



惠僑英文中學

WAI KIU COLLEGE

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Ref. No.: LT_ST 22-23/03(b)

20th September, 2022

Dear Parents/Guardians,

Requirements for issuing 'Certificate of Graduation' and 'Leaving Certificate'

Students will be issued the 'Certificate of Graduation', 'Leaving Certificate' or 'Schooling Record' after the Graduation Examination based on the following criteria:

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| <u>'Certificate of Graduation'</u> | Students should fulfil all the three requirements below in order to be issued the Certificate of Graduation to certify his/her S.6 graduation from the school: 1. Attaining a pass in at least three subjects in the whole academic year, two of which being Chinese Language, English Language, Mathematics or Liberal Studies. 2. Attaining a C- or above in the final conduct grade. 3. Meeting a minimum attendance requirement of 90% for the whole academic year. |
| <u>'Leaving Certificate'</u> | If students are not able to attain a pass in at least three subjects in the whole academic year, two of which being Chinese Language, English Language, Mathematics or Liberal Studies, the two requirements below should be fulfilled in order to be issued the 'Leaving Certificate' to certify his/her S.6 completion at the school: 1. Attaining a C- or above in the final conduct grade. 2. Meeting a minimum attendance requirement of 90% for the whole academic year. |
| <u>'Schooling Record'</u> | A 'Schooling Record' will be issued to students who are not able to fulfil the requirements abovementioned to certify his/her studies at the school. |

For enquiries, please contact the class teacher.

Yours faithfully,

CHENG Che-yin M.H.

Principal

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Ref. No.: LT_ST 22-23/03(b)

Dear Principal,

I acknowledge the notice of "Requirements for issuing 'Certificate of Graduation' and 'Leaving Certificate'", the content of which is noted.

Name of Student : _____

Class and Class No. : _____

Signature of Parent / Guardian : _____

Date : _____