

## EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 27/2022

From: Permanent Secretary for Education      To: Supervisors and Heads of all Private  
Schools Offering Non-formal  
Curriculum

Ref.: EDB(SA3)/AEF/POL/11

Date: 18 January 2022

c.c. Heads of Sections – for information

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### **One-off Relief Grant under the Fifth Round of Anti-epidemic Fund for Private Schools Offering Non-formal Curriculum**

#### **Summary**

The purpose of this circular memorandum (CM) is to invite private schools offering non-formal curriculum (PSNFCs) registered under the Education Ordinance (Cap. 279) (generally referred to as “tutorial schools”) to apply for a one-off relief grant under the fifth round of Anti-epidemic Fund (AEF). It is provided as a financial relief to alleviate their financial hardship arising from the restrictions on face-to-face classes and on-campus school activities since the commencement of the 2021/22 school year, particularly the suspension of face-to-face classes at kindergarten (KG) and primary school levels starting from mid-January 2022.

#### **Details**

2. Business and income of tutorial schools have been severely affected by the restrictions on face-to-face classes and on-campus school activities since the commencement of the 2021/22 school year, particularly the suspension of face-to-face classes at KG and primary school levels starting from mid-January 2022 as a result of the persistent epidemic situation. On 14 January 2022, the Government announced a series of relief measures through the fifth round of AEF, targeting sectors affected by the anti-epidemic measures. Amongst others, a one-off grant of \$20,000 will be provided to each PSNFC registered under the Education Ordinance (Cap. 279).

#### *Eligible Schools*

3. All PSNFCs registered under the Education Ordinance (Cap 279) that are in operation on the issue date of this CM 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 previously received the one-off relief grant under the second, third and/or fourth 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 CM, 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 CM 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 11 February 2022**. 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, third or fourth 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 11 February 2022**:

- (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 CM, 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 CM.

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 be sent to the address as indicated on the school's Certificate of Registration as soon as possible.

#### *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 Education Bureau 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 Bureau.

### **Enquiries**

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

(Dr Verena LAU)  
for Permanent Secretary for Education

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

*(For schools having previously received the relief grant under the second, third and/or fourth 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 )*

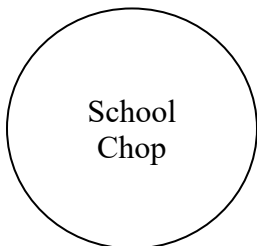
- \*The previous payee information remains unchanged. **(No documentary proof is required)**
- \*The payee's name was changed to the name of the school. **(No documentary proof is required)**
- \*The payee's name was changed to \_\_\_\_\_,  
which is NOT the same as the name of the school.

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. 27/2022 on the One-off Relief Grant under the fifth 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 Fifth Round of 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)**

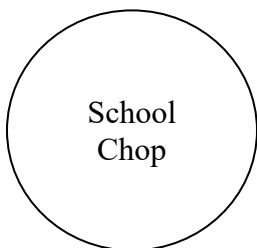
\*Payee's name is NOT the same as the name of the school, and the Education Bureau is requested  
to pay the full amount of the above grant to \_\_\_\_\_

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. 27/2022 on the One-off Relief Grant under the fifth 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 : \_\_\_\_\_