

Private Schools Offering Non-formal Curriculum

Criteria for approval of school name

Introduction

A proposed school should consider the following principles when selecting a school name. The criteria outlined below are provided for proposed schools' reference.

Principles and Procedures for Selecting a School Name

2. In accordance with section 14(1)(o) of the Ordinance, the Permanent Secretary may refuse to register a school if it appears to him that the proposed registered name of the school is unsuitable or is the same as or similar to:

- (i) the name in which another school is registered; or
- (ii) the name of any school the registration of which has been cancelled.

3. Besides, in accordance with section 17(a) of the Ordinance, the Permanent Secretary shall not register or provisionally register a school in any name containing the word “university” or the Chinese characters “大學” or “學院”.

4. The school name shall not contravene any law of Hong Kong or government policy. Association with any business or industry (as with individuals, organizations or groups) in the school name should carry no undesirable, profane, unrespectable, disreputable or political connotations. Proposed school names, which are misleading, offending and obscene, will **not** be accepted. It shall not promote the consumption of alcoholic drinks, tobacco and addictive.

5. Following prevailing mechanism, the EDB will consider each application on a case-by-case basis and may request the school to provide the requisite documents listed above. Full compliance with the statutory requirements and the relevant circulars is necessary. If the applicant meets all the requirements and obtains clearance from relevant sections of EDB, approval for a name change will be granted by the School Registration and Compliance Section. Upon receiving this approval, the Registration

Certificate and related documents (e.g. Certificate of Accommodation) will be amended accordingly.

Points to Note

6. Pursuant to Regulation 84 of the Education Regulations (Cap. 279A), at or near the entrance to the premises of every school there shall be prominently displayed a board or other form of notice bearing in conspicuous lettering the registered name of the school. No name except the registered name of a school shall be displayed on the school premises; or used by the school, as being the name of the school.

7. Schools cannot self-proclaim or claim to be an “international school” before obtaining recognition as an international school from the EDB.