

DELIA MEMORIAL SCHOOL (BROADWAY)Notice to Parents / Guardians16th October 2020

Dear Parents / Guardians,

Balance of Registration Fee 2020 - 2021 (S1)

Please be informed that your child / ward are requested to pay miscellaneous fees at the beginning of the school term. Details are as follows:

<u>Items</u>	<u>S1</u>
Exercise books parcel	\$80
Membership fee for Students' Welfare Association	\$50
Entrance fee / Annual fee for Parent-Teacher Association	\$30
Day camp fee (for S1 & S2) / Coach fee for picnic	\$50
Liberal Studies booklets	\$21
School Bag	\$220
Black winter Jacket	\$269
Total:	\$720

The miscellaneous fees will be deducted from the registration fee of \$800 for S1. Therefore, \$80 will be refunded to your child / ward by the end of November 2020.

You are kindly asked to sign on the reply slip and ask your child / ward to submit to his / her class teachers on or before Wednesday, 21st October 2020 to authorise your child / ward to receive the refund on your behalf. 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

**Reply Slip (PN_2021_028)**Re: Balance of Registration Fee 2020 – 2021 (S1)

Date: _____

Dear Principal,

This is to authorize my child / ward to collect the refund of the balance of registration fee for the school year 2020 - 2021. My child / ward will sign on receipt of the amount for acknowledgement.

Level	Amount of refund
S1	\$80

Name: _____ Class: _____ ()

Parent's / Guardian's Signature: _____

DELIA MEMORIAL SCHOOL (BROADWAY)Notice to Parents / Guardians16th October 2020

Dear Parents / Guardians,

Balance of Registration Fee 2020 - 2021 (S2 - S3)

Please be informed that your child / ward are not required to pay miscellaneous fees 2020-2021 according to the parent notice PN_2021_022. Details of the refund are as follows:

<u>Items</u>	<u>S2</u>	<u>S3</u>
Exercise books parcel	\$80 (waived)	\$80 (waived)
Membership fee for Students' Welfare Association	\$50 (waived)	\$50 (waived)
Entrance fee / Annual fee for Parent-Teacher Association	\$10 (waived)	\$10 (waived)
Day camp fee (for S1 & S2)	\$30 (waived)	\$30 (waived)
Integrated Humanities booklets	\$210 (waived)	\$200 (waived)
Total:	\$380 (waived)	\$370 (waived)

In the other word, no miscellaneous fees will be deducted from the registration fee of \$400 for S2 & S3. Therefore, **a crossed cheque of the amount \$400** will be issued to parent / guardian by the end of November 2020.

You are kindly asked to sign on the reply slip and ask your child / ward to submit to his / her class teachers on or before Wednesday, 21st October 2020 to authorize your child / ward to receive the cheque on your behalf. **Please make sure the parent's / guardian's name written on the reply slip is the bearer of the bank account holder.** If you do not receive the refund in due course, please inform the General Office immediately. Thank you for your attention.

Yours faithfully,



K.C. Lo

Principal

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Reply Slip (PN_2021_028)
Re: Balance of Registration Fee 2020 – 2021 (S2-S3)

Date: _____

Dear Principal,

This is to authorize my child / ward to collect the crossed cheque for the refund of registration fee 2020 - 2021. My child / ward will sign on receipt of the amount for acknowledgement.

Name: _____ Class: _____ ()

Parent's / Guardian's Name: _____

(The bearer of the bank account holder)

Parent's / Guardian's Signature: _____

DELIA MEMORIAL SCHOOL (BROADWAY)Notice to Parents / Guardians16th October 2020

Dear Parents / Guardians,

Balance of Registration Fee 2020 - 2021 (S4 – S6)

Please be informed that your child / ward are not required to pay miscellaneous fees 2020-2021 according to the parent notice PN_2021_022. Details are as follows:

<u>Items</u>	<u>S4</u>	<u>S5</u>	<u>S6</u>
Exercise books parcel	\$110 (waived)	\$110 (waived)	/
Membership fee for Students' Welfare Association	\$50 (waived)	\$50 (waived)	\$50 (waived)
Entrance fee / Annual fee for Parent-Teacher Association	\$10 (waived)	\$10 (waived)	\$10 (waived)
Membership fee for Alumni Association	/	/	\$30 (waived)
Coach fee for picnic	\$30 (waived)	\$30 (waived)	/
Total:	\$200 (waived)	\$200 (waived)	\$90 (waived)

In the other word, no miscellaneous fees will be deducted from the registration fee of \$500 for S4 & S5 and \$600 for S6 respectively. The balance of which should be refunded are as follows:

<u>Items</u>	<u>S4</u>	<u>S5</u>	<u>S6</u>
Registration fee paid	\$500	\$500	\$600
Less: School fee for September 2020	\$300	\$300	\$500
Amount to be refunded:	\$200	\$200	\$100

A crossed cheque will be issued to parent / guardian by the end of November 2020. You are kindly asked to sign on the reply slip and ask your child / ward to submit to his / her class teachers on or before Wednesday, 21st October 2020 to authorise your child / ward to receive the cheque on your behalf. **Please make sure the parent's / guardian's name written on the reply slip is the bearer of the bank account holder.** If you do not receive the refund in due course, please inform the General Office immediately. Thank you for your attention.

Yours faithfully,



K.C. Lo

Principal

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Reply Slip (PN_2021_028)
Re: Balance of Registration Fee 2020 - 2021 (S4-S6)

Date: _____

Dear Principal,

This is to authorize my child / ward to collect the crossed cheque for the refund of registration fee 2020 - 2021. My child / ward will sign on receipt of the amount for acknowledgement.

Name: _____ Class: _____ ()

Parent's / Guardian's Name: _____

(The bearer of the bank account holder)

Parent's / Guardian's Signature: _____