

Ref. No.
Date of Receipt

Professional Development Incentive Grant Scheme for Language Teachers
Application Form
(for programmes of study relevant to the English Language subject)
(Revised on 1 June 2021)

Notes

- I. **Applications for Earmarking of Grant must be submitted within 6 months from the commencement date of the programme of study. Late submissions will NOT be accepted.**
- II. Please read the “Notes to Applicants” before filling in this application form.
- III. Grant will be released to applicants upon their successful completion of the approved programme of study. Applicants should apply for Release of Grant (see Section F in Notes to Applicants) **within 6 months from the programme completion date. Late submissions will NOT be accepted.**
- IV. Applications for Earmarking / Release of Grant are processed on a first-come-first-served basis. The time taken for processing an application depends on individual case and the number of applications received at a particular time. Under normal circumstances, the Standing Committee on Language Education and Research Secretariat (the Secretariat) will notify you of the progress / result within 30 working days after receipt of your application. During the peak season (July to October), the time taken will be about two months.
- V. The completed application form for Earmarking of Grant and the photocopy of the Hong Kong Identity (HKID) Card / documents for applying for Release of Grant can be sent by post or by hand to **Language Education and SCOLAR Section, Education Bureau, Rm 1702, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon (Please indicate “Professional Development Incentive Grant Scheme for Language Teachers” on the envelope).**
- VI. If you belong to any one of the special groups of students, please complete **Sections A, B (Part II), C, D and E of the application form.**
- VII. If you are a serving teacher not belonging to the groups defined in VI, please complete **Sections A, B, D and E of the application form.**
- VIII. **Please follow the instructions below when filling in this application form.**
 1. Please complete this application form using a **non-erasable black or blue pen.**
 2. Please use a non-erasable black or blue pen to **cross out any amendments (including addition, deletion and alteration)** to the information completed. Please **do not use correction fluid or correction tape for the amendments** and follow the instructions below to sign and chop a stamp (if applicable) against each amendment.
 - (i) For amendments in **Sections A(I) and (II), B(II) and E** of the application form, **the applicant should sign against each amendment** as certification.
 - (ii) For amendments in **Sections A(III) and B(I)** of the application form, **the principal of the applicant’s currently or previously employed school should sign and chop a stamp against each amendment** as certification.
 - (iii) For amendments in **Sections C and D** of the application form, **the current or previous institution** in which the applicant has enrolled the relevant programme **should sign and chop a stamp against each amendment** as certification.

Section A Personal Particulars of Applicant

(I) Personal Particulars

Name of Applicant	(in English)	
	Surname:	Given Names:
	(in Chinese)	
HKID Card No.	()	
* Please submit a photocopy of your HKID Card.*		
Correspondence Address		
Telephone No./ Fax No.	(Residential)	(Office)
	(Mobile)	(Fax)
E-mail Address		

(II) Education Attainment and Grant Application History Please as appropriate.

Are you a holder of a first or higher degree?				YES	NO
IF YES, what was your major in association with the degree? ¹					
	English Language		Chinese Language		Others (Please specify)
Are you a holder of any teacher training qualification?				YES	NO
IF YES, what was your major in association with your teacher training?					
	English Language		Chinese Language		Others (Please specify)
Have you already been earmarked / received grants under “The Incentive Grant Scheme for English Teachers” (the IGS) ² that was launched by the Standing Committee on Language Education and Research in the 2000/01 school year, AND / OR this “Professional Development Incentive Grant Scheme for Language Teachers” (PDIGS)?					
				YES	NO
IF YES,					
Application No.:			IGS		PDIGS
Subsidy already earmarked / released			HK \$		

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Qualifications held with reference to programme enrolled		Type
Degree(First or Higher)	Teacher Training	
Relevant major	Relevant major	a
	Non-relevant major	b
	No teacher training	c
Non-relevant major	Relevant major	d
	Non-relevant major	e
	No teacher training	f
No degree	Relevant major	g
	Non-relevant major	h
	No teacher training	i

¹ Regarding whether your degree or teacher training programme is recognised as equivalent to a language major programme, please refer to D.5 of Notes to Applicants. If you have further questions, please contact the Professional Development and Training Division of the Education Bureau (Tel: 2892 5783 or Fax: 2123 1229).

