



STUDENT FINANCIAL ASSISTANCE AGENCY 學生資助辦事處
GUIDANCE NOTES ON APPLICATION FOR ASSESSMENT OF ELIGIBILITY
FOR THE PRE-PRIMARY EDUCATION VOUCHER
學前教育學券計劃資格評估申請指引

2008/09

本申請指引備有中文版本。如有需要，請向學生資助辦事處索取。

IMPORTANT NOTES

“Application for Assessment of Eligibility for the Pre-Primary Education Voucher” is a family-based application. Each family is advised to submit **ONLY ONE** application for all eligible student-applicants of the family for the school year. Students who have already been issued with a Certificate of Eligibility for the Pre-primary Voucher Scheme need not apply again. Please read every paragraph of the Guidance Notes carefully before completing the Form.

WARNING: The personal data in the application will be used by the Student Financial Assistance Agency (SFAA) to assess the children’s eligibility for the pre-primary education voucher. It is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits an offence and is liable, on conviction upon indictment, to imprisonment for a maximum of 10 years under the Theft Ordinance, Chapter 210.

A - General Information

1. Pre-primary Education Voucher Scheme

The **Pre-primary Education Voucher Scheme** (hereafter referred to as the ‘Voucher Scheme’) provides fee subsidy for parents/legal guardians/registered custodians to meet towards school fees for pre-primary education of their children in the form of pre-primary education vouchers. Eligible children who attend nursery, lower or upper classes in eligible local non-profit making kindergartens or Kindergarten-cum-Child Care Centres (hereafter collectively referred to as kindergartens) may benefit from the Voucher Scheme. Parents may refer to the Profile of Kindergartens and Kindergarten-cum-Child Care Centres, accessible at <http://chsc.edb.hkedcity.net/kindergarten/>, for information on the list of kindergartens joining the Voucher Scheme.

2. Eligibility Criteria

2.1 The student-applicants must be:

- (a) Hong Kong residents with right of abode, right to land or valid permission to remain without any condition of stay (other than limit of stay) in Hong Kong (please provide relevant supporting documents as listed in paragraph 3.2 of Part B); and
- (b) born on or before 31 December 2005 and will be attending kindergarten classes in the 2008/09 school year. Those who were born on or after 1 January 2006 is not eligible to apply for the Voucher Scheme for the 2008/09 school year.

2.2 The Voucher Scheme is not applicable to children holding two-way exit permits, student visas, visitor visas or who are dependents of non-local students/student-visa/visitor-visa holders.

2.3 Children currently in receipt of the Comprehensive Social Security Assistance (CSSA) need not apply on their own for the Voucher Scheme. The Social Welfare Department (SWD) will attend to the applications of these children collectively and refer them to the SFAA for further processing where appropriate. For children who are not included under the family’s CSSA, the applicant may forward the completed application form for the children to the SFAA together with a copy of a valid “Certificate of CSSA Recipients (for Medical Waivers)” issued by the SWD in support of the application. Children currently benefiting from the Child Care Centre Fee Assistance Scheme (CCCFAS) of the SWD who opt for the Voucher Scheme will not be eligible for assistance under the CCCFAS again.

3. Application Procedures

3.1 “Application for Assessment of Eligibility for the Pre-primary Education Voucher” is family-based. Each family is advised to submit one application only. Students who have already been issued with a Certificate of Eligibility for the Voucher Scheme need not apply again. Applicants must be parents of the student-applicants; otherwise, applicants must explain in detail why such requirement cannot be complied with in Part IV of the Application Form (‘Part IV’). The SFAA may cease to process the application if no reasons for non-compliance are given in Part IV or the reasons given are not acceptable to the SFAA.

3.2 Data provided by the applicants in the application form must be supported by copies of relevant documents. Insufficient information may lead to delay in processing and/or invalidation of an application by the SFAA.

3.3 If there is any change to the information provided by the applicants or the applicants wish to amend or provide supplementary information in relation to their application submitted during the application processing stage, they must notify the SFAA in writing promptly. Any changes must be made known to the SFAA no later than 30 calendar days from the date of occurrence of changes. The notification must be duly signed and submitted together with copies of the relevant supporting documents to the SFAA. Where necessary, the SFAA may also request for additional information from the applicants to process the application. If applicants fail to provide the necessary information within 30 calendar days from the date of request for additional information, the application will automatically become invalid. Multiple applications from the same student-applicant may lead to delay in application processing and the SFAA will void repeated applications for the student-applicant concerned.

