

PAOC Ka Chi Secondary School

加拿大神召會嘉智中學

School Circular No. 28 (2017-2018)

家長通告第二十八號 (2017 至 2018 年度)

【Payment and Document Submission for the Secondary 5 Graduation Trip】

【繳付中五級畢業旅行相關費用和文件】

30 January 2018

Dear Parents,

The school has already acknowledged your child's application for the Secondary 5 Graduation Trip. The details of the trip are as follows.

Date	4 <sup>th</sup> July 2017 to 7 <sup>th</sup> July 2018	
Destination	Singapore	
<b>Payment &amp; Document Submission</b>		Deadline
Deposit (phase 1)	HK\$2,500	2 <sup>nd</sup> February 2018
Copy of a valid passport	The page printed with personal particulars and photo ( <i><b>the expiry date should not be later than February 2019</b></i> )	
Subsidy application (if applicable)	Proof of receiving the School Textbook Assistance Scheme in full grant or Comprehensive Social Security Assistance (CSSA) Scheme ( <i><b>all deposit will be refunded upon the end of the trip ONLY if students show proper behaviour</b></i> )	
Deposit (phase 2)	HK\$1,000	16 <sup>th</sup> March 2018
Visa application	HK\$500 (commissioned by the service provider)	

**\* All fees paid are non-refundable.**

Parents can choose any of the following payment methods:


- (a) **CHEQUE** (Crossed cheque payable to "The Incorporated Management Committee of PAOC Ka Chi Secondary School". The cheque **must** be written with the students' name, class and the contact number at the back of the cheque.)
- (b) **PPS** (Pay over the phone through the PPS system. Please refer to the Payment Slip for details.)

**All the required fees and documents must be submitted to class teachers by the deadline.** For any enquiries, please contact Ms. Choi Lei Ping via 2441 3818. After receiving the required fees, the school will issue "Receipt of the Payment".

**IMPORTANT**

1. The participants must understand that the withdrawal from the trip **AFTER** the deposit payment may result in the forfeiture of the deposit by the service provider.
2. In case of any applications for withdrawal, a parent letter with reasons is required.
3. Any unsuccessful departure due to passport and/or visa problems may result in the forfeiture of the deposit by the service provider.
4. The final decision of the participation of the students is bound by the requirements set by the sponsoring body.
5. The school reserves the rights of the decisions.

Yours faithfully,



Principal Wong Wai Keung

敬啟者：

早前本校已經發出家長通告，獲悉 貴子弟將會參加是次中五級畢業旅行。詳細資料如下：

日期	二零一八年七月四日至七月七日	
目的地	新加坡	
<b>費用和相關文件繳交安排</b>		<b>繳交期限</b>
留位費 (第一期)	港幣 2,500 元	二月二日
有效護照副本	印有個人資料和相片頁面 (到期日必須為二零一九年二月以後)	
資助申請 (如適用)	全額學校書簿津貼計劃或社會綜合援助之證明 文件(活動完結後，表現良好會發還留位費)	
留位費 (第二期)	港幣 1,000 元	三月十六日
個別簽證費	旅行社代辦 港幣 500 元	

**\*所有款項一經繳交，不作退回。**

家長可以選擇以下任何一種方法繳交有關費用：

- (一) **支票** (繳交劃線支票，抬頭為『加拿大神召會嘉智中學法團校董會』。支票背面必須註明學生姓名、班級和聯絡電話)
- (二) **繳費靈** (透過繳費靈系統電話繳費，詳情請參閱繳費單。)

以上所有費用和文件，必須於期限前交給班主任。如有任何疑問，請致電 2441 3818

與蔡莉萍老師聯絡。在收妥相關費用後，本校會向家長發出「遊學團款項收據」。

**重要**

1. 參加者必須清楚明白，如在繳付留位費後退出遊學團，有關留位費會被承辦公司沒收。
2. 如參加者需要中途申請退出遊學團，必須呈交家長信，信中須清楚列明退出原因。
3. 如因護照/簽證問題不能成行，有關留位費會被承辦公司沒收。
4. 同學最終能否參與此活動是受贊助團體要求所約束。
5. 本校保留一切決定權利。

此致

貴家長

校長



謹啟

二零一八年一月三十日

## 【 Reply Slip 】

Please submit the reply slip to class teachers on or before 2 February 2018 (Friday).

