

DELIA MEMORIAL SCHOOL (BROADWAY)Notice to Parents / Guardians20th September 2023

Dear Parents / Guardians,

School Fee Remission 2023 - 2024

We are pleased to inform you that your application for school fee remission for your child / ward has been approved. The approved amount of remission is \$1500. Details of the remission are as follows:

A. Settlement on students

<u>Form</u>	<u>School Fee</u>	<u>Instalments</u>	<u>Remission</u>	<u>Settlement in remission</u>	<u>Sums settled (Sep 2023)</u>	<u>Outstanding Settlement</u>
S.4	\$3000	10	\$1500	\$1500	\$300	\$1200

B. Balance to be paid by students

Form: S.4	Oct. 2022	\$200	Feb. 2023	\$100
	Nov. 2022	\$200	Mar. 2023	\$100
	Dec. 2022	\$200	Apr. 2023	\$100
	Jan. 2023	\$100	May. 2023	\$100
			Jun. 2023	\$100

Total amount to be paid**\$1200**

Please complete the following reply slip for acknowledgement of receipt of this notice and return it to the class teachers on or before Wednesday, 27th September 2023.

Yours faithfully,



K.C. Lo

Principal

**Reply Slip (PN_2324_033)**Re: School Fee Remission 2023 - 2024 (S4 Half)

Date: _____

Dear Principal,

I hereby acknowledge the receipt of the Notice to Parents / Guardians dated 20th September 2023 concerning the School Fee Remission 2023 - 2024.

Name: _____ Class: _____ ()

Parent's / Guardian's Name: _____ Signature: _____

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Dear Parents / Guardians,

School Fee Remission 2023 - 2024

We are pleased to inform you that your application for school fee remission for your child / ward has been approved. The approved amount of remission is \$3000. Details of the remission are as follows:

C. Settlement on students

<u>Form</u>	<u>School Fee</u>	<u>Instalments</u>	<u>Remission</u>	<u>Settlement in remission</u>
S.4	\$3000	10	\$3000	\$0

D. Reimbursement plan

<u>Form</u>	<u>Payment up to Sep 2023</u>	<u>Amount of Refund</u>	<u>Date of Refund</u>
S.4	\$300	\$300	by late Oct 2023

The school fee remission would be refunded to you by issuing a crossed cheque upon showing a signed reply slip from your child / ward. **Please make sure the parent's / guardian's name written on the reply slip is the bearer of the bank account holder.**

You are kindly asked to sign on the reply slip to authorize your child / ward to receive the refund on your behalf, and return it to class teachers on or before Wednesday, 27th September 2023. If you do not receive the refund in due course, please inform the General Office immediately.

Yours faithfully,



K.C. Lo

Principal

**Reply Slip (PN_2324_033)**Re: School Fee Remission 2023 - 2024 (S4 Full)

Date: _____

Dear Principal,

This is to authorize my child / ward to collect the refund of school fee remission 2023 - 2024. 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: _____

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A. Settlement on students

<u>Form</u>	<u>School Fee</u>	<u>Instalments</u>	<u>Remission</u>	<u>Settlement in remission</u>	<u>Sums settled (Sep 2023)</u>	<u>Outstanding Settlement</u>
S.5	\$3000	10	\$1500	\$1500	\$300	\$1200

B. Balance to be paid by students

Form: S.5	Oct. 2023	\$200	Feb. 2024	\$100
	Nov. 2023	\$200	Mar. 2024	\$100
	Dec. 2023	\$200	Apr. 2024	\$100
	Jan. 2024	\$100	May. 2024	\$100
			Jun. 2024	\$100

Total amount to be paid**\$1200**

Please complete the following reply slip for acknowledgement of receipt of this notice and return it to the class teachers on or before Wednesday, 27th September 2023.

