

Points to Note on Fee Revision Application of Private Schools

(including local private schools offering formal curriculum,
private independent schools and international schools)

All schools, including private schools, should comply with the requirements stipulated in Part IX of the Education Regulations (Cap. 279A) on “Fees and Collections” when handling matters relating to collection of school fees. In particular, it should be noted that no schools, without prior approval of the Permanent Secretary for Education, are allowed to charge or accept payment of any money or any school fees whatsoever other than the inclusive fees as printed on the Fees Certificate and no change in the inclusive fees shall be made.

For private schools which plan to adjust their school fees in the new school year, they are required to provide EDB with justifications for fee revision, as well as information on their financial position, communication with parents regarding the revision and responses to address parents’ concerns over the revision for EDB’s consideration and approval. When necessary, schools may be required to submit relevant documents to support their justifications and needs for fee revision application.

Furthermore, private schools are required to submit their applications to the respective Regional Education Office at least four months before the commencement of the new school year. The supporting information / documents to be submitted are listed below for reference:

1. Schools’ detailed justifications for fee revision application and their financial position, such as rent increase, salary adjustment of school staff, employment of additional teachers, purchase of teaching materials and major repair works.
2. Relevant documents on communication with parents, such as letters to parents, records of meetings of the Parent Teacher Association (PTA) and emails, to prove that schools have clearly and thoroughly advised parents of their justifications for fee revision, and the planned use and proposed amount of school fees, and that schools have properly addressed parents’ concerns over the revision.
3. For schools applying for a drastic fee revision or fee revisions in consecutive years, relevant documents should be submitted to support their justifications and needs for fee revision application. Examples of relevant supporting documents are as follows:
 - ✧ Copy of tenancy agreement
 - ✧ Copy of school staff payroll/Remittance Statement of Mandatory Provident Fund

- ✧ Documentary proof for major repair works, such as tender documents, quotations and schedule for completion of works, to indicate the items and amount involved in major repair works
(Note: Expenses for major repair works should be spread equally over three years to avoid any drastic fee revision in a particular year and hence a sudden increase in the financial burden of parents)
- ✧ Letters to parents, circulars to parents' associations, etc. to show that schools have adopted effective channels to inform the majority of parents of the fee revision proposal
- ✧ Records of consultation with parent representatives or PTA to show that schools have obtained parents' consent to the proposed fee revision