

**DELIA MEMORIAL SCHOOL (BROADWAY)**Notice to Parents / Guardians13<sup>th</sup> December 2021

Dear Parents / Guardians,

**S4 – S6 Balance of Registration Fee 2021 – 2022**

Please be informed that your child / ward has paid for the following items at the beginning of the school term. Details are as follows:

<u>Items</u>	<u>S4</u>	<u>S5</u>	<u>S6</u>
School fee for September 2021 (for S4 – S6)	\$300.00	\$300.00	\$500.00
Exercise books parcel (S4-S5)	\$110.00	\$110.00	-----
Membership fee for Students' Welfare Association	\$50.00	\$50.00	\$50.00
Entrance fee / Annual fee for Parent-Teacher Association	\$10.00	\$10.00	\$10.00
Membership fee for Alumni Association	-----	-----	\$30.00
Outdoor Learning Activity Fee	\$30.00	\$30.00	\$10.00
<b>Total:</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$600.00</b>

The fees for the above items will be deducted from the registration fee:

	<b>S4</b>	<b>S5</b>	<b>S6</b>
Total fees	\$500.00	\$500.00	\$600.00
Registration fee paid	\$500.00	\$500.00	\$600.00
<b>Fees to be refunded</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

You are kindly asked to sign on the reply slip through e-class system on or before **Wednesday, 15<sup>th</sup> December 2021** to acknowledge the balance of registration fee.

Thank you for your attention.

Yours faithfully,



K.C. Lo

Principal



**Reply Slip (PN\_2122\_111)**

**Re: Balance of Registration Fee 2021-2022**

Date: \_\_\_\_\_

Dear Mr. Lo,

This is to acknowledge the balance of registration fee. Thank you.

Name: \_\_\_\_\_ Class: \_\_\_\_\_ ( )

Parent's / Guardian's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**DELIA MEMORIAL SCHOOL (BROADWAY)**Notice to Parents / Guardians13<sup>th</sup> December 2021

Dear Parents / Guardians,

**S1 – S3 Balance of Registration Fee 2021 – 2022**

Please be informed that your child / ward has paid for the following items at the beginning of the school term. Details are as follows:

<u>Items</u>	<u>S1</u>	<u>S2</u>	<u>S3</u>
Exercise books parcel	\$80.00	\$80.00	\$80.00
Membership fee for Students' Welfare Association	\$50.00	\$50.00	\$50.00
Entrance fee / Annual fee for Parent-Teacher Association	\$30.00	\$10.00	\$10.00
Outdoor Learning Activity Fee	\$51.00	\$30.00	\$30.00
School Bag	\$220.00	---	---
Black winter jacket	\$269.00	---	---
<b>Total:</b>	<b>\$700.00</b>	<b>\$170.00</b>	<b>\$170.00</b>

The fees for the above items will be deducted from the registration fee and the balance of which should be refunded are as follows:

	<u>S1</u>	<u>S2</u>	<u>S3</u>
Total fees	\$700.00	\$170.00	\$170.00
Registration fee paid	\$800.00	\$200.00	\$200.00
<b>Fees to be refunded</b>	<b>\$100.00</b>	<b>\$30.00</b>	<b>\$30.00</b>

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, 15<sup>th</sup> December 2021** to authorize 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

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**Reply Slip (PN\_2122\_111)**

**Re: Balance of Registration Fee 2021-2022**

Date: \_\_\_\_\_

Dear Mr. Lo,

This is to authorise my child / ward to collect the refund of the balance of registration fee for the school year 2021-22.

Name: \_\_\_\_\_ Class: \_\_\_\_\_ ( )

Parent's / Guardian's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**DELIA MEMORIAL SCHOOL (BROADWAY)**Notice to Parents / Guardians13<sup>th</sup> December 2021

Dear Parents / Guardians,

**Balance of Registration Fee 2021 - 2022 (S1)**


Please be informed that your child / ward has paid for the following items 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
Outdoor Learning Activity fee	\$51
School Bag	\$220
<b>Total:</b>	<b>\$431</b>

The fees for the above items will be deducted from the registration fee \$800. Therefore, **a crossed cheque of the amount \$369** will be issued to parent / guardian by January 2022.

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, 15<sup>th</sup> December 2021 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 our school office immediately. Thank you for your attention.

Yours faithfully,



K.C. Lo

Principal

**Reply Slip (PN\_2122\_111)****Re: Balance of Registration Fee 2021 – 2022 (S1)**

Date: \_\_\_\_\_

Dear Principal,

This is to authorize my child / ward to collect the crossed cheque for the refund of registration fee 2021 - 2022. 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: \_\_\_\_\_