

Education Bureau Circular No. 14/2012

Collection of Fines, Charges and Fees for Specific Purposes, and Use of the Subscription (Tong Fai) / General Funds / Capital Reserve Fund Account in Aided and Caput Schools

[Note: This circular should be read by –

- (a) Supervisors and Heads of all Aided Schools (including Special Schools) and Caput Schools – for necessary action; and
- (b) Heads of Government Schools and Sections – for information.]

SUMMARY

This circular recapitulates the prevailing regulations on collection of fines, charges and fees for specific purposes as well as the use of the Subscription (Tong Fai) / General Funds / Capital Reserve Fund Account, and informs schools of the updated approved ceilings of the fines, charges and fees for specific purposes. This circular supersedes the Education Bureau (EDB) Circular No. 46/1999 on *Collection of Fines, Charges and Fees for Specific Purposes, and Use of the Subscription (Tong Fai) / General Funds Account* dated 15 September 1999 and the EDB Circular No. 12/2002 on *Collection of Registration Fees, Entrance Examination Fees and Other Charges* dated 27 March 2002.

DETAILS

Collection of Fines, Charges and Fees for Specific Purposes

2. The Permanent Secretary for Education has given blanket approval, in accordance with regulation 61 of the Education Regulations, for aided and caput schools to collect fines, charges and fees for specific purposes from students in ways as detailed in and subject to the requirements in the **Annex**. Aided and caput 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.

3. 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.

<https://www.edb.gov.hk/en/student-parents/sch-info/fees-charges-in-sch/aided-sch/index.html>

4. For collections not in accordance with the **Annex**, schools without Incorporated Management Committees (IMC) are required to seek the prior approval of the Permanent Secretary for Education whereas schools with IMC have to get their IMC's approval upon the express consent of the majority of parents. Schools with IMC should also refer to section 14.3 (d) of the Code of Aid for Aided Schools for the detailed arrangements for such collections.

5. All 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 prevailing EDB circular on "Trading Operations in Schools".

Use of the Subscription (Tong Fai) / General Funds / Capital Reserve Fund Account

7. The EDB has no objection for aided secondary, special and caput schools to collect Tong Fai at a rate of not exceeding the amount as specified in the Guidelines on Collection of Tong Fai from their senior secondary students to support educational expenses. The Guidelines are available on EDB's website, which can be accessed via the link below:

<https://www.edb.gov.hk/en/student-parents/sch-info/fees-charges-in-sch/aided-sch/index.html>

8. Schools have also been given the discretion to use the Subscription (Tong Fai) / General Funds / Capital Reserve Fund Account to meet educational and school needs. The School Management Committee (SMC) / IMC should consider requiring their schools to draw up a list of items to be charged to the Subscription (Tong Fai) / General Funds / Capital Reserve Fund Account and providing procedural guides for their schools to use the funds.

ENQUIRY

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

Miss Alice YU
for Permanent Secretary for Education

**Approved List of Fines/Charges/Fees for Specific Purposes
in Aided and Caput Schools**

The Permanent Secretary for Education has given blanket approval for aided and caput schools to collect fines, charges and fees for specific purposes from students in ways as detailed in and subject to the requirements below.

<u>Items</u>	<u>Approved ceilings</u> (effective from 1 September 2023 and subject to revision)
1. Entrance examination fee	\$75
2. Replacement of student card	\$50 per copy
3. Replacement of graduation certificate	\$35 per copy
4. Transcript (second copy)	\$35 per copy
5. Locker deposit	\$15 per student (to be refunded to student on leaving school)
6. Fine for serious damage to or loss of library book	The original cost of the book plus 20% for handling charges
7. Fine for overdue library book	The rate imposed by Public Library
8. Replacement charge for loss of library card	- ditto -
9. Breakage and damage of science equipment	\$75 per item
10. Breakage of school property other than science equipment	\$75 for individual student \$150 for the whole class responsible
11. Wilful damage to school property	The full cost of repair/ replacement of the item
12. Stored-value photocopying card	\$35 deposit per card (unused value to be refunded to student)
13. Charges for non-standard items (See para 8 below)	\$450 in total per student per annum

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/student-parents/sch-info/fees-charges-in-sch/aided-sch/index.html>

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

1. Aided and caput schools 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. For collections of fines, charges and fees for specific purposes exceeding the approved ceilings above, schools without Incorporated Management Committees (IMC), are required to seek the prior 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. For schools with IMC, they have to seek their IMC's approval upon the express consent of the majority of parents for collections of fines, charges and fees for specific purposes exceeding the approved ceilings above. 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.
4. Entrance examination fees should not be collected 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.
5. 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.
6. The collection of fees by schools without 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.
7. Schools are required to keep proper accounts of the fees collected. All collections must be credited to the Subscription (Tong Fai) / General Funds / Capital Reserve Fund Account except item 13.
8. For item 13 above, all schools should fulfill the following requirements:
 - a. Schools should consult the parents on the proposed collections in advance, with details of the charges, preferably at the beginning of the school year;
 - b. If the majority of parents object to the proposal in the course of consultation, schools should withdraw the proposal. SMC/IMC should examine parents' concern, re-assess the needs of the schools and review the proposal before putting forward a new proposal for parents' consultation again;
 - c. Schools should issue a list of all agreed collections with details to all

- parents, and display the list at a prominent place in schools;
 - d. Schools are advised not to collect such charges from needy parents;
 - e. At the end of the school year, schools should send a financial statement to all parents, informing them of how the collections have been spent;
 - f. Schools should keep a separate ledger account to record all income and expenditure pertaining to such collections, and upon request produce it for EDB's inspection;
 - g. Schools should include a separate statement in the annual audited financial statement of accounts, showing all the income and expenditure relating to such collections; and
 - h. Schools may devise further procedures governing the collections.
9. Schools should refer to regulations 61 to 67 of the Education Regulations, Section 6 of the School Administration Guide, the Guide to Financial Management for Aided Schools Operated by Incorporated Management Committees and relevant Codes of Aid to ensure compliance with the necessary requirements.

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