

Education Bureau Circular Memorandum No. 53/2024

From: Permanent Secretary for Education

To: Supervisors / Heads of Kindergartens,
Kindergarten-cum-Child Care Centres,
Private Primary Schools and Private
Secondary Schools (excluding ESF and
International Schools)

Ref: (23) in EDB(TS)/4/65/3 Pt. II

Date: 28 February 2024

Course Fee Refund to Teachers

(Note: This circular memorandum should be read by heads and teachers of the schools above.)

Summary

The purpose of this circular memorandum is to announce the application procedure for course fee refund for teachers attending short courses (offered by local institutions) and e-learning courses.

Details

Objective

2. To provide schools with greater autonomy and flexibility in the use of training resources, and to encourage schools to develop their school-based training and development plans for teaching staff, the Education Bureau (EDB) has arranged this course fee refund for teachers attending short courses (offered by local institutions) and e-learning courses. The refund arrangement is applicable to teachers who are serving in kindergartens (KGs), kindergarten-cum-child care centres (KG-cum-CCCs), private primary schools and private secondary schools offering formal curriculum.

Application Procedure

3. In 2024-25, details of the application procedure of course fee refund are as follows:
- (i) Course fee refund is only applicable to course(s) completed by school head / teacher(s) between **1 February 2024 and 31 January 2025**.
 - (ii) Upon completion of the course(s), Supervisor / School Head may apply course fee refund for their school head / teacher(s) **between 1 November 2024 and 14 February 2025** by submitting the form at **Annex** to the Training and Development Team of the EDB by fax or by post. Supervisor / School Head who has an “iAM Smart+” account with digital signing function may also login to EDB e-Form Submission System (<https://eformss.edb.gov.hk/eformss/cloportallogin/>) through the Common Log-On (CLO) System for authentication and submit an online application. **Late applications will not be entertained.**
 - (iii) Schools should formulate a school-based policy on recommending the amount of refund for each course (i.e. up to 100% of course fee) subject to the total amount claimed not exceeding \$3,000 for each school.
 - (iv) The information on teachers’ attendance of the courses and application(s) for course fee refund should be included in the teaching staff training and development plan.

The above procedure is subject to annual review.

Requirements

4. Supervisor / School Head, when submitting applications for course fee refund, should ensure the following requirements:
- (i) The school head / teacher(s) concerned has / have completed the course(s) to the satisfaction of the school;
 - (ii) The course content is relevant to the duties, training needs, career development or continuing professional development of the school head / teacher(s) concerned;
 - (iii) The course content is relevant to or beneficial to the school's development; and
 - (iv) The school head / teacher(s) concerned has / have never received any public subsidy for the same course.

Accounting and Audit Arrangements

5. For accounting and auditing purposes, schools are required to keep a separate ledger account named "Course Fee Refund to Teachers" to record all the incomes and expenditures chargeable to the account.
6. Schools are also required to keep records, including original official receipts, and copies of transcripts, certificates and related documents, of training course(s) taken by the school head / teacher(s) concerned properly. These records should be made available for inspection by the EDB at any time.

Enquiry

7. For enquiries, please contact Miss Amy SZETO, Senior Clerical Officer at 3698 3647 or Ms Tiffany CHOW, Professional Development Officer (Training Development) at 3698 3663 of the Training and Development Team of the EDB. If your school has submitted the application form within the designated timeframe but does not receive the notification of result by end of **March 2025**, please contact Training and Development Team of the EDB immediately.

(Ms W P LEE)

for Permanent Secretary for Education

Application for Course Fee Refund to Teachers
(To be submitted between 1 November 2024 and 14 February 2025)

Part A

To: Permanent Secretary for Education [Attn: CPDO(TR)]
Training and Development Team, Rm W131, 1/F, West Block,
EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon
(Fax Number: 2891 6123)

The following school head / teacher(s) has / have submitted application(s) for course fee refund:

Name of Applicant	Course Title	Course Duration ^{Note1}	Course Fee	Amount of Recommended Course Fee Refund	Approved Amount of Course Fee Refund (For EDB Official Use Only)
Total Amount (not exceeding HK\$3,000):					

I, as the Supervisor / School Head^{*Note2} of the serving school of the applicant(s), hereby sign to confirm that the school head / teacher(s) listed above has / have completed the course(s) which has / have met ALL the requirements set out in the EDB Circular Memorandum No. 53/2024 dated 28 February 2024. The school head / teachers(s) listed above has / have never received any public subsidy for the same course. **Original official receipts, and copies of transcripts, certificates and related documents** issued by the course providers are kept properly at the school and are available for the EDB’s inspection at any time.

Signature of Supervisor / School Head*: _____ (Name: _____)

School Registration Name: _____

School Registration No. (6 digits only):

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Account Payee: _____

School Registration Address: _____

School Email Address: _____

Telephone No.: _____ Fax No.: _____ Date: _____

School Chop

** Please delete as appropriate.*

Note1: Course fee refund is only applicable to course(s) completed between 1.2.2024 and 31.1.2025.

Note2: If the School Head applies for course fee refund, the application should be signed by the Supervisor.

For EDB Use Only

Part B

To: Supervisor / School Head

Your application is approved as indicated above. The EDB will send a cheque in the sum of the total approved amount of HK\$_____ to your school by post. Please disburse the refund received to the teacher(s) concerned upon receipt of the cheque and keep a separate ledger account named “Course Fee Refund to Teachers” to record all the income and expenditure chargeable to the account.

Signature of Recommending Officer : _____ Post : _____ Date : _____

Signature of Approving Officer : _____ Post : _____ Date : _____

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

- (a) Activities relating to the processing, authentication and counter-checking of the application for Course Fee Refund to Teachers Scheme;
- (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
- (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
- (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
- (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
- (f) Activities relating to compilation of statistics, research and Government publications; and
- (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
- (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) where you have given your prescribed consent to such disclosure; and
- (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Training and Development Team of the Education Bureau (Address: Room W131, 1/F, West Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon / Fax Number: 2891 6123).