Yours faithfully,



K.C. Lo

Principal

**Reply Slip (PN_2324_033)**Re: School Fee Remission 2023 - 2024 (S5 Half)

Date: _____

Dear Principal,

I hereby acknowledge the receipt of the Notice to Parents / Guardians dated 20th September 2023 concerning the School Fee Remission 2023 - 2024.

Name: _____ Class: _____ ()

Parent's / Guardian's Name: _____ Signature: _____

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Dear Parents / Guardians,

School Fee Remission 2023 - 2024

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C. Settlement on students

<u>Form</u>	<u>School Fee</u>	<u>Instalments</u>	<u>Remission</u>	<u>Settlement in remission</u>
S.5	\$3000	10	\$3000	\$0

D. Reimbursement plan

<u>Form</u>	<u>Payment up to Sep 2023</u>	<u>Amount of Refund</u>	<u>Date of Refund</u>
S.5	\$300	\$300	by late Oct 2023

The school fee remission would be refunded to you by issuing a crossed cheque upon showing a signed reply slip from your child / ward. **Please make sure the parent's / guardian's name written on the reply slip is the bearer of the bank account holder.**

You are kindly asked to sign on the reply slip to authorize your child / ward to receive the refund on your behalf, and return it to class teachers on or before Wednesday, 27th September 2023. If you do not receive the refund in due course, please inform the General Office immediately.

Yours faithfully,



K.C. Lo

Principal

**Reply Slip (PN_2324_033)**Re: School Fee Remission 2023 - 2024 (S5 Full)

Date: _____

Dear Principal,

This is to authorize my child / ward to collect the refund of school fee remission 2023 - 2024. 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: _____

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A. Settlement on students

<u>Form</u>	<u>School Fee</u>	<u>Instalments</u>	<u>Remission</u>	<u>Settlement in remission</u>	<u>Sums settled (Sep 2023)</u>	<u>Outstanding Settlement</u>
S.6	\$3000	6	\$1500	\$1500	\$500	\$1000

B. Balance to be paid by students

Form: S.6	Oct. 2023	\$200	Feb. 2024	\$200
	Nov. 2023	\$200		
	Dec. 2023	\$200		
	Jan. 2024	\$200		

Total amount to be paid

\$1000

Please complete the following reply slip for acknowledgement of receipt of this notice and return it to the class teachers on or before Wednesday, 27th September 2023.

Yours faithfully,



K.C. Lo

Principal

**Reply Slip (PN_2324_033)**Re: School Fee Remission 2023 - 2024 (S6 Half)

Date: _____

Dear Principal,

I hereby acknowledge the receipt of the Notice to Parents/ Guardians dated 20th September 2023 concerning the School Fee Remission 2023 - 2024.

Name: _____ Class: _____ ()

Parent's / Guardian's Name: _____ Signature: _____

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Dear Parents / Guardians,

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C. Settlement on students

<u>Form</u>	<u>School Fee</u>	<u>Instalments</u>	<u>Remission</u>	<u>Settlement in remission</u>
S.6	\$3000	6	\$3000	\$0

D. Reimbursement plan

<u>Form</u>	<u>Payment up to Sep 2023</u>	<u>Amount of Refund</u>	<u>Date of Refund</u>
S.6	\$500	\$500	by late Oct 2023

The school fee remission would be refunded to you by issuing a crossed cheque upon showing a signed reply slip from your child / ward. **Please make sure the parent's / guardian's name written on the reply slip is the bearer of the bank account holder.**

You are kindly asked to sign on the reply slip to authorize your child / ward to receive the refund on your behalf, and return it to class teachers on or before Wednesday, 27th September 2023. If you do not receive the refund in due course, please inform the General Office immediately.

Yours faithfully,



K.C. Lo

Principal

**Reply Slip (PN_2324_033)**Re: School Fee Remission 2023 - 2024 (S6 Full)

Date: _____

Dear Principal,

This is to authorize my child / ward to collect the refund of school fee remission 2023 - 2024. 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: _____