



ST. CLARE'S GIRLS' SCHOOL

50 MOUNT DAVIS ROAD,
HONG KONG

Web Page : www.stclare.edu.hk
E-mail : info@stclare.edu.hk

Tel : 2817 1764
Fax : 2855 8420

1st September, 2017

Dear Parents,

List for Order of School Items 2017-2018 (S6)

	<u>Quantity</u>	<u>Amount (\$)</u>
School Items		
“Student Guidelines” Booklet	1	3.0
Student Handbook	1	11.0
Student ID & Student Photos (one dozen)	1	18.0
	<u>Sub Total</u>	<u>32.0</u>
Fees for Specific Purposes (approved by EDB)		
Air-Con Fee for the whole year 2017/2018		150.0
PTA Membership Fee 2017/2018 (If there are sisters studying in this school, only the younger sister should pay)		120.0
Tong Fai 2017/2018		320.0
	<u>Sub Total</u>	<u>590.0</u>
	<u>Total</u>	<u>622.0</u>

The said fee will be debited from the autopay account on 22nd September. Please ensure that the amount is deposited into the autopay account. The school will notify parents by SMS the amount and due date for the payment before their account is debited. An administration fee charged by the bank of not more than \$150 (depending on individual banks) will be levied upon any unpaid fee after the due date.

For parents who have not applied for an autopay account, the fee should be paid by cash, or cheque made payable to “The IMC of St. Clare’s Girls’ School” on or before 6th September at the school office by students.

Thank you for your attention.

Yours sincerely,

Ms. Lucia Lau
Principal



----- Reply Slip -----

To: St. Clare’s Girls’ School

Notice No. 1718001 (S6)

List for Order of School Items 2017-2018 (S6)

We have read the above letter and understand the arrangement of Exercise Books & School Items ordering as listed above.

Student Name

Parent’s Signature

Class & Class Number

Date



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敬啟者:

學校用品訂購表 2017-2018 (中六)

	<u>數量</u>	<u>總額 (\$)</u>
學校用品		
學生指引	1	3.0
學生手冊	1	11.0
學生證及學生證件相 (一打)	1	18.0
	<u>小計</u>	<u>32.0</u>
特別用途收費 (經教育局批准)		
2017/2018 年度空調費		150.0
2017/2018 家長教師會會員費		120.0
(若有姊妹在本校就讀，只有妹妹才需繳交)		
堂費 2017/2018		320.0
	<u>小計</u>	<u>590.0</u>
	<u>總計</u>	<u>622.0</u>

本通告所列費用將於9月22日以自動轉賬方式從家長所提供的銀行戶口中扣除，本校在轉賬前將會以短信形式提醒家長自動轉賬日期及費用，請家長在轉賬日期前將費用存入付款的銀行戶口內，若戶口存款不足而無法扣取所需款項，有關扣賬銀行會收取不多於港幣150元的手續費（視乎個別銀行而定）。

凡未有申請以自動轉賬繳費的家長，必須到校務處以現金或支票繳交費用，繳費日期為9月6日或以前。如以支票繳交，支票抬頭為：「聖嘉勒女書院法團校董會」。

此致

貴家長

二零一七年九月一日

校長劉鳳兒謹啟