

## **Guidelines on Collection of Tong Fai**

### Principle

The Education Bureau has no objection for aided secondary, special and caput schools to collect Tong Fai from their senior secondary students to support educational expenses after the abolition of school fees for senior secondary education as from the 2008/09 school year. In this connection, schools are required to make known to parents the reasons for the charge and address parents' concerns, provide a waiver for the needy students, and critically assess the rate of Tong Fai and monitor the expenditure to ensure cost-effectiveness in its utilization.

### Procedures

Schools are required to follow the procedures listed below in collecting Tong Fai from their senior secondary students in the new school year.

- (a) Schools which will retain their current rate of Tong Fai for the new school year are not required to notify their respective Senior School Development Officers (SSDOs).
- (b) According to Regulations 61 and 65 of the Education Regulations, schools are required to seek the approval of the Permanent Secretary for Education for revision of Tong Fai so that a revised Fees Certificate, to be on display under Regulation 67, will be issued to schools.
- (c) For schools wishing to adjust their rate of Tong Fai as from the 2019/20 school year to a rate **not exceeding \$340 per student per annum**, they should notify their respective SSDOs of the adjusted rate in writing. Revised Fees Certificate will be issued to schools accordingly.
- (d) For schools wishing to adjust the rate of Tong Fai as from the 2019/20 school year to a rate **exceeding \$340 per student per annum**, they should submit applications to their respective SSDOs for approval in accordance with the procedures below:
  - (i) If the proposed rate of Tong Fai is within a 5% increase over the current rate of the school, the school should obtain consent from the Parent-Teacher Association (PTA) or parent representatives in case the school has no PTA. However, if the proposed rate of Tong Fai exceeds a 5% increase over the current rate of the school, the school is required to obtain written consent from the majority of parents. In both these cases, schools should submit their applications to their respective SSDOs for approval using the proforma at the Annex; and

- (ii) To support their applications, schools need not submit audited accounts but should obtain endorsement from the School Management Committee (SMC)/Incorporated Management Committee (IMC).
- (e) Schools should make known to parents the planned use of Tong Fai and the actual expenditure and properly address their concerns.
- (f) Records of endorsement from the SMC/IMC and consent from PTA/parents should be kept for audit purposes.

(Updated in July 2019)

To: Senior School Development Officer ( \_\_\_\_\_ ) (District)

**Application for Collection of Tong Fai exceeding \$340 per Student per Annum**

Our school would like to apply for the collection of Tong Fai at a rate of \$ \_\_\_\_\_ per student per annum from students in senior secondary classes in the (20 \_\_\_\_ /20 \_\_\_\_ ) school year. The proposed rate of Tong Fai is: [Please ‘✓’ in the appropriate box]

- Within a 5% increase over the current rate of our school. Endorsement of the School Management Committee/Incorporated Management Committee and consent from the Parent-Teacher Association/parent representatives have been obtained.
- Exceeding a 5% increase over the current rate of our school. Endorsement of the School Management Committee/Incorporated Management Committee and written consent from the majority of parents ( \_\_\_\_\_ %) have been obtained.

Our school will exempt needy parents from paying Tong Fai and will make known to parents the planned use and actual expenditure of the above proposed collection of Tong Fai.

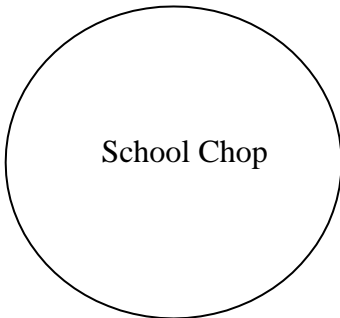
Detailed information to support the application for the above proposed rate of Tong Fai is as follows:

(a) Amount of Tong Fai collected/to be collected:

Class Level	Current School Year (20 ____ /20 ____ )		New School Year (20 ____ /20 ____ )	
	Current rate per student per annum (\$)	Actual enrolment	Proposed rate per student per annum (\$)	Estimated enrolment
<i>Total amount (\$):</i>				

(b) Closing balance of Tong Fai Account as at June ( ): \$\_\_\_\_\_.

(c) The proposed collection of Tong Fai is intended for the purpose(s) with detailed breakdown as follows:



Signature of Supervisor: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

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

Date: \_\_\_\_\_

(Updated in July 2019)