



**靈糧堂怡文中學**  
**Ling Liang Church E Wun Secondary School**  
電話：2109 4000 傳真：2109 4066

**Circular 2020/2021 No.062**

12<sup>th</sup> January, 2021

Dear Parents/Guardians,

**S.6 Graduation Matters**

Please be informed that the graduation committee is going to organize the graduation matters to all the graduates. The arrangements are detailed below.

**A). Activities:**

1. Souvenir magazine for graduates
2. Souvenir to school

**B). Budget:**

Item	Fee
Souvenir magazine for graduates	HK\$ 89
Souvenir to the school	HK\$ 11
<b>Total Fee</b>	<b>HK\$ 100</b>

**C). Fees:**

1. All students should pay for the full fee first. If students are currently in receipt of the full grant of the School Textbook Assistance Scheme or the Comprehensive Social Security Assistance Scheme, students will receive a refund (\$100). If students are currently in receipt of the half grant of the School Textbook Assistance Scheme, students will receive a refund (\$50). Reimbursement of payments will be made to parents by 31<sup>st</sup> August, 2020. Students will be asked to sign after they receive cheques from the school.
2. If there is still any amount of money censored by 31<sup>st</sup> August, 2021, the amount will be donated to the "Alumnus Association Fund" managed by the Parent-Teacher Association.
3. Payment methods:
  - (a) By crossed cheque ("The IMC of Ling Liang Church E Wun Secondary School" as payee, with student's name and class, and parent's contact number at the back of the cheque), returning it to school office.
  - (b) Transfer the amount of payment to the school account through ATM or branch. Write student's name and class, parent's contact number at the back of bank slip before returning it to school office.
  - (c) Transfer the amount of payment to the school account through internet banking. Write student's name and class, parent's contact number at the back of the transaction record printing before returning it to school office.
  - (d) Details of the school bank account as below:  
Name of Bank: Hong Kong and Shanghai Banking Corporation (HSBC)  
Name of Bank Account: The IMC of Ling Liang Church E Wun Secondary School  
Number Of Bank Account: 646-055186-002

If you have any enquiries, please contact the Account department of the School general office.



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Please fill in the reply slip and return it with the payment receipt to the School general office before 22<sup>nd</sup> January, 2021. Should you have any inquiries, please contact Ms. Lam Shuk Man at 2109 4000.

Yours faithfully,

\_\_\_\_\_  
Mr. Law Wai Man  
Principal

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Ling Liang Church E Wun Secondary School

**Reply Slip**

\_\_\_\_\_ January, 2021

Dear Principal,

I have noted the details of the Circular 2020/2021 No.062 on "S.6 Graduation Matters" and I allow my child to pay HK\$100.

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

Name of parent/guardian: \_\_\_\_\_  
(Block Letter)

Contact telephone number: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ Class No: \_\_\_\_\_

\*  I now wish to apply for the "Education Fund of the Hong Kong Ling Liang Church" because of a sudden change in my financial situation and I will submit a parent's letter.

**(If you have any sudden need to apply for the "Education Fund of the Hong Kong Ling Liang Church", please submit it before 22<sup>nd</sup> January, 2021. Late application will not be accepted.)**

\* Please tick in the box as appropriate.