



二零一八年至一九年度學校通訊第三十八號
2018-2019/School Circular no.38

敬啟者：

To the Parents/ Guardians

2018/2019 堂費事宜
Matters concerning Tong Fai 2018/2019

學校每年均收取每名中四至中六級學生全年\$290 堂費。一如以往，學校將所收取之堂費用作購置圖書館書籍、傢俱及小型工程，以供學生使用。

The College collects \$290 Tong Fai for the year from each F.4 to F.6 student. As usual, the College will earmark the collected Tong Fai for purchasing books for the library, furniture and carrying out minor repair works for students.

由於全年堂費面額較少，亦避免銀行收取家長行政費用，故學校將採用現金繳付及支票形式收取堂費。此外，為避免因每月收取堂費影響學生課堂時間，及減少現金找贖，本校建議轉以採取一次過形式收取堂費。本校將向貴子弟每學年(中四至中六)收取\$290 堂費，隨後除堂費收取形式或金額有任何改動，否則本校將不會另行通知。

As the amount of money for Tong Fai is relatively small, the College will not collect the fees by autopay so that the administrative charge from the bank can be avoided. To avoid any disturbance to students' learning and any changes in cash, the College suggests collecting the annual Tong Fai once and for all. The College will collect from your child (F.4 to F.6) \$290 Tong Fai every year. Unless there are any changes to the amount and payment methods, the College will not inform parents annually about the collection of Tong Fai.

如家長在經濟上有困難需提出以分期形式繳付，可向校務處職員登記分期期數。如家長經濟上有困難可向學校提出申請減免，並需向校務處出示相關證明以供批核。

Parents who encounter any financial difficulties are required to apply for making payment by installment, and register at the office about the number of installment. Parents who are in financial need can apply for reduction or exemption with the provision of related documents to the office.

請家長簽妥回條後，囑咐學生於一月十日交回班主任。

Please complete the reply slip and remind your child to return it to the class teacher on 10th January, 2019.

此致

貴家長/監護人

Thank you for your kind attention.

林少娟校長啟

Ms. S. K. Lam

Principal

二零一九年一月三日

3rd January, 2019

回條
Reply Slip



有關學校通訊第三十八號「2018/2019 堂費事宜」業已閱悉。

I have been clearly informed about the matters enlisted in School Circular no.38 "Matters concerning Tong Fai 2018/2019".

- * 本人明白並會於每年繳付全年\$290 堂費。
I understand and will pay \$290 as the annual Tong Fai each year.
- * 本人希望向學校提出分期繳付堂費，並會向校務處登記分期期數。
I would like to pay by installment and will register at the office about the number of installment.
- * 本人現經濟上有困難，現向學校申請減免，並知悉必要時須向校務處提供相關證明以供批核。
I am now in financial need and would like to apply for reduction or exemption. I acknowledge I should provide any related documents to the office for approval when required.

本人亦明白日後如欲改動堂費繳付形式，必須主動向學校提出。

I understand and will inform the College about any changes I wish to make in payment methods.

此覆

保良局何蔭棠中學校長

To the Principal,

Po Leung Kuk Celine Ho Yam Tong College

學生姓名：_____

Student's name

班 別：_____ ()

Class

家長/監護人簽署：_____

Signature of Parent/ Guardian

二零一九年 月 日

Date: _____