



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 SCHEME
學前教育學券計劃資格評估申請指引

2012/13

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 Scheme” is a family-based application. Each family is advised to submit **ONLY ONE** application for all eligible student-applicants of the family who have not been issued with a Certificate of Eligibility for the Pre-primary Education Voucher Scheme for the school year. Those already in possession of the Certificate of Eligibility for the Pre-primary Education 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 Scheme. 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 of the Laws of Hong Kong.

A - General Information

1. Pre-primary Education Voucher Scheme

The **Pre-primary Education Voucher Scheme** (hereafter referred to as the ‘PEVS’) 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 PEVS. Parents may refer to the Profile of Kindergartens and Kindergarten-cum-Child Care Centres, accessible at <http://www.chsc.hk/kindergarten/>, for information on the list of kindergartens joining PEVS.

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 the 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 2009 and will be attending kindergarten classes in the 2012/13 school year. Those who were born on or after 1 January 2010 is not eligible to apply for PEVS for the 2012/13 school year.

2.2 Parents in receipt of the Comprehensive Social Security Assistance with children who can fulfill the criteria in paragraph 2.1 above, and who are not in possession of a Certificate of Eligibility for PEVS, are required to apply for PEVS, like other pre-primary children, so as to receive fee subsidy through PEVS.

2.3 Students who have already been issued with a Certificate of Eligibility for PEVS need not re-apply.

3. Application Procedures

3.1 “Application for Assessment of Eligibility for the Pre-primary Education Voucher Scheme” is family-based. Each family is advised to submit one application only. 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 applications 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 applications. If applicants fail to provide the necessary information within 30 calendar days from the date of request for additional information, the applications 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-applicant who is able to meet the eligibility criteria for PEVS will be issued with a Certificate of Eligibility for PEVS. When applicant presents the Certificate of Eligibility to an eligible local non-profit-making kindergarten the child is attending, he/she will receive the fee subsidy from PEVS. If the amount of subsidy is not enough to cover the entire school fee and the family is financially in need, he/she may apply for additional financial assistance under the Kindergarten and Child Care Centre Fee Remission Scheme (KCFRS) in 2012/13 **separately** subject to the terms and conditions of the KCFRS. Application form for the KCFRS (2012/13) will be available in around July 2012.

3.5 Timeline for Application for Assessment of Eligibility

Time	Procedures
Starting from 16 January 2012	<p>The following application documents are available at the District Offices, the Post Offices, the Regional Education Offices of the Education Bureau (EDB) and the SFAA:</p> <p>(1) “Application for Assessment of Eligibility for the Pre-primary Education Voucher Scheme(2012/13)” [SFAA 244E];</p> <p>(2) “Guidance Notes on Application for Assessment of Eligibility for the Pre-primary Education Voucher Scheme(2012/13)” [SFAA 245E]; and</p> <p>(3) Acknowledgement of Application [SFAA 247].</p> <p>The documents can also be downloaded from EDB’s homepage at www.edb.gov.hk or SFAA’s homepage at www.sfaa.gov.hk.</p> <p>Applicant 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 (2012/13)” 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	The SFAA will issue Acknowledgement of Application to the applicant 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 applicant for supplementary information during the assessment period.
6 to 8 weeks from the date of receipt of the applications	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 applicant of the result by post. Each eligible student-applicant will be issued with a “Certificate of Eligibility”.

- 3.6 The Certificate of Eligibility of the student-applicant must be produced to the eligible local non-profit-making kindergarten which the student-applicant is admitted for redemption. Applicants who wish to successfully obtain before the start of the 2012/13 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 Scheme on or before 31 May 2012.
- 3.7 Student-applicants who start to attend kindergarten classes and submit applications for assessment of eligibility for PEVS some time in the middle of a school year will be able to benefit from PEVS within the school year they submit the applications provided they are eligible for PEVS. The fee subsidy from PEVS will be calculated on a pro-rata basis with reference to the month of application for PEVS or on the basis of the period of study in the school year, whichever is the later. Duly completed applications must be submitted to the SFAA for processing before the close of the school year so as to effect redemption within the school year. Request for retrospective redemption of fee subsidy for any period in the previous school year will not be accepted.
- 3.8 If applicants disagree with the results of their assessment, they may apply in writing to the SFAA for re-assessment within 30 calendar days from the issue dates of the notifications of result, providing detailed justifications and documentary evidence in support of their applications. The applications for re-assessment must be duly signed by the applicants. 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 forms fully and truthfully and to provide all supporting documents. The SFAA will assess the eligibility of the student-applicants based on the information provided by the applicants. Insufficient information may render the applications disqualified for further processing.
- 4.2 The personal data provided in the application and any supplementary information provided on the request of the 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 fee subsidy made by an eligible kindergarten to the EDB under PEVS 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 and/or the database of the Immigration Department, where necessary, 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 Hong Kong), 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 EDB's homepage at www.edb.gov.hk for details of PEVS or SFAA's homepage at www.sfaa.gov.hk for information on application. For enquiries on individual applications, applicants may also call the following enquiry hotline:

