



16<sup>th</sup> October 2017

Dear Parents / Guardians,

**Air-conditioning charges**

In order to provide a comfortable environment for students to learn, all the classes have been equipped with air-conditioners. In view of the huge amount of money spend on electricity bill and maintenance of air-conditioners, we have to implement air-conditioner charges of \$310 for each student in the coming academic year, according to the criteria set by the Education Bureau. The charge will be divided in two terms. (S.6 students will need to pay for the first term only.)

The air-conditioning charges for the first half of 2017-2018 academic year is \$150. Please be reminded that the students need to hand in the reply slip together with the air-conditioner charges on or before 20<sup>th</sup> October, 2017 to their class teacher. Parents can pay in cash or by cheque, preferably by cheque. If payment is paid by cheque, please pay attention to the followings:

- i) the crossed cheque is payable to “Lock Tao Secondary School” (Post-dated cheque is not accepted)
- ii) Please write the name, class and class number of the student at the back of the cheque.

Waiving the charges:

- i) A student who is on CSSA can ask for receipt from the school and apply for assistance from Social Welfare Department.
- ii) If a student has financial problem, the student can write a letter to the class teacher to apply for waiving the charges.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

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**Reference No. : 060/17-18**

To: Principal

**Re: Air-conditioning charges**

I am the parent / guardian of (Name) \_\_\_\_\_ in (Class) \_\_\_\_\_, understanding the notice on implementing air-conditioning charges, wish to:

- Paid by cheque \$150 (Bank’s name: \_\_\_\_\_ Cheque no.: \_\_\_\_\_)
- Paid in cash
- Apply for waiving the charges because of financial problem. (please refer to \_\_\_\_\_ the letter attached.)
- Get a receipt. (For students on CSSA)

(Please put a ‘✓’ in the box as appropriate.)

Name of parent / guardian: \_\_\_\_\_

Signature of parent / guardian: \_\_\_\_\_

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