惠僑英文中學

WAI KIU COLLEGE

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Ref. No.: LT_ST 23-24/03(b)
15th September, 2023
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:

| | |
|---|---|
| **'Certificate of Graduation'** | 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:<br><br>1. Attaining a pass in at least three subjects in the whole academic year, two of which being Chinese Language, English Language, Mathematics or Citizenship & Social Development.<br>2. Attaining a C- or above in the final conduct grade.<br>3. Meeting a minimum attendance requirement of 90% for the whole academic year. |
| **'Leaving Certificate'** | 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 Citizenship & Social Development, 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:<br><br>1. Attaining a C- or above in the final conduct grade.<br>2. Meeting a minimum attendance requirement of 90% for the whole academic year. |
| **'Schooling Record'** | 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

-----------------------✂--------------------------------Reply Slip------------------------------✂---------------------
Ref. No.: LT_ST 23-24/03(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                                              : _____