

4. Collections of the above fees **exceeding** the approved ceilings specified in paragraph 3 require the prior approval of PSEd. In this connection, your attention is drawn to regulation 61(1) of the Education Regulations. Under Free Quality Kindergarten Education Scheme, participating KGs are not permitted to collect application fee and registration fee exceeding the approved ceilings specified in paragraph 3.

5. In applying for collection of application fees above the approved ceiling specified in paragraph 3 above, KGs are required to provide reasonable justifications and relevant supporting documents to EDB. EDB will take into account the operation of individual KGs and their justifications in considering the applications. Applications without reasonable justifications or clear information will be rejected. All approvals are valid for **a period of three years**. Should KGs wish to continue to collect application fees above the approved ceiling after the approval period, they are required to submit a new application. For KGs permitted to collect application fee exceeding the approved ceiling, they are required to keep records of income and expenditure properly, ensure transparency of the collection and abide by relevant monitoring measures. Please visit the EDB website (www.edb.gov.hk/KGApplicationFee) for application details.

6. This circular or approval letter in case of any other amount exceeding the approved ceilings approved by PSEd should be displayed on the school notice board or at some other prominent places in the school premises. KGs should refer to regulation 67 of the Education Regulations to ensure compliance with the necessary requirements.

7. A contravention of the Education Regulations on collection of fees will jeopardize the interest of students and shall be guilty of an offence¹. KGs are required to take note of the content of regulations 101 and 102 of the Education Regulations in this regard.

8. When collecting the registration fee, KGs should follow the following provisos and make them clear to parents –

- (i) The registration fee may be collected only when a place has been offered by the school to a student/child.
- (ii) The registration fee must be refunded to any student/child who pays the registration fee and subsequently takes up the place within the first month of the school year concerned after receiving the first instalment of the school fee from the student/child, if any.
- (iii) The first instalment of the school fee must not be collected before 1st August (if the new school year starts in September) or before 1st July (if the new school year starts in August). For the collection of school

¹ Any person who is guilty of an offence under the Education Regulations shall be liable on conviction to a fine of \$50,000 and to imprisonment for one year.