3.4 Student-applicants, who are existing or past beneficiaries of the Kindergarten and Child Care Centre Fee Remission Scheme (KCFRS) and who have not applied for but are able to meet the eligibility criteria for the Voucher Scheme, may apply for it. If found eligible, they will receive the fee subsidy from the Voucher Scheme when attending an eligible kindergarten. If the amount of subsidy is not enough to cover the entire school fee and the family is financially in need, they may apply for additional financial assistance under the KCFRS in 2008/09 separately subject to the terms and conditions of the KCFRS.

Application form for the KCFRS (2008/09) will be available in around July 2008.

3.5 Timeline for Application for Assessment of Eligibility

Time	Procedures
Starting from 21 January 2008	<p>The following application documents are available at the District Offices, the Post Offices, the Regional Education Offices of the EDB and the SFAA:</p> <p>(1) “Application for Assessment of Eligibility for Pre-primary Education Voucher” [SFAA 244E];</p> <p>(2) “Guidance Notes on Application for Assessment of Eligibility for the Pre-primary Education Voucher” [SFAA 245E]; and</p> <p>(3) Acknowledgement of Application [SFAA 247].</p> <p>The documents can also be downloaded from the EDB’s homepage at www.edb.gov.hk or the SFAA’s homepage at www.sfaa.gov.hk.</p> <p>Applicants may submit the completed application form and copies of the relevant supporting documents to the SFAA by post with sufficient postage, or enclose the documents in an envelope, sealed with front cover labelled “Application for the Pre-primary Education Voucher Scheme (2008/09)” and drop it into the drop-in box of the SFAA on 12/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.</p>
Within 10 working days from the date of receipt of the applications	<p>The SFAA will issue Acknowledgements of Application to the applicants within 10 working days from the postal date of the application, provided the applicant has filled in the name and address in and returned the Acknowledgement of Application to the SFAA. Where necessary, the SFAA will contact the applicants for supplementary information during the assessment period.</p>
6 to 8 weeks from the date of receipt of the applications	<p>The SFAA will generally take 6 to 8 weeks upon receipt of the application and all necessary information to complete processing of the application. The SFAA will inform applicants of the results by post. Each eligible student-applicant will be issued with a “Certificate of Eligibility”.</p>

- 3.6 The Certificate of Eligibility of the student-applicant (who is eligible for the Voucher Scheme) must be produced to the eligible kindergarten which the student-applicant is admitted for redemption. Applicants who wish to successfully obtain before the start of the 2008/09 school year the Certificates of Eligibility for the student-applicants attending kindergarten are advised to apply for assessment of eligibility for the pre-primary education voucher on or before 31 May 2008.
- 3.7 Student-applicants who start to attend kindergarten classes and submit application for assessment of eligibility for the pre-primary education voucher some time in the middle of a school year will be able to benefit from the Voucher Scheme within the academic year they submit the application provided they are eligible for the Voucher Scheme. The fee subsidy from the Voucher Scheme will be calculated on the basis of the period of study in the school year. There will be no retrospective redemption of the voucher.
- 3.8 If applicants disagree with the result of their assessment, they may apply in writing to the SFAA for re-assessment within 30 calendar days from the issue date of the notification of result, providing detailed justifications and documentary evidence in support of their application. The application for re-assessment must be duly signed by the applicant. The SFAA will not accept any late submission for re-assessment of eligibility. Re-assessment of eligibility normally takes 90 days.

