

**Native-speaking English Teacher (NET) Scheme in Primary Schools  
Application for Reimbursement of Medical Insurance Premium Payment**

**Note: Only the ORIGINAL copy of the form and any subsequent amendments will be accepted.**

Please insert a ✓ the appropriate box

\*Delete as appropriate

**PART I** (To be completed by the NET)

To: Supervisor/Principal of \_\_\_\_\_ (School)

1. I hereby apply for the reimbursement of medical insurance premium payment for **myself /and my family member(s)\*** included in paragraph 3 below for the \_\_\_\_\_ / \_\_\_\_\_ school year.

2. My family status is

- single
- single and accompanied by children
- married and accompanied by spouse and/or children
- married, unaccompanied by spouse and/or children

3. Details of the insurance policy

(i) Name of the Insurance Company: \_\_\_\_\_

(ii) Details of family members **in Hong Kong** insured:

Name	Relationship	Date of Birth (dd/mm/yyyy)
	Husband/Wife*	

(iii) Insured period (i.e. the period covered by the policy):

From \_\_\_\_\_ (dd/mm/yyyy) to \_\_\_\_\_ (dd/mm/yyyy)

4. I attach herewith the receipt(s) of my medical insurance premium payment at a total of HK\$ \_\_\_\_\_. (Please specify the currency if not in Hong Kong Dollars.)

5. [To be completed by married NET]

I declare that my spouse **is / is not** \* employed under the Enhanced NET Scheme in Secondary Schools or the NET Scheme in Primary Schools. If the answer is in the affirmative, please provide the employment details of your spouse as specified below:

Full Name of My Spouse: \_\_\_\_\_

Name of School: \_\_\_\_\_

Contract Period: from \_\_\_\_\_ to \_\_\_\_\_

6. I declare that I and my family members included in this application are eligible for the medical allowance claimed and that I and my spouse are not receiving any double medical benefit arising from my employment with the school and my spouse's employment. I undertake to notify the school at once should there be any subsequent change to this information.

7. I confirm that I have read and understood the EDB Circular No. 8/2009 including the Notes for Completing PNET-Forms A-E and the stipulations related to medical allowance in the Memorandum on the Terms and Conditions of Service.

Signature of NET \_\_\_\_\_ Date \_\_\_\_\_

Full Name of NET \_\_\_\_\_

**Part II (To be completed by the school)**

To: Secretary for Education  
[Attn: Education Officer (NET Administration)]  
Room 1110, 11/F, Wu Chung House  
213 Queen's Road East  
Wanchai, Hong Kong

- I certify that the applicant \_\_\_\_\_ (Full name):
  - is appointed as a Native-speaking English Teacher under the NET Scheme in Primary Schools in my school from \_\_\_\_\_ to \_\_\_\_\_ (For the contract renewed/appointment contract period extended, the previous appointment/extension contract period is from \_\_\_\_\_ to \_\_\_\_\_);
  - is eligible for reimbursement of medical insurance premium payment at the **single / married** \* rate; and
  - have applied / have not applied** \* for reimbursement of medical insurance premium payment for the \_\_\_\_\_ / \_\_\_\_\_ school year as specified in paragraph 1 of Part I.
- The grant of reimbursement of medical insurance premium payment for the period from \_\_\_\_\_ to \_\_\_\_\_\*\* in the amount of **HK\$** \_\_\_\_\_ (please specify the currency if not in HK Dollars) is approved. I should be grateful if you would arrange the payment.

**\*\* If the coverage period of the insurance begins before or extends beyond the NET's contract period, reimbursement of the medical insurance premium will be made on a pro-rata basis, up to the maximum amount specified in the contract.** For example, if the insurance premium costing HK\$1,500 covers an insured period from 1.10.2013 to 30.9.2014 but the NET's contract expires on 15.8.2014, the amount to be reimbursed will be HK\$1,310.96 (HK\$1500 ÷ 365 days × 319 days) for the period from 1.10.2013 to 15.8.2014.

- I certify that relevant receipts have been sighted by me and are kept in the school for record purpose.**

Signature of Supervisor/Principal\* \_\_\_\_\_ Date \_\_\_\_\_  
 Name of Supervisor/Principal\* Mr/Mrs/Ms/Miss\*  
 Name of School \_\_\_\_\_ (School Code: \_ \_ \_ \_ )  
 School Address \_\_\_\_\_  
 \_\_\_\_\_  
 Contact person for enquiry Mr/Mrs/Ms/Miss\* Fax no. \_\_\_\_\_  
 Tel. no. \_\_\_\_\_

**Part III (To be completed by the NET Administration Team, Education Bureau)**

I confirm that (**Full Name of the NET**) \_\_\_\_\_ has already established that his/her normal place of residence as outside Hong Kong and he/she is entitled to receive the reimbursement of Medical Insurance Premium in the amount of \_\_\_\_\_ (please specify the currency if not in Hong Kong dollars).

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Post : \_\_\_\_\_  
 Date: \_\_\_\_\_

**Part V (To be completed by the Recurrent Subventions Section, Finance Division, Education Bureau)**

<i>Received on</i>	<i>Input Prepared by</i>	<i>Date</i>	<i>Checked by</i>	<i>Date</i>