Dear Principal,

Having received the Circular 【 Fees and Documents Submission for the Secondary 5 Graduation Trip 】 , I agree to allow my child to participate in the graduation trip from 4<sup>th</sup> July to 7<sup>th</sup> July 2018, and I now submit the following documents to the school.

Payment & Document Submission		Deadline	Submitted or not (√orXor NA)
Deposit (phase 1)	HK\$2,500	2 <sup>nd</sup> February 2018	
Copy of a valid passport	The page printed with personal particulars and photo <b><i>(the expiry date should not be later than February 2019)</i></b>		
Subsidy application (if applicable)	Proof of receiving the School Textbook Assistance Scheme in full grant or Comprehensive Social Security Assistance (CSSA) Scheme <b><i>(all deposit will be refunded upon the end of the trip ONLY if students show proper behaviour)</i></b>		
Deposit (phase 2)	HK\$1,000	16 <sup>th</sup> March 2018	
Visa application	HK\$500 (commissioned by the service provider)		

I also fully acknowledge

- (a) all the fees paid are non-refundable; and
- (b) the following important reminder.

**IMPORTANT**

1. The participants must understand that the withdrawal from the trip **AFTER** the deposit payment may result in the forfeiture of the deposit by the service provider.
2. In case of any applications for withdrawal, a parent letter with reasons is required.
3. Any unsuccessful departure due to passport and/or visa problems may result in the forfeiture of the deposit by the service provider.
4. The final decision of the participation of the students is bound by the requirements set by the sponsoring body.
5. The school reserves the rights of the decisions.

Name of Student \_\_\_\_\_  
Class \_\_\_\_\_  
Class Number \_\_\_\_\_  
Name of Parent \_\_\_\_\_  
Signature of Parent \_\_\_\_\_  
Date \_\_\_\_\_

## 【回條】

同學需於二零一八年二月二日(星期五)或以前將此回條交給班主任。

敬覆者：

頃接家長通告【繳付中五級畢業旅行相關費用和文件】，本人同意 敝子弟參加於本年七月四日至七日舉行的畢業旅行，因此本人現向學校遞交以下文件。

費用和相關文件繳交安排		繳交期限	是否已繳交？ (√or <del>X</del> or NA)
留位費 (第一期)	港幣 2,500 元	二月二日	
有效護照副本	印有個人資料和相片頁面 (到期日必須為二零一九年二月以後)		
資助申請 (如適用)	全額學校書簿津貼計劃或社會綜合援助之證明文件 (活動完結後，表現良好會發還留位費)		
留位費 (第二期)	港幣 1,000 元	三月十六日	
個別簽證費	旅行社代辦 港幣 500 元		

本人同時亦清楚知悉

- (一) 所有款項一經繳交，不作退回；以及
- (二) 以下重要事項。

### 重要

1. 參加者必須清楚明白，如在繳付留位費後退出遊學團，有關留位費會被承辦公司沒收。
2. 如參加者需要中途申請退出遊學團，必須呈交家長信，信中須清楚列明退出原因。
3. 如因護照/簽證問題不能成行，有關留位費會被承辦公司沒收。
4. 同學最終能否參與此活動是受贊助團體要求所約束。
5. 本校保留一切決定權利。

此覆

加拿大神召會嘉智中學校長

學生姓名

班別

學號

家長姓名

家長簽名

日期

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【Receipt of the Payment】

We acknowledge with the school chop that a deposit of HK\$2,500 for the Secondary 5 Graduation Trip in July 2018 has been received from \_\_\_\_\_ (student's name) \_\_\_\_\_ (class).

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

School Chop

【遊學團款項收據】

茲以本校蓋章證明已收取 \_\_\_\_\_ 班學生 \_\_\_\_\_ 繳交之本年七月份舉行之中五級畢業旅行團留位費，總額為港幣二千五百元正。

日期: \_\_\_\_\_

本校蓋章