



惠僑英文中學

WAI KIU COLLEGE

九龍石硤尾偉智街十七號

17 Wai Chi Street, Shek Kip Mei, Kowloon, Hong Kong.

電郵地址(E-mail): wkc@wkc.edu.hk

電話: 852-2777 6289 傳真: 852-27767727

Tel: 852-2777 6289 Fax: 852-27767727

網址(Website): <http://www.wkc.edu.hk>

檔案編號: LT_ST 20-21/043

敬啟者:

自動轉賬繳交學費通告

本校以自動轉賬方式收取學費,請家長於每月2號或以前把 貴子弟之學費金額存入轉賬戶口,每月學費的轉賬日為3號或4號。

- (一) 學費轉賬戶口如無足夠金錢轉賬學費,銀行轉賬系統將拒絕此項轉賬指令。銀行所徵收之附加手續費須由 台端自行承擔,校方概不負責。
- (二) 如因特殊理由未能經轉賬繳付該月份學費,台端須於轉賬日前兩星期以書面通知本校會計部,以便暫時取消該月份之學費轉賬,逾期恕不受理。
- (三) 無論任何原因未能經轉賬繳付學費,校方將於該月第十日後直接通知有關學生,敬請 台端於三天內著 貴子弟攜同現金或銀行支票到會計部繳付該月份學費。
- (四) 如家長採用現金入數,銀行入數的客戶存查底單,必須交回會計部處理,以作核實。倘未能遞交入數紙,所繳學費將不獲確實。
- (五) 台端如欲取消學費轉賬戶口,敬希儘早通知本校會計部。

關於學費轉賬事項,敬希垂注。如對學費轉賬事宜有任何疑問,歡迎致電本校會計部查詢。

此致
各位家長

校長: _____ 謹啟



鄭智賢

二零二一年七月六日

-----<-----< 回 條 >-----<-----

檔案編號: LT_ST 20-21/043

敬覆者:

本人已知悉並同意以自動轉賬繳交學費之安排,並於每月2號或以前把學費存入轉賬戶口內。

此覆

惠僑英文中學校長

學生姓名: _____

班 別: _____

家長簽署: _____

二零二一年____月____日



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Ref. No.: LT_ST 20-21/043 (E)

6th July, 2021

Dear Parents/Guardians,

Direct Debit Authorisation (Autopay)

The school collects tuition fees by means of Direct Debit Authorisation (Autopay). The school will direct debit the tuition fee from your bank account on the 3rd or 4th of every month. In order to avoid unnecessary delay, parents should ensure there is sufficient fund in your bank account every month on or before the 2nd of every month. Otherwise, the bank transfer system will reject this transfer instruction.

- (1) If the tuition transfer account does not have enough money to transfer and pay the tuition fee, the additional handling fee levied by the bank shall be borne by the parent, and the school shall not be responsible.
- (2) Please note that if you would like to change the direct debit bank account, you need to inform the school's accountant as soon as possible.
- (3) In case you are not able to pay the tuition fee through autopay, you are reminded to submit a written notice to our Accounting Department two weeks before the payment due date. Late applications will not be accepted.
- (4) The school will inform your child if the payment is unsuccessful on the 10th of every month. You should ask your child to bring cash or cheque to the Accounting Department to settle the tuition fee within three days.
- (5) If you have settled the tuition fee by bank transfer or other methods, you should submit the bank slip to our Accounting Department for us to acknowledge receipt of your payment. The school will not be able to acknowledge any tuition fee settlement without a bank slip.

For enquiries, please contact Ms. Leung from the Accounting Department at 27776289.

Yours faithfully,

CHENG Che-yin

Principal

----- ✂ ----- Reply Slip ----- ✂ -----

Ref. No.: LT_ST 20-21/043 (E)

Dear Principal,

I acknowledge the arrangement of "Direct Debit Authorisation (Autopay)" and I will deposit the necessary amount into my account on or before the 2nd every month.

Name of Student : _____
 Class and Class No. : _____
 Signature of Parent / Guardian : _____
 Date : _____