

Expression of Interest for vacant / to-be-vacated school premises for international school development

Note to respondents

Basic requirements and obligations

- (1) Under the prevailing policy for international schools, international schools applying for government assistance in the form of vacant school premises are required to fulfill, amongst others, the following obligations, which will be enforced by signing a 10-year Service Agreement with the Government –
 - (a) to serve mainly the target group(s) of students that they have publicly stated that they would serve and that this level should be set at no less than 70% of its overall student population. “Target students” refer to non-local children of families coming to Hong Kong for work or investment (who hold foreign passport except British National (Overseas) Passport) or non-local students holding student visas for entry into Hong Kong for studies;
 - (b) to set aside a sum, which shall not be less than 10% of the total school fee income of the international school, for providing scholarship and/or other financial assistance for deserving students; and
 - (c) to make available buildings and facilities of the premises when required to the Government and to the community for educational, community or other activities, provided that this would not compromise the day-to-day operation of the school and safety of students.
- (2) Respondents are expected to possess the following qualities. Documentary proof supporting these qualities will be requested when detailed proposals are called for –
 - (a) Good organization structure and proper management;
 - (b) Good track record and proven experience and expertise in school operation particularly the offering of non-local curriculum in Hong Kong or overseas;
 - (c) Sound financial footing and sustainable financial plan; and
 - (d) Support and participation by relevant Consulate General and/or Chamber of Commerce.
- (3) In line with prevailing policy, both the school sponsoring body and the school operated in the vacant school premises are required to be exempted from tax under section 88 of the Inland Revenue Ordinance (Chapter 112 of the Laws of Hong Kong). The school sponsoring body should also be incorporated under the Companies Ordinance (Chapter 32) or incorporated under other ordinances.

Completing the reply form

- (4) Respondents should preferably be the school sponsoring bodies of the school to be operated in the vacant school premises upon successful allocation.
- (5) Response to each question should be indicated by a tick (✓) in one of the boxes. No more than one tick should be placed in the same question unless otherwise stated. Please delete as appropriate when an asterisk (*) appears.
- (6) Please respond to all items on the reply form except for item (9), which the provision of additional information is optional. Only duly completed reply form will be processed.
- (7) Respondents should complete the reply form with due care and consideration. They should be prepared to explain any substantive differences between the preference on the reply form and the detailed proposal to be submitted at the stage of the School Allocation Exercise.
- (8) Respondents should make reference to the following notes when responding to questions indicated with a box

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Note 1

 Respondents may indicate interest in more than one premises. Please indicate the order of priority with numbers (up to 4) with “1” being the premises most interested in.

Note 2

 If the respondent is intended to operate a primary-cum-secondary school at the vacant school premises, please check the boxes under columns indicating “primary level” and “secondary level”. If the respondent is operating an existing international school at the same level (e.g. an existing international primary school interested in operating another international primary school at the vacant school premises), please indicate the number of additional school places. Otherwise, please indicate the number of new school places. If the plan is to provide the school places in phases, the respondent should provide the planned number of new/additional places in each phase.

Note 3

 If more than one curriculum will be offered, please include specific indication under “others”. If possible, please include the respective accreditation bodies of the curriculum indicated. Bonus will be given to respondents that have achieved full accreditation or have reached an advance stage of seeking full accreditation. Respondents should be prepared to provide, at the stage of the School Allocation Exercise, sufficient information on the curriculum strategy including relevant demographic evidence to establish that an unmet demand for relevant curriculum exists in Hong Kong, as well as documentary proof that they are able and recognized to run the curriculum they pledged.

Note 4 Respondents may consider implementing more than one measure. Respondents are reminded that at least 70% of the overall student population in the proposed school should be target students (as defined in (1)(a) above).

Note 5 Basic requirement is to have proven experience in school operation particularly the offering of non-local curriculum in Hong Kong or overseas.

Note 6 International schools are operated on a self-financing basis. Successful bidders are expected to fund all capital works, including carrying out necessary assessment at its own cost on environmental and traffic impact in connection with the use of the premises. Successful bidders will be required to provide documentary proof of their financial position at the stage of the School Allocation Exercise. The Government will not provide interest-free loan nor recurrent subsidy. The premises should not be mortgaged to other parties. Successful bidders will normally enjoy nominal rent for premises and exemption of rates.

Note 7 Respondents will not be considered adversely if the requirement has not been met at this stage. When submitting detailed proposal at the stage of the School Allocation Exercise however, applicants should provide documentary proof showing that they have fulfilled the requirements or have applied with relevant government departments for acquiring the necessary status. The allocation of premises is conditional upon, amongst others, the presentation of documentary proof of the tax exemption status. Successful bidder should confirm the status with this Bureau annually.

Note 8 Respondents will not be considered adversely if the requirement has not been met at this stage. When submission of detailed proposal is called for at the stage of the School Allocation Exercise, applicants will be required to show that their Memorandum and Articles of Association contain all standard clauses and articles required for the operation of an international school (in the case of incorporation under the Companies Ordinance) or their constitutions satisfying the Permanent Secretary for Education as being fit to be considered for the allocation of the premises. Applicants should provide documentary proof showing that they have fulfilled the requirements or have applied with relevant government departments for acquiring the necessary status when submitting detailed proposal at the stage of the School Allocation Exercise.

Note 9 If respondents have in-principle support from both Consulate General(s) and Chamber(s) of Commerce, please state so in the reply form. Letters of recommendation from the Consulate General(s) and/or Chamber(s) of Commerce indicating support for the proposed school and their form of participation, if any, in the operation of the school will be required at the stage of the School Allocation Exercise.

Note 10 The contact person should be capable and available for responding to any follow-up enquiries or clarifications throughout the expression of interest exercise (i.e. up to 27 August 2012).

Others

- (9) Should the Government decide to take forward the School Allocation Exercise in due course, all respondents in this exercise will be invited to submit detailed proposals in respect of the premises in which they have expressed an interest. Expression of interest through means other than the reply form will not be considered.
- (10) Proposals will be considered by the School Allocation Committee which comprises government officials and non-officials.
- (11) Enquiries may be directed to Miss Katherine Kwok at 3509 8421 or katherinekwok@edb.gov.hk.

**Education Bureau
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