.
3. Informed the requirements of selling flags outside School premises stipulated in Fund-raising Activities in Schools.
 | EDB School Administration and Management, Administration, Fund- raising Activities in Schools - Section Flag days and Flower days |
| 6. | The School should obtain approval from respective competent authorities as appropriate or ensure that the organisers of the fund- raising activities have obtained approval from respective competent authorities.Relevant requirements are listed in Appendix 1 of Fund- raising Activities in Schools. | EDB School Administration and Management, Administration, Fund- raising Activities in Schools -Appendix 1. |
| **H.** | **Others** |  |
| 1. | Composition and Operation of IMC1. The IMC comprises the managers as stipulated in section 40AL(2) of the Education Ordinance.
2. Parent managers of the IMC are elected through a secret- ballot election conducted by the PTA of the School, in which all parents can participate.
3. Proper records of the election as mentioned in point (b) above are kept.
4. Teacher managers of the IMC are elected according to section 40AN(2)(c) of the Education Ordinance.
5. All School managers are registered in accordance with the EDB’s requirements.
 | DSS Self-evaluation checklist – Part One: Major Policies on School Governance and Administration – Item#1 &2 |

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|  | **Review Items** | **Reference** |
| **H.** | **Others (Continues)** |  |
| 2. | Discussion and Approval from IMC on large-scale capital works | DSS Self-evaluation checklist – Part One: Major Policies on School Governance and Administration – Item#4b |
| 3. | The IMC has discussed and approved the following documents under the School Development and Accountability Framework:1. School Development Plan;
2. Annual School Plan; and
3. School Report.
 | DSS Self-evaluation checklist – Part One: Major Policies on School Governance and Administration – Item#9 |
| 4. | The governance review sub -committee has a minimum of three members while one of them is a manager of the School, and no parents of students studying in the School and paid staff of the School (including the principal and senior teachers/heads of functional committees) serve as member. | DSS Self-evaluation checklist – Part One: Major Policies on School Governance and Administration – Item#11 |
| **II.** | **School Fee Remission / Scholarship Scheme** |  |
| **A.** | **Criteria for Awarding Fee Remission / Scholarship** |  |
| 1. | Each DSS school is required to offer to parents a fee remission / scholarship scheme with a set of eligibility benchmarks no less favourable than the government financial assistance schemes for needy students. In assessing the students’ eligibility for fee remission, no factors except the parents’ financial situation should be taken into consideration. | Fee Remission / Scholarship Schemes in Direct Subsidy Scheme (DSS) Schools – Para. 2 of EDBC No.10/2012 |
| 2. | The school has consulted the IMC or parent-teacher association about the operation of the school fee remission / scholarship schemes and how the related information should be presented to ensure that it can be easily understood by parents and prospective parents of the school. | Review of School-based Policies and Procedures by the GRSC Appendix 2: Section III Fee Remission / Scholarship Scheme – Item #2 |
| 3. | Discuss and approve from IMC on the policy and the report of the annual summary of implementation on the fee remission/ scholarship scheme. | DSS Self-evaluation checklist - Part One: Discussion and Approval from SMC/ IMC – Item #7 |
| **B.** | **Application Procedures, Approving and Appeal Mechanisms** |  |
| 1. | The EDB encourages schools to process applications for the school fee remission/scholarship scheme from newly admitted students before the new school year begins as far as possible so that those eligible students will not be required to pay the school fee in advance. | Review of School-based Policies and Procedures by the GRSC Appendix 2: Section III Fee Remission / Scholarship Scheme – Item #5 |
| 2. | The EDB encourages schools to process applications received during the school year as far as possible so that those eligible students will not be required to pay the school fee in advance. | Review of School-based Policies and Procedures by the GRSC Appendix 2: Section III Fee Remission / Scholarship Scheme – Item #6 |
| 3. | In principle, DSS schools are required to offer fee remission to students from families receiving the CSSA and those receiving assistance from the SFAA.This should be clearly set out in the details of the school fee remission/scholarship schemes for information of parents/prospective parents. | Fee Remission / Scholarship Schemes in Direct Subsidy Scheme (DSS) Schools – Para. 5d of EDBC No.10/2012 |

