

## **EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 189/2020**

From: Permanent Secretary for Education      To: Supervisors and Heads of all Private  
Schools Offering Non-formal  
Curriculum and designated centres  
under the Financial Assistance Scheme  
for Designated Evening Adult  
Education Courses

Ref.: EDB(SA3)/AEF/POL/8

Date: 30 December 2020      c.c. Heads of Sections – for information

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### **One-off Relief Grant under the Anti-epidemic Fund (December 2020) for Private Schools Offering Non-formal Curriculum**

#### **Summary**

The purpose of this circular memorandum is to invite private schools offering non-formal curriculum (PSNFCs) registered under the Education Ordinance (Cap. 279) (generally referred to as “tutorial schools”) and designated centres under the Financial Assistance Scheme for Designated Evening Adult Education Courses (FAEAEC) (referred as “designated centres under FAEAEC” below) to apply for a one-off relief grant under the Anti-epidemic Fund (AEF) (December 2020). It is provided as a financial relief to alleviate their financial hardship arising from the further suspension of face-to-face classes and cessation of on-campus activities to minimise the risk of spread of virus due to the Coronavirus Disease 2019 (COVID-19) epidemic.

#### **Details**

2. Business and income of tutorial schools have been severely affected by the further suspension of face-to-face classes and cessation of on-campus activities as a result of the latest development of the COVID-19 epidemic. On 21 December 2020, the Finance Committee of the Legislative Council approved injection into AEF for implementing a series of additional relief grants, targeting sectors directly affected by the anti-epidemic measures. Amongst others, a one-off grant of \$40,000 will be provided to each PSNFC registered under the Education Ordinance (Cap. 279). Designated centres under the FAEAEC, which offer evening secondary school courses for adult learners, are also eligible.

### *Eligible Schools*

3. All PSNFCs and designated centres under FAEAEAC registered under the Education Ordinance (Cap 279) that are in operation on the issue date of this circular memorandum are eligible. Should a PSNFC operate both day and evening sessions at the same premises, it will be considered as one school irrespective of whether it has one or two registrations. For PSNFCs of the same group operating at different locations and having a separate registration for the school at each location, each separately registered school will be counted as one school.

### *Disbursement Arrangement*

4. For schools which have received the one-off relief grant under the second and/or third round of AEF, they are simply required to complete Annex I and return it together with the documentary proof of the school being in operation on the issue date of this circular memorandum, such as receipts of payment for the rent, water bill, electricity bill or other relevant receipts / bills issued within 30 days before or after the issue of this circular memorandum to the School Administration 3 Section by email (*Email address: schadm3@edb.gov.hk*) or by post (*Address: 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong*) **on or before 29 January 2021**. Unless there are changes in the previous information submitted, no further supporting documents are required.

5. For schools which have not applied for or were not approved of the above-mentioned one-off relief grant under the second or third round of AEF and have fulfilled the criteria mentioned in paragraph 3 above, they are required to complete Annex II and return it together with the following supporting documents to the School Administration 3 Section by post (*Address: 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong*) **on or before 29 January 2021**:

- (a) a copy of the school's Certificate of Registration; and
- (b) documentary proof of the school being in operation on the issue date of this circular memorandum, such as receipts of payment for the rent, water bill, electricity bill **or** other relevant receipts / bills issued within 30 days before or after the issue date of this circular memorandum.

This one-off grant will be released by crossed cheque with the **name of the payee exactly the same as the school name registered under the Education Ordinance (Cap. 279)**. For special situations that the name of the payee is different from the school name, the applicant school is required to provide the relevant documentary proof. Upon receipt of complete and accurate information, a crossed cheque will normally be sent to the address as indicated on the school's Certificate of Registration in about one month's time.

### *Accounting Arrangement*

6. All schools should properly record the one-off grant in their books of accounts. All books of accounts, receipts, payment vouchers and invoices must be kept for at least 7 years by schools for accounting and auditing purposes. The school should use the grant for expenses in school operation and be responsible for ensuring its effective use. In this connection, schools are advised that the grant must not be used for expenses in entertainment. Schools are also not allowed to distribute the grant to a third party in any form, including as donations or loans, or transfer it to other accounts. The EDB may request schools to provide information and relevant documents for examining the use of the grant. If schools are found not spending the grant properly, schools will be required to return the disbursed grant to the EDB.