² The maximum subsidy provided for applicants under IGS was HK\$20,000.

(III) Employment Please as appropriate.

Name of School Currently Employed in								
Address								
Telephone No.					Fax No.			
Type of School		(A) Level <i>(May choose more than one)</i>						
		Primary			Secondary			
		(B) Finance Type <i>(Please choose one only)</i>						
		Government			Aided		Caput	
		Direct Subsidy Scheme			Private		Private Independent School Scheme	
Language Subject(s) Taught ³ <i>(Please choose one only)</i>		English Language			Chinese Language		Both	

(To be completed by the principal of the above named school)

The school offers formal local curriculum and is not an English Schools Foundation, international school or private / private independent school offering non-local curriculum.

I verify that _____ *(applicant's name)*, HKID Card No.: _____,

- is currently employed in a government / aided / caput school and teaching the subject(s) as chosen above.
- is currently employed in a Direct Subsidy Scheme school or private /private independent school offering formal local curriculum and teaching the subject(s) as chosen above.

Name of Principal		Signature of Principal	
Official Stamp of School		Date	

³ If an application is submitted during summer break, the language subject(s) taught refer(s) to the language subject(s) that was/were taught in the school year immediately preceding the summer break. Teachers teaching only Putonghua, Chinese Literature and/or English Literature are not eligible to apply.

Section B Employment History as a Teacher

(I) Employment History before the 2004/05 School Year ⁴

This part is to be completed by the principal of ANY ONE of the schools that you had taught before 1 September 2004.

Name of School			
Address			
Telephone No.		Fax No.	

(To be completed by the principal of the above named school)

I verify that, for the purpose of the Scheme, _____ (*applicant's name*), HKID Card No. _____, was employed as a teacher by our school within the period from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy) and he/she taught the primary or secondary school curriculum.

Name of Principal		Signature of Principal	
Official Stamp of School		Date	

⁴ For the purpose of the Scheme, a "school year" is taken to commence on 1 September of a calendar year and end on 31 August of the following calendar year.

(II) Employment History since the Commencement of the 2004/05 School Year

Please provide information about **ALL the schools (including the one in which you are currently teaching)** that you have been employed since 1 September 2004 in chronological order. (Please fill in the earliest date of employment if you have been employed in the current school before 1 September 2004 and photocopy this page for use, if necessary.)

Please as appropriate.

Name of School			
Address			
Telephone No.		Fax No.	
Period of Employment	Employment start date: (dd/mm/yyyy)		
	<i>(Please choose one)</i> <input type="checkbox"/> Employment still effective as at now <input type="checkbox"/> Employment end date: (dd/mm/yyyy)		
Name of School			
Address			
Telephone No.		Fax No.	
Period of Employment	Employment start date: (dd/mm/yyyy)		
	<i>(Please choose one)</i> <input type="checkbox"/> Employment still effective as at now <input type="checkbox"/> Employment end date: (dd/mm/yyyy)		
Name of School			
Address			
Telephone No.		Fax No.	
Period of Employment	Employment start date: (dd/mm/yyyy)		
	<i>(Please choose one)</i> <input type="checkbox"/> Employment still effective as at now <input type="checkbox"/> Employment end date: (dd/mm/yyyy)		

I certify that the above is the complete record of my employment history as a teacher in Hong Kong since 1 September 2004. I certify that there has been no break in service from the teaching profession⁵ since 1 September 2004.

Name of Applicant		Signature of Applicant	
		Date	

⁵ "Break in service" refers to leaving the teaching post at a primary or secondary school in Hong Kong for more than 45 days. It has been further extended to one calendar year from 2006/07 school year onwards.

Section C PGDE / PCEd / BEd Students in the 2003/04 Academic Year

This section is only applicable to the two special groups of students as specified at C.2 of the Notes to Applicants and to be completed by the tertiary institution. Please provide the required documents for processing.

This is to certify that _____ (*applicant's name*), HKID Card No. : _____,

Please as appropriate.

