



2017 – 2018 Circular to Parents (147E)**2018 – 2019 School Fee and Fee for Place Retention of S.6 Students**

To our dearest parents,

11 May 2018

The S.6 school fee will be \$20,700 next school year. The School Management Committee has approved that the fee would be maintained at the same level of S.5 school fee this year. Please refer to the S.6 school fee and payment arrangement below.

- 1 The 2018-19 S.6 school fee and payment arrangement are listed as below (subject to the final approval by the Education Bureau):

Form	School fee for Whole year	Payment method	School fee per month
S.6	\$20,700	From September 2018 to February 2019 by 6 instalments	\$3,450

- 2 **All students have to submit fee for place retention of \$810.** It has to be paid by autopay and the transfer date will be on 7 June. **Students should return this reply slip on 18 May to Form Teachers** in order to facilitate autopay process.
- 3 If your child's academic result cannot meet the promotion requirement and has to repeat, the S.5 school fee next year will be \$23,200 (whole year).
- 4 The Fee for Place Retention can only be refunded if students have been withdrawn from study in our school due to repeating and the withdrawal letter submitted before 31 August. Otherwise, under no other circumstance can the Place Reservation Fee be refunded or transferred. In case, the fee will be refunded by autopay on or before 27 September.
- 5 **The balance of school fee of Sept 2018, \$2,640,** will be settled by autopay on 5 September.
- 6 If the Fee for Place Retention has not been settled, your child will be regarded as giving up the school roll next year. Parents please pay attention to the arrangement of the school roll by the school.

- 7 Starting from October 2018, school fee and value-adding of smart card account will be settled by autopay. **The transfer of school fee will be taken place on the 5th day of each month.** Since the transfer limit of the previous Parents' Authorization Form was set to be HKD \$3,000, parents have to reapply the Autopay Service as the monthly school fee transfer exceeding the limit. The Direct Authorization Form has been attached. Please return the completed form together with this reply slip to form teachers.
- 8 If you child withdraws in the middle of the academic year, the paid school fee will not be refunded.

Our school has set up a School Fee Remission Scheme to help students with financial difficulty. The assessment criteria are based on the principles of Student Finance Office. Parents can submit the application in **any one of the following stages. Please avoid duplicating the submission.**

8.1 **The first application stage** : 13-18 August 2018 (applicable to whole school, including current and new students).

Students can obtain an application form from the General Office or download from school website starting from 11 June.

8.2 **The second application stage** : 1 – 12 September 2018 (applicable to whole school)

Students can obtain an application form from the General Office or download from school website starting from 1 September.

Should you have any enquiries, please contact Ms. Lau of the General Office at 2372 0033.

In the Lord's service.

Li Pak Hung PhD
Principal
ECF Saint Too Canaan College

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Reply Slip

2018 – 2019 School Fee and Fee for Place Retention of S.6 Students

Dear Principal, (ECF Saint Too Canaan College)

I have read the content of Circular to Parents (147E) and I will put a ‘✓’ in the appropriate box.

School Place Retention/ Withdrawal

- I agree my child to continue to study in STCC next year, and submit Fee for Place Retention of \$810 through autopay for next academic year. The completed Direct Debit Authorization Form has been attached with a photocopy of bank account.
- My child will withdraw after the completion of this academic year. Reason: _____ . The withdrawal letter will be provided later.

Student Name: _____ Parent’s Signature: _____

Class: _____ () Parent’s Name: _____

Date of Signature: _____ Contact no.: _____
