



Law Ting Pong Secondary School
羅定邦中學

28th June 2018

Dear Parents,

The term of 2017-18 is approaching to its end and I'm sure you are as pleased as me, if not more with your child's learning experiences in the last 10 months. As we are making plans for 2018-19, I would like to take the opportunity to inform you matters about the school fee collection date and the fee remission scheme in the school year of 2018-19, with details as follows:

School Fee Collection 2018-19

1. The school fee will be debited by auto-pay on **5th of each month** from September 2018 onwards. Please make sure that you have sufficient fund in your account for the auto-pay on that day since bank charge / administration fee would be accrued by your banker if there is insufficient fund in your account on the debit date
2. Late payment of any fees, fines, and indemnities would delay the delivery of Report Card and/or Graduation Certificate.

Fee Remission Scheme 2018-19

1. In order to allow children in financial need to receive quality education at Law Ting Pong Secondary School, a portion of the school fees collected will be set aside to provide financial assistance, in the form of fee remission, to eligible families who fall into the following categories:
 - Category 1: Households which are eligible for Financial Assistance for Primary and Secondary Students provided by the Student Finance Office (SFO).
 - Category 2: Households which are currently recipients of the related Comprehensive Social Security Allowance (CSSA).
2. Application form are available in General Office from 3rd July 2018 onwards. The deadline of application is 17th July 2018. Late submission will incur late effective month of the fee remission.

Should you have any queries, please feel free to contact Mr. Dick Tang, our Accounting Officer at 2685 1210.

Yours sincerely,

Ms Tam Suk Yin Lancy
Principal



羅 定 邦 中 學

家長信 (17-18/ADM/0295)
2018-19 學年繳交學費及學費減免事宜

中文簡譯本 發出日期： 2018 年 6 月 28 日

通知事項：

2018-19 學年繳交學費事宜

- 1) 由 2018 年 9 月份開始，自動轉賬日期為**每月之 5 號**。請確保於每月轉賬日有足夠資金於賬內，以防被銀行收取額外之行政費用。
- 2) 如有任何學費及其他費用未能按時繳交，學生成績表或／及畢業證書將不能準時派發。

2018-19 學年學費減免事宜

- 1) 所有“學生資助計劃”及“綜合社會保障援助計劃”受惠家庭，均可申請本校之學費減免計劃。
- 2) 申請表格可於 7 月 3 日後到校務處領取。請填妥表格後連同所需文件，於 7 月 17 日或之前交回，遲交之申請會令學費減免生效月份延遲。

若有任何疑問，請致電 2685 1210 與學校會計主任 鄧先生聯絡。