<input type="checkbox"/>	<p>was a <u>Chinese Language-/English Language-major student</u> admitted to a <u>full-time Postgraduate Diploma in Education (PGDE) / Postgraduate Certificate in Education (PCEd) programme in our institution in the 2003/04 academic year⁶ but held a degree which was not in the relevant language subject.</u></p> <p>(Please provide photocopies of the official transcripts of the Bachelor degree and the above PGDE/PCEd programme.)</p>		
<input type="checkbox"/>	<p>was a <u>third / fourth year full-time Bachelor of Education (BEd) student of our institution in the 2003/04 academic year and had chosen Chinese Language / English Language as the minor subject.</u></p> <p>(Please provide the photocopy of the official transcripts of the BEd.)</p>		
The above information is certified by –			
Name		Signature	
Designation		Telephone No.	
Official Stamp of Institution		Date	

⁶ For the purpose of the Scheme, an “academic year” is taken to commence on 1 September of a calendar year and end on 31 August of the following calendar year.

Section D Details of Programme of Study

Please as appropriate.

Full name of Programme (with major / specialised area of study)	Full Name of Programme (Please make reference to the list of “Programmes Accepted for Grants under the Professional Development Incentive Grant Scheme for Language Teachers” for the full name of the Programme if the programme is on the list):					
	Major / Specialised area of study (if applicable):					
Programme enrolled is in relevance to		English Language				Chinese Language
Mode of Study		Part-time		Full-time		Mixed (comprising part-time and full-time modes)
Name of Programme Provider / Institution						
Programme Commencement Date ⁷	(dd/mm/yyyy)					
Programme Completion Date ⁸	(dd/mm/yyyy)					
Estimated Tuition Fee for <u>Entire</u> Programme	HK \$					
<p>Is the programme you enrolled in on the list of “Programmes Accepted for Grants under the Professional Development Incentive Grant Scheme for Language Teachers”?</p> <p style="text-align: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </p> <p>IF NO, please provide a copy of the programme leaflet or prospectus provided by the programme provider / institution (e.g. relevant parts of the prospectus downloaded from the official website of the institution.) Your application may not be accepted if you could not provide such documents.</p>						

(To be completed by the above stated institution)

This is to certify that _____ (*applicant's name*), HKID Card No.: _____, has successfully enrolled in the above-stated programme of study, with commencement and completion dates as listed above.

Name		Signature	
Designation		Telephone No.	
Official Stamp of Institution		Date	

⁷ “Programme commencement date” refers to the date when the lesson starts.

⁸ “Programme completion date” refers to the date when all lessons, coursework and examinations involved in the programme of study finish.

Section E Declaration

Please note that this application will become void if it contains any false information. The Secretariat reserves the right to withhold any grant earmarked for an applicant and/or to claw back any grant released to an applicant.

Please sign this declaration if you have read and agree to the following statements:

1. I have read and fully understood the Notes to Applicants of the “Professional Development Incentive Grant Scheme for Language Teachers”. I declare that to the best of my knowledge, all the information given by me in this application form and documents submitted are complete, true and accurate. I understand that if I willfully omit, give any false information, misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.
2. I understand that, for processing my application, the Secretariat may refer to my records kept under the e-Services of the Education Bureau (EDB) and contact my current and/or previous employers, course providers and other EDB / government departments/organisations to verify the information and documents provided in my application for the earmarking of grant and my future application for the release of grant, if necessary. I am aware that the Secretariat will rely on the information provided by me to determine my eligibility for application under the Scheme and to assess the amount of grant to be offered.
3. I authorise the Secretariat or its authorised agents to use the personal data provided on this application form, and any supplementary information for activities related to the following:
 - (i) the processing and authentication of my applications under the Scheme;
 - (ii) the processing of payment of grant; and/or
 - (iii) statistics and research.
4. I understand that the Secretariat will disclose the personal data herein submitted to those parties for the activities above-mentioned, where all the parties have given their consent to such disclosure, and where such disclosure is authorised or required by law.
5. I understand that the Secretariat has the right to review my applications and adjust my grant entitlements when necessary. I undertake to refund to the Language Fund any overpayment made to me upon demand.
6. I understand that if there is any change to any information provided in this application form, I should notify the Secretariat in writing immediately; otherwise, the applications may be delayed or rejected. It will not be accepted as reason for argument to revoke any decisions of the Secretariat.

Name of Applicant		Signature of Applicant	
HKID Card No. of Applicant		Date	

Applicants are reminded that it is an offence under the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) to offer any advantages (e.g. money, gift, etc.) to an employee of the Secretariat as an inducement to or reward for facilitating or expediting the processing of applications.