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|  | **Review Items** | **Reference** |
| **B** | **Application Procedures, Approving and Appeal Mechanisms (Continues)** |  |
| 4. | When notifying students of the application results for assistance from the SFAA, DSS schools are required to provide an application form for the school fee remission/scholarship schemes to each of the eligible students as well. | Fee Remission / Scholarship Schemes in Direct Subsidy Scheme (DSS) Schools – Para. 5e of EDBC No.10/2012 |
| **C.** | **Publicity of Fee Remission / Scholarship Scheme** |  |
| 1. | Details of the school fee remission/scholarship schemes, including the amount of school fee, eligibility criteria and levels of fee remission have been provided:1. in the application form for admission;
2. in the School Profile published by the Committee on Home-School Co-operation (a hyper-link is included through which details of the school fee remission/scholarship schemes can be obtained on the schools ‘websites);
3. for all students newly admitted to the school by enclosing such details with the letter offering admission;
4. in the school prospectuses and on the school website.
 | Review of School-based Policies and Procedures by the GRSC Appendix 2: Section III Fee Remission / Scholarship Scheme – Item #3 |
| 2. | The EDB encourages schools to provide a simulation test for school fee remission on the school’s website so that parents will know in advance the level of fee remission their children will be granted. | Review of School-based Policies and Procedures by the GRSC Appendix 2: Section III Fee Remission / Scholarship Scheme – Item #7 |
| 3. | The EDB provides on its website hotlinks to the school fee remission/scholarship schemes of individual DSS schools to facilitate interested parents to get the information they need easily. | Fee Remission / Scholarship Schemes in Direct Subsidy Scheme (DSS) Schools – Para. 5h of EDBC No.10/2012 |
| **D.** | **Others** |  |
| 1. | At least 10% of the school’s total school fee income should be set aside to provide fee remission / scholarship for deserving students. If a DSS school charges a school fee between 2/3 (two-third) and 2 1/3 (two and one-third) of the DSS unit subsidy rate, the school should set aside 50 cents for the feeremission/scholarship scheme for every additional dollar charged over and above 2/3 (two-third) of the DSS unit subsidy rate. The total amount of funds set aside for the fee remission/scholarship scheme as described above should be calculated on the basis of the school fee levels as set out in the Fees Certificate issued by the EDB. | Fee Remission / Scholarship Schemes in Direct Subsidy Scheme (DSS) Schools – Para. 3 of EDBC No.10/2012 |
| 2. | When the reserve for the fee remission/scholarship scheme of a DSS school has reached a cumulative amount that exceeds the school’s half-year total fee income due to low utilisation of the scheme, the SMC/IMC should devise a plan on how this specific reserve could be effectively deployed and submit it to the EDB for consideration. | Fee Remission / Scholarship Schemes in Direct Subsidy Scheme (DSS) Schools – Para. 6 of EDBC No.10/2012 |

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|  | **Review Items** | **Reference** |
| **D** | **Others (Continues)** |  |
| 3. | DSS schools meeting the following criteria be allowed to apply to the EDB for exemption from the requirement for DSS schools to adopt eligibility criteria for fee remission schemes no less favourable than those of the government financial assistance schemes:1. the utilization rates of their fee remission/scholarship provisions are 100% or more as reflected in the audited accounts of the past three consecutive years; and
2. in overall terms, during the three years in question, two thirds of their fee remission/scholarship provisions or more have been used for fee remission purposes as confirmed by the schools.
 | Fee Remission / Scholarship Schemes in Direct Subsidy Scheme (DSS) Schools – Para. 8 of EDBC No.10/2012 |
| 4. | If DSS schools decide to apply for the exemption, they have to first put up the revised eligibility criteria for discussion and endorsement by their SMC/IMC. | Fee Remission / Scholarship Schemes in Direct Subsidy Scheme (DSS) Schools – Para. 9 of EDBC No.10/2012 |
| 5. | Upon their SMC/IMC’s approval, DSS schools may apply to their respective Senior School Development Officers for exemption. | Fee Remission / Scholarship Schemes in Direct Subsidy Scheme (DSS) Schools – Para. 10 of EDBC No.10/2012 |