

HONG KONG BAPTIST UNIVERSITY

P1295/E1(a)

HUMAN RESOURCES POLICIES & PROCEDURES/EDUCATION ALLOWANCE

(Applicable for Academic & Equivalent Administrative Staff Appointed on Common Terms before 1 January 2002)

The following rates of education allowance announced by the Government took effect from 1 September 2023 and still prevail:

	<u>Maximum Reimbursable Rates</u>
Primary Schools (Primary/Grades 1 - 6)	HK\$29,925 per annum
Secondary Schools/Tertiary Institutions	
(i) Forms 1 to 3 (Grades 7 - 9)	HK\$49,650 per annum
(ii) Forms 4 and above (Grade 10 and above)	HK\$46,313 per annum

Allowances are payable for up to four dependent children who are undergoing full-time education at approved local, mainland China and overseas schools. These allowances are payable when the child commences his/her primary education up to the end of the term in which the child reaches his/her 19th birthday, and are payable at the following rates subject to the above maximum reimbursable rates, whichever is the less:

I. Local Schools

(a) Primary Schools

Allowances are only payable for approved schools at 75% of the gazetted fee.

(b) Secondary Schools - Forms 1 to 3

Allowances are only payable for approved schools at 75% of the gazetted fee.

(c) Secondary Schools - Forms 4 to 6

Allowances are only payable for approved schools at 75% of the gazetted fee.

(d) Schools of English Schools Foundation (ESF)/International Schools

Allowances are only payable for approved schools of English Schools Foundation/International Schools at 75% of the gazetted fee.

(e) Tertiary Institutions

Allowances are only payable for approved tertiary institutions for the actual tuition fees paid, less any amount of grant provided by the Government or other sources.

II. Overseas Schools.

Allowances are payable for approved schools for the actual cost of tuition fees and, if required, basic boarding paid for boarding accommodation under the administration and control of the school authority. In the event that students who are normally expected to live in the boarding accommodation run by the school but, because of a shortage of such accommodation, have to live in outside accommodation approved by the school, the receipted bills endorsed to that effect by the school should be submitted.

Supplementary Notes on Education Allowance

1. The University does not provide "School passages" for appointee's children attending overseas schools.
2. Education allowance is only granted to those approved local, mainland China and overseas schools/tertiary institutions. The University reserves the right not to pay an allowance if it considers that the school in respect of which an application is made is not appropriate or of an acceptable standard. The University may request the applicant, any school, education authority, or other public or private body to provide information relevant to an application for payment of an allowance.
3. Details of the maximum rates of Education Allowance will be revised and promulgated from time to time. In no circumstances will an amount in excess of the actual cost to the appointee of his/her children's tuition fees and basic boarding, in the case of studying overseas, are paid. Account will be taken of any assistance the child may receive from other sources, such as grants from the Government in Hong Kong or local authorities in an overseas country.

Human Resources Office

September 2023

Education Allowance – Common Terms.doc:JL/AC:BA

(Revised 10/96, 11/96, 10/97, 1/02, 12/12, 09/23)