

Approved List of Fines, Charges and Fees in Schools under the Direct Subsidy Scheme

The Permanent Secretary for Education has given blanket approval for schools under the Direct Subsidy Scheme to collect fines, charges and fees from students in ways as detailed and subject to the requirements below.

<u>Items</u>	<u>Approved ceilings</u> (effective from the 2012/13 school year and subject to revision)
1. Registration fee	\$410 for primary schools \$810 for secondary schools
2. Entrance examination fee	\$50
3. Replacement of student card	\$10 per copy
4. Replacement of graduation certificate	\$25 per copy
5. Transcript (second copy)	\$25 per copy
6. Locker deposit	\$10 per student (to be refunded to student on leaving school)
7. Fine for serious damage to or loss of library book	The original cost of the book plus 20% for handling charges
8. Fine for overdue library book	The rate imposed by Public Library
9. Replacement charge for loss of library card	- ditto -
10. Breakage and damage of science equipment	\$50 per item
11. Breakage of school property other than science equipment	\$50 for individual student \$100 for the whole class responsible
12. Wilful damage to school property	The full cost of repair/ replacement of the item
13. Stored-value photocopying card	\$25 deposit per card (unused value to be refunded to student)

Note: The approved ceilings as listed above will be reviewed as and when necessary. Please refer to the following EDB homepage for the most up-to-date information:

<https://www.edb.gov.hk/en/edu-system/primary-secondary/applicable-to-primary-secondary/direct-subsidy-scheme/useful-materials.html>

Requirements in connection with the collection of the above fines/charges/fees

1. Schools under the Direct Subsidy Scheme are required to conspicuously exhibit this approval together with the Fees Certificate issued by the Education Bureau (EDB) at a prominent and accessible position in the school premises in accordance with regulation 61 (1) of the Education Regulations.
2. Collection of fines, charges and fees for specific purposes exceeding the approved ceilings above still requires the approval of the Permanent Secretary for Education. Such approval shall also be conspicuously exhibited together with the Fees Certificate issued by the EDB at a prominent and accessible position in the school premises.
3. DSS schools are not allowed to collect registration fees and entrance examination fees from students allocated to schools through the school places allocation systems (including students admitted by discretionary places admission) or placement assistance of Regional Education Offices. Moreover, schools are not allowed to collect any registration fees before a school place is offered to a student.
4. The registration fees may be collected only from students who are required to pay school fees. Any student who has paid the registration fee and subsequently takes up the place offered to him/her by the school must be credited with the amount of the registration fee in the first installment of the school fee to be paid by him/her.
5. 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.
6. To enhance transparency, schools are required to inform parents of the fees and charges to be collected from students and list out the purposes of such collections.
7. The collection of fees by schools without Incorporated Management Committees (IMC) shall be forthwith acknowledged in writing by the supervisor, manager or teacher on a proper form of receipt. For schools with IMC, they are required to issue official receipts should students/parents make such requests.
8. Schools are required to keep proper accounts of the fees collected. All collections must be credited to the non-government fund account.
9. Schools should refer to Education Regulations 61 to 67 to ensure compliance with the necessary requirements.

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