4. Provision / Handling of Personal Data

- 4.1 It is the responsibility of applicants to complete the application form fully and truthfully and to provide all supporting documents. The SFAA will assess the eligibility of the student-applicant based on the information provided by the applicants. Insufficient information may render the application disqualified for further processing.
- 4.2 The personal data provided in the application and any supplementary information provided on the request of SFAA will be used by the SFAA and EDB/disclosed to the agents of the SFAA/EDB and relevant government bureaux/departments for the following purposes:
- Activities relating to the processing and authentication of this application and for the redemption of the part on fee subsidy made by an eligible kindergarten to the EDB under the Voucher Scheme against other database of the SFAA and the database of other relevant Government bureaux/departments in association with the student financial assistance received by the applicant/applicant’s spouse/student-applicant to prevent double subsidies;
 - Activities relating to the matching of the personal data of the applicant, applicant’s spouse and student-applicant with other database of the SFAA, the database of the Immigration Department and the SWD in association with processing of this application, the granting of other student financial assistance by the SFAA and the voucher redemption for the student-applicant to prevent and detect fraudulence;
 - Activities relating to the recovery of overpayments of voucher amount, if any; and
 - Statistics and research purposes.
- 4.3 The personal data of the applicant and those of his/her family members provided may be disclosed to other Government bureaux/ departments and the related schools for the purposes stated in paragraph 4.2 above; or where the applicant has given consent to such disclosure; or where such disclosure is authorized or required by law.

- 4.4 Any misrepresentation and/or concealment of facts will lead to disqualification, restitution in full of the pre-primary education voucher amount redeemed and possible prosecution by the Government.
- 4.5 All documents submitted are not returnable. However, in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of the Hong Kong Special Administrative Region), an applicant has the right to obtain access and make corrections to the data provided by him/her. He/she can also obtain copies of his/her personal data subject to the payment of necessary administrative charges. Such request should be addressed to Assistant Controller (Administration), SFAA.

5. Enquiry

Applicants may visit the EDB homepage at www.edb.gov.hk for details of the Voucher Scheme or the SFAA homepage at www.sfaa.gov.hk for information on application. For enquiries on individual applications, applicants may also call the following enquiry hotlines:

Application Enquiry Hotlines: 2154 2130

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B - Notes on How to Complete the Application Form

Please fill in the form clearly in black or blue ink and complete Parts I to VI according to the instructions stated in the application form and the Guidance Notes.

Part I Particulars of Applicant

- 1.1 Applicant must be a parent of the student-applicant(s), otherwise a written explanation is required in Part IV of the application form.
- 1.2 Applicant should put down his/her Hong Kong Identity (HKID) Card number and submit copies of his/her valid HKID card. If HKID card is not available, the applicant shall leave paragraph 3 of Part I blank and submit copies of other valid identity documents (e.g. Mainland identity card, travel document).
- 1.3 If the applicant does not live in Hong Kong, please provide an address in Hong Kong for correspondence use in addition to the home address.
- 1.4 The correspondence address must NOT be left blank, or else this will result in delay in mailing of the result to the applicant.

1. Name in English	C H A N T A I M A N											
2. Name in Chinese	陳 大 文											
3. HKID Card No. <small>(Please refer to para. 1.2 in Part B of Guidance Notes)</small>	A 1 2 3 4 5 6 (7)											
4. Date of Birth	1 9 6 0 1 0 0 1											
5. Sex	# <input checked="" type="radio"/> Male <input type="radio"/> Female											
6. Correspondence Address	Flat 8 1 0 Floor 8 Block											
Name of Building	T S U I Y A N H O U S E											
Estate / Village	T S U I M A N E S T A T E											
No. & Name of Street												
District	K W A I C H U N G											
Area	# 1 HK 2 KLN 3 NT											
7. Home Address <small>(Please leave blank if it is the same as the correspondence address)</small>												
8. Day Time Contact No.	1 2 3 4 5 6 7 8 Home Telephone No. 4 5 6 7 8 1 2 3											

Part II Particulars of Spouse

- 2.1 If this part is not applicable, the applicant may leave it blank.
- 2.2 Applicant should put down the HKID Card number of his/her spouse and submit copies of his/her valid HKID card. If HKID card is not available, the applicant shall leave paragraph 2 of Part II blank and submit copies of other valid identity documents of his/her spouse.

Part III Particulars of Student-applicants

- 3.1 Only those student-applicants who can meet the eligibility criteria set out in paragraph 2.1 of Part A should be included in this part. The minimum age of the children to be enrolled to corresponding kindergarten levels is appended below :

Age of the Children as at 31 August of the School Year of Admission	Level to be enrolled
Minimum age of 2 years and 8 months (born on or before 31.12.2005)	Nursery (i.e. K1)
Minimum age of 3 years and 8 months (born on or before 31.12.2004)	Lower (i.e. K2)

D – Notes on Certificate of Eligibility to be issued and Successful Applicant’s Liability to Pay Liquidated Damages and Default Interest for Breach of the Undertaking and Declaration

