

DELIA MEMORIAL SCHOOL (BROADWAY)Notice to Parents / Guardians18th October 2011

Dear Parents / Guardians

Refund of the Expense of CSL Textbook & Workbook 2011 – 2012 (S4 – S6)

With reference to the Parent Notice (PN_1011_205): “Matters Concerning School Opening 2011-2012” dated on 6th July 2011, all S.4 – S6 students may have their miscellaneous fees deducted from their registration fees, and the expense for CSL textbook and workbook will be excluded for students who did not take CSL in his / her studies.

Since your child / ward does not register for CSL course at our school, the School would like to refund the expense of CSL textbook & workbook of \$100. **The \$100 would be refunded to you in cash.** You are kindly asked to sign on the reply slip to authorise your child / ward to receive the refund on your behalf, and return the reply slip to the General Office on or before 21st October 2011. If you do not receive the refund in due course, please inform our school office immediately.

Thank you for your attention.

Yours faithfully,



 K.C. Lo
Principal

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Reply Slip (PN_1112_054)

Date: _____

Re: Refund of the Expense of CSL Textbook & Workbook 2011 – 2012 (S4 – S6)

Dear Principal,

This is to authorise my child / ward to collect the refund of the expense of CSL textbook & workbook 2011 – 2012 (S4 – S6). My child / ward will sign on receipt of the amount for acknowledgement.

Name: _____ () of S _____

Name of Parent / Guardian: _____ Signature: _____