### **Enquiries**

7. For enquiries, please contact the respective Senior School Development Officers or the School Administration 3 Section at 2863 4675.

M K CHENG  
for Permanent Secretary for Education

**One-off Relief Grant under the Anti-epidemic Fund (AEF)  
for Private Schools Offering Non-formal Curriculum  
Reply Slip**

*(For schools having previously received the relief grant under the Second and/or Third Round of AEF)*

To : Permanent Secretary for Education  
(Attn : School Administration 3 Section, Education Bureau  
3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong)

I, \_\_\_\_\_ (name), the Supervisor of  
\_\_\_\_\_ (name of school), would like to apply for the  
captioned relief grant. I confirm that all registered locations under the above-named school are in  
operation on the issue date of this circular memorandum:

1. Name of school: \_\_\_\_\_
2. School registration number (six-digit): \_\_\_\_\_
3. Contact information: (a) E-mail address for contact: \_\_\_\_\_  
(b) Contact Phone Number: \_\_\_\_\_  
(c) Contact Person: Mr / Ms \_\_\_\_\_

4. I confirm that:

( \*Please ✓ as appropriate )

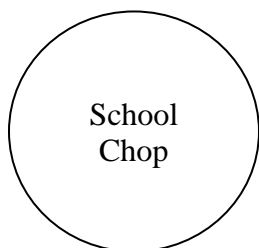
- \*The previous payee information remains unchanged. (No documentary proof is required)
- \*The payee's name was changed to the name of the school. (No documentary proof is required)
- \*The payee's name was changed to \_\_\_\_\_,  
which is NOT the same as the name of the school.

The reason(s) for using the above bank account is/are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Documentary proof showing the relationship of the bank account holder and the above-named school is attached.**

I understand and will abide by the applicable terms stipulated in the EDBCM No. 189/2020 on the One-off Relief Grant under the current round of AEF. **Documentary proof showing the school is still in operation on the issue date of this circular memorandum is attached to this reply slip.**



Signature of Supervisor : \_\_\_\_\_

Name of Supervisor : \_\_\_\_\_

Date : \_\_\_\_\_

**One-off Relief Grant under the Anti-epidemic Fund (AEF)  
for Private Schools Offering Non-formal Curriculum  
Application Form  
(For new applicant schools)**

To : Permanent Secretary for Education  
(Attn : School Administration 3 Section, Education Bureau  
3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong)

I, \_\_\_\_\_ (name), the Supervisor of  
\_\_\_\_\_ (name of school), would like to apply for the  
captioned relief grant. I confirm that the following information is correct:

1. Name of school: \_\_\_\_\_
2. School registration number (six-digit): \_\_\_\_\_
3. Contact information: (a) E-mail address for contact: \_\_\_\_\_  
(b) Contact Phone Number: \_\_\_\_\_  
(c) Contact Person: Mr / Ms \_\_\_\_\_

4. I confirm that:

( \*Please ✓ as appropriate )

\*Payee's name is the same as the name of the school. **(No documentary proof is required)**

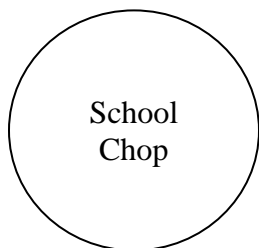
\*Payee's name is NOT the same as the name of the school, and the Education Bureau is requested  
to pay the full amount of the above grant to \_\_\_\_\_

The reason(s) for using the above bank account is/are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Documentary proof showing the relationship of the bank account holder and the above-named school is attached.**

I understand and will abide by the applicable terms stipulated in the EDBCM No. 189/2020 on the One-off Relief Grant under the current round of AEF. **A copy of the school's Certificate of Registration and documentary proof showing the school is still in operation on the issue date of this circular memorandum are attached to this application.**



Signature of Supervisor : \_\_\_\_\_

Name of Supervisor : \_\_\_\_\_

Date : \_\_\_\_\_