- 1.1 The “Certificate of Eligibility” is to certify the eligibility of the student-applicant for the pre-primary education voucher. Except for the situation prescribed in paragraph 1.2 below, the validity period of the Certificate of Eligibility is determined on the basis of the kindergarten classes the eligible student-applicants are attending in 2008/09, and will normally range from 1 to 3 years. Details are illustrated in the table below:

Level to be enrolled in 2008/09	Validity period of the Certificate of Eligibility
Nursery (i.e. K1)	3 years
Lower KG (i.e. K2)	2 years
Upper KG (i.e. K3)	1 year

Please note that each child is provided with a maximum of three years’ of fee subsidy under the Voucher Scheme. The validity period of the Certificate of Eligibility will normally not be extended.

- 1.2 Children reaching the age of 6 or above should normally attend primary schools. For enquiry on admission to Primary One, parents may call the School Places Allocation Section of the Education Bureau at 2832 7700 / 2832 7740 or the 24-hour automatic telephone enquiry system at 2891 0088. If parents consider it necessary that their children should take pre-primary education in 2008/09, and the children have never applied for the Voucher Scheme before, parents may submit an application to the SFAA for consideration together with documentary proof showing the admission of their children to a kindergarten in 2008/09 and a declaration from the parents that their children have not participated in the Primary One Admission for September 2008.
- 1.3 Successful applicant shall, during the validity period of the Certificate of Eligibility and for a period of one year thereafter, maintain all information and documents relating to this application, fully cooperate with the officers of the EDB, the SFAA and other persons duly authorized by the Government and promptly provide all such information and documents which any one of them may from time to time request for inspection, verification, photocopying, or otherwise for the purpose of administration and monitoring the operation of the Voucher Scheme.
- 1.4 In the event that this application for the Certificate of Eligibility is successful, and the undersigned applicant fails to comply with or observe any provisions of the Undertaking and Declaration in Part VI of the application form signed by the applicant (‘Undertaking and Declaration’), the Government of the Hong Kong Special Administrative Region (‘Government’) may by notice in writing to the applicant require such sum of money (as may be specified by the Government in the notice) be paid by the applicant to the Government within the period specified in the notice and otherwise immediately as liquidated damages (but not as a penalty) for the purpose of compensating the Government for the amount paid by the Government to the kindergarten concerned (whether in full or in part) upon such kindergarten’s redemption of the Certificate of Eligibility for the student-applicant(s) as well as interest on the above sum be paid by the applicant to the Government and the applicant will comply with the requirements in the notice. The interest shall accrue on a daily basis and be calculated at the rate of 2.5% per annum above the prime rate for Hong Kong Dollars from time to time of The Hong Kong and Shanghai Banking Corporation Limited from the due date until payment. This paragraph shall not prejudice the Government’s power under Clause 5 of the Undertaking and Declaration.
- 1.5 Loss or damage of the Certificate of Eligibility must be reported to the SFAA immediately (tel no.: 2154 2130) so that the SFAA can void the Certificate. Invalidated Certificate of Eligibility, even when recovered, would not be redeemable. Eligible applicant may apply for re-issue of the Certificate of Eligibility from the SFAA at cost.
- 1.6 Holder of the Certificate of Eligibility needs not re-apply for the Voucher Scheme within the validity period as specified in the Certificate.

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Please forward copies of the necessary supporting documents together with the duly completed application form and the Acknowledgement of Application to the SFAA.

Correspondence
Address ✕

Student Financial Assistance Agency
TST PO Box 95161
Kowloon
Hong Kong
(Re. Application for Pre-primary Education Voucher Scheme (2008/09))

Checklist for submission of application – (please tick the appropriate box for action completed)

1. Has the application form been correctly filled in and Part VI Undertaking and Declaration duly signed?
2. Has copy of your identity document been attached?
3. Has copy of your spouse's identity document been attached (if applicable)?
4. Has copy of the identity document of all student-applicant(s) been attached?
5. If the student-applicant is not a child of yours, has Part IV of the application form been completed?
6. Has enough postage been affixed to the envelope for mailing the application?
7. Have you filled in your Name and Address in the Acknowledgement of Application (SFAA 247) and submitted it together with the application form and copies of the identity documents to the SFAA?
8. Have you retained a photocopy of the completed application form for self retention?