Application Enquiry Hotline: 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>(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 7 5 Y 1 0 M 0 1 D	
5 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	
6 Home Address <small>(Please leave blank if it is the same as the correspondence address)</small>		
7 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 31.12.2009)	Nursery Class (i.e. K1)
Minimum age of 3 years and 8 months (born on or before 31.12.2008)	Lower Class (i.e. K2)

- 3.2 To prove the Hong Kong resident status of the student-applicant, the applicant should submit a copy of the Hong Kong Birth Certificate (with the word “Established” shown in the “Status of Permanent Resident” column) of the student-applicant. If this is not available or if the Hong Kong Birth Certificate bears the words “Not Established”, the applicant must submit copies of one of the following valid identity documents of the student-applicant (together with copy of the Hong Kong Birth Certificate, if available) -
- Hong Kong Special Administrative Region (HKSAR) Re-entry Permit;
 - HKSAR Document of Identity for Visa Purposes (pages 1 to 3);
 - HKSAR Passport;
 - Hong Kong Permanent Identity Card;
 - One-way Exit Permit ;
 - Entry Permit issued by the HKSAR Government or travel documents issued by other countries/territories bearing a valid permission to remain without any condition of stay (other than the limit of stay) in Hong Kong; or
 - Permit to Remain in the HKSAR (ID235B).

If the identity document of student-applicant belongs to category (f) or (g) above, the applicant, his/her spouse and the student-applicant have to produce their own valid travel documents (pages showing the bearer’s particulars, the latest visa label issued by the Immigration Department of the HKSAR Government and the latest “Permission to remain” stamp issued by the Immigration Department indicating the latest period of lawful stay of the applicant, his/her spouse and the student-applicant) to the SFAA as well. Please note that student-applicants holding visitor visas, two-way exit permits or student visas only are not eligible to apply for PEVS.

SAMPLE	1. a. Name in English (must be	C H A N T A I M I N G
	b. Name in Chinese	陳 大 明
	c. Birth Certificate No./ Travel Document No.	5 2 3 4 5 6 7 (8)
	d. Date of Birth	2 0 0 9 Y 0 7 M 1 1 D
	e. Relationship with applicant	# <input checked="" type="radio"/> A = Child <input type="radio"/> B = Other (Please provide written explanation in Part IV)
	f. Kindergarten class attending in the 2012/13 school year	# <input type="radio"/> U = Upper Class (K3) <input type="radio"/> L = Lower Class (K2) <input checked="" type="radio"/> N = Nursery Class (K1)

Part IV Other Special Family Information

- 4.1 Applicant applying for PEVS for a student-applicant who is not his/her child must explain the reason why the application is not made by the student-applicant’s parents.

Part V Language in which the result should be printed

- 5.1 If the student-applicant is assessed to be eligible for PEVS, the applicant may indicate the language in which the Certificate of Eligibility, i.e. the document certifying the eligibility of the student-applicant for PEVS, should be printed. If no indication is given, the SFAA will make reference to the language that the applicant used in completing the application form for printing the Certificate of Eligibility.

Part VI Undertaking and Declaration

- 6.1 Please read through the paragraphs in this part and sign in the space provided in the application form. The SFAA will not process the application if this part is not properly signed.

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C - Notes on Submission of Application Form and Supporting Documents

How to return application form

- Completed application form together with the Acknowledgement of Application [SFAA 247] and copies of the relevant supporting documents may be returned to the SFAA by post. The address of the SFAA is provided at the bottom part of page 5 of this Guidance Notes. **Sufficient postage must be affixed to the envelope for sending the application by post** (insufficient postage may lead to non-delivery of the application form, in which case the SFAA will not be able to process the application). Alternatively, applicant may enclose the application form, Acknowledgement of Application and supporting documents in a sealed envelope labelled as “**Application for the Pre-primary Education Voucher Scheme (2012/13)**” and drop the envelope into the SFAA drop-in box as detailed in paragraph 3.5 of Part A.
- Return of application form by fax or by e-mail will NOT be accepted.

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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 PEVS. The validity period of the Certificate of Eligibility is determined on the basis of the kindergarten classes the eligible student-applicants are attending in 2012/13, and will range from 1 to 3 years. Details are illustrated in the table below:

Level to be enrolled in 2012/13	Validity period of the Certificate of Eligibility
Nursery Class (i.e. K1)	3 years
Lower Class (i.e. K2)	2 years
Upper Class (i.e. K3)	1 year

Please note that each eligible child is provided with a maximum of three years of fee subsidy under PEVS. 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 EDB 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 2012/13, and the children have never applied for PEVS 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 2012/13 and a declaration from the parents that their children have not participated in the Primary One Admission for September 2012.
- 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 PEVS.
- 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 HKSAR ('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 of Eligibility. 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 PEVS 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 (2012/13))

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?