**Appendix 3**

**To: Permanent Secretary for Education**

**(Attn: Kindergarten Administration Section,**

**Kindergarten Education Division, Education Bureau,**

**Room 1417, 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong)**

**Withdrawal from the Kindergarten Education Scheme (“Scheme”)**

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| 1. On behalf of the School Management Committee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Kindergarten) (“KG”), I write to confirm that the said KG will not join the Scheme with effect from the 2025/26 school year starting from K1.  2. I confirm that the KG has informed parents of students already enrolled as of the 2024/25 school year the decision of the KG to withdraw from the Scheme starting from K1 in the 2025/26 school year, and the KG will properly address their concern. I am aware that, if the KG is approved by the Education Bureau (“EDB”) to withdraw from the Scheme, subsidies under the Scheme will be paid to the KG, with the amount determined by the number of Existing Eligible Students until the end of operation of all eligible classes or they leave the KG (whichever is earlier). Existing Eligible Students refer to the students who are attending the eligible classes in the school year immediately before the effective school year in which EDB’s approval to withdraw from the Scheme takes effect (i.e. eligible K2 and K3 classes in the 2025/26 school year and eligible K3 classes in the 2026/27 school year).  3. I am aware that, students (including K1, K2 and K3) who are newly admitted to this KG for studies from the 2025/26 school year will not be counted as Existing Eligible Students. When admitting students, the KG will inform parents about the KG’s decision of withdrawal from the Scheme starting from the 2025/26 school year, explaining to them that they should pay school fees without government subsidy, and address their concern reasonably and properly.  4. I understand that Government has the right to make any adjustments in the subsequent payment(s) payable to this KG to recoup any overpayment previously made by the Government under the Scheme to this KG, and upon the Government’s request, this KG shall forthwith repay the extra amounts paid by the Government.  5. This KG shall submit at a date to be specified by EDB a copy each of the audited account covering the whole school year for the 2025/26 and 2026/27 school years respectively to EDB for inspection. The amount of government subsidy under the Scheme received by this KG as of the 2024/25 school year shall be accurately and properly reflected in the audited account.  6. This KG shall fully cooperate with the officers of EDB and other persons duly authorized by the Government and promptly provide all relevant information and documents relating to the Scheme in the KG. |

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| School Chop |  | Supervisor’s Signature: |  |
|  | Name of Supervisor in English: |  |
|  | Name of Supervisor in Chinese: |  |
|  | Date: |  |