

Education Bureau Circular No. 1/2011
Collection of Fines, Charges and Fees
in Schools under the Direct Subsidy Scheme (DSS)

[Note: This circular should be read by –

- (a) Supervisors and Heads of Direct Subsidy Scheme Schools – for necessary action; and
- (b) Heads of Sections – for information.]

SUMMARY

This circular is to inform schools under the DSS of the arrangements for collecting fines, charges and fees from students.

DETAILS

2. According to regulation 61 (1) of the Education Regulations, 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 issued by the Education Bureau (EDB).

3. The Permanent Secretary for Education hereby gives blanket approval, in accordance with regulation 61 of the Education Regulations, for DSS schools to collect fines, charges and fees from students in ways as detailed in and subject to the requirements in the **Annex**. Schools are required to conspicuously exhibit this approval together with the Fees Certificate issued by the EDB at a prominent position in schools in accordance with regulation 61 (1) of the Education Regulations.

4. The approved ceilings as listed in the **Annex** will be reviewed as and when necessary. Please refer to the EDB's homepage via the path below for the most up-to-date information in future. For collections not in accordance with the **Annex**, DSS schools are required to seek the prior approval of the Permanent Secretary for Education.

<https://www.edb.gov.hk/en/edu-system/primary-secondary/applicable-to-primary-secondary/direct-subsidy-scheme/useful-materials.html>

5. DSS schools should waive the charges or make sufficient provision of assistance to cater for the needs of the students in financial difficulties. Yet, no additional government expenditure on student financial assistance should be incurred.

6. With regard to the operation on school premises of any business or trading undertaking which may involve collection of charges and fees, schools should refer to the Education Bureau Circular No. 24/2008 on “Trading Operations in Schools”.

ENQUIRY

7. For enquiries, please contact the respective Senior School Development Officers.

Miss P L WU
for Permanent Secretary for Education

Approved List of Fines, Charges and Fees in Schools under the Direct Subsidy Scheme

The Permanent Secretary for Education has given blanket approval for schools under the Direct Subsidy Scheme to collect fines, charges and fees from students in ways as detailed and subject to the requirements below.

<u>Items</u>	<u>Approved ceilings</u> (effective from 1 September 2023 and subject to revision)
1. Registration fee	\$600 for primary schools \$1,180 for secondary schools
2. Entrance examination fee	\$75
3. Replacement of student card	\$50 per copy
4. Replacement of graduation certificate	\$35 per copy
5. Transcript (second copy)	\$35 per copy
6. Locker deposit	\$15 per student (to be refunded to student on leaving school)
7. Fine for serious damage to or loss of library book	The original cost of the book plus 20% for handling charges
8. Fine for overdue library book	The rate imposed by Public Library
9. Replacement charge for loss of library card	- ditto -
10. Breakage and damage of science equipment	\$75 per item
11. Breakage of school property other than science equipment	\$75 for individual student \$150 for the whole class responsible
12. Wilful damage to school property	The full cost of repair/ replacement of the item
13. Stored-value photocopying card	\$35 deposit per card (unused value to be refunded to student)

Note: The approved ceilings as listed above will be reviewed as and when necessary. Please refer to the following EDB homepage for the most up-to-date information:

<https://www.edb.gov.hk/en/edu-system/primary-secondary/applicable-to-primary-secondary/direct-subsidy-scheme/useful-materials.html>

Requirements in connection with the collection of the above fines/charges/fees

1. Schools under the Direct Subsidy Scheme are required to conspicuously exhibit this approval together with the Fees Certificate issued by the Education Bureau (EDB) at a prominent and accessible position in the school premises in accordance with regulation 61 (1) of the Education Regulations.
2. Collection of fines, charges and fees for specific purposes exceeding the approved ceilings above still requires the approval of the Permanent Secretary for Education. Such approval shall also be conspicuously exhibited together with the Fees Certificate issued by the EDB at a prominent and accessible position in the school premises.
3. DSS schools are not allowed to collect registration fees and entrance examination fees from students allocated to schools through the school places allocation systems (including students admitted by discretionary places admission) or placement assistance of Regional Education Offices. Moreover, schools are not allowed to collect any registration fees before a school place is offered to a student.
4. The registration fees may be collected only from students who are required to pay school fees. Any student who has paid the registration fee and subsequently takes up the place offered to him/her by the school must be credited with the amount of the registration fee in the first installment of the school fee to be paid by him/her.
5. Any student who has paid the registration fee when offered a school place but subsequently decides not to take the place may forfeit the fee.
6. To enhance transparency, schools are required to inform parents of the fees and charges to be collected from students and list out the purposes of such collections.
7. The collection of fees by schools without Incorporated Management Committees (IMC) shall be forthwith acknowledged in writing by the supervisor, manager or teacher on a proper form of receipt. For schools with IMC, they are required to issue official receipts should students/parents make such requests.
8. Schools are required to keep proper accounts of the fees collected. All collections must be credited to the non-government fund account.
9. Schools should refer to Education Regulations 61 to 67 to ensure compliance with the necessary requirements.

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