



YAN OI TONG  
Tin Ka Ping Secondary School

仁愛堂田家炳中學

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No.24-25/32

25 October 2024

**Collection of the 1st Installment of Miscellaneous Fees**  
**Using the Smart Card System**

Similar to last year, the school will continue to collect the miscellaneous fees (3 installments for S1-5; 2 installments for S6) through the Smart Card system. The school will pay the administration fee, \$3.4, for the first installment for parents. The whole year's miscellaneous fees (see appendix) are also estimated so that parents can deposit the sufficient amount into the account to avoid paying multiple administrative expenses. **Please note that, except for the first time, an administration fee of \$3.4 must be paid upon every deposit.**

The balance will remain in the student's account for future payments in the same school year or in subsequent school years. When students graduate or drop out from school, their accounts will be terminated and the account balance will be returned to parents.

**Please refer to the attached  
for the amount of the first installment.**

**Deposits should be made at Circle K outlets on or before 30 October 2024.**

Please deposit the required amount for this installment (or the estimated amount for the year) into the Smart Card account **by 30 October 2024**. School will debit the amount from the corresponding account on **1 November 2024** to finish the payment.

S2-S6 students are advised to check the balance of their account on e-Class to make sure that there is sufficient balance for the payment of miscellaneous fees in 2024 – 2025. For further enquiry, please contact Mr. Ng Ka Lai.

Dr. Kai Sze Fai  
Principal

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**Reply Slip** (To be returned to the form teacher by 28/10)

\_\_\_\_ October 2024

I am notified of the arrangements of collection of miscellaneous fees using the Smart Card system. I will deposit the required amount into the Smart Card account.

Class: \_\_\_\_\_ No.: \_\_\_\_\_

Name of student: \_\_\_\_\_

Parent signature: \_\_\_\_\_

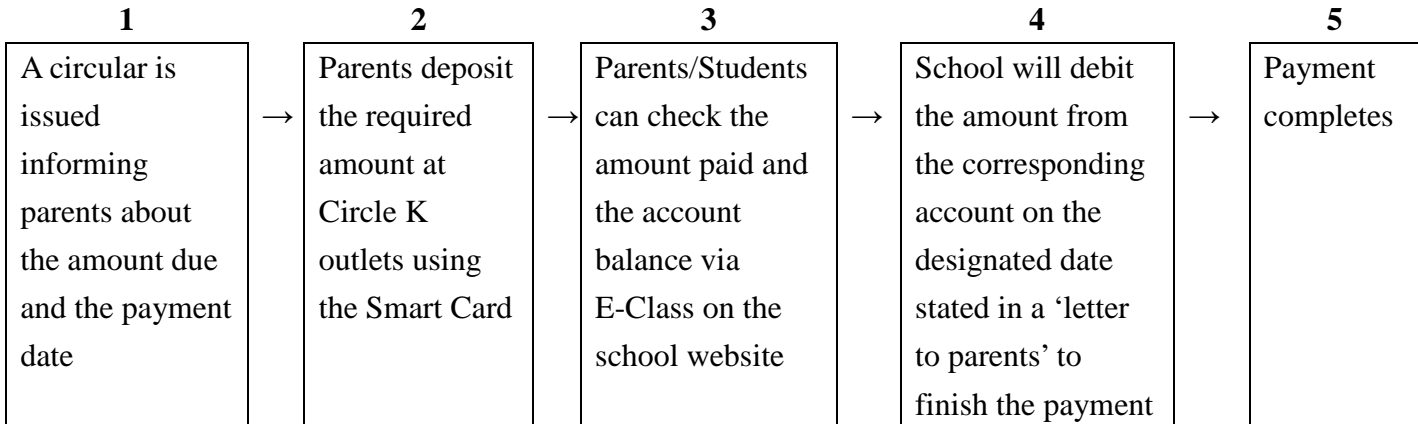
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# Student Smart Card – Fee Collection Procedures

## Strengths:

1. Students do not need to bring a lot of money to school.
2. Parents do not need to open a bank account but simply need to make deposits at any Circle K outlets with the use of the Smart Card (with an administration fee of \$3.4 upon each deposit). The deposit will then be transferred to the Smart Card account.
3. Parents can check the amount transferred and the account balance via e-Class on the school website.
4. Even the card is lost, the balance cannot be used by anyone other than the card owner.
5. Time for fee collection is saved and teachers can focus on teaching.

## Procedures:



## Notes:

1. Each year, the school deposits \$3.4 into the students' accounts. If parents only make one deposit every year, no administration fee will be charged. The school has estimated the fees to be paid for the entire 2024-25 school year. Parents can choose to deposit this amount into the account. The following are the estimates for 2024-25:

<b>Estimated Fees for 2024-2025</b>		
S1	Miscellaneous fees and fees for summer holiday exercises (3 installments)	<b>\$2,200.00</b>
S2	Miscellaneous fees and fees for summer holiday exercises (3 installments)	<b>\$1,800.00</b>
S3	Miscellaneous fees and fees for summer holiday exercises (3 installments)	<b>\$2,200.00</b>
S4	Miscellaneous fees and Tong Fai (3 installments)	<b>\$2,100.00</b>
S5	Miscellaneous fees and Tong Fai (3 installments)	<b>\$2,400.00</b>
S6	Miscellaneous fees and Tong Fai (2 installments)	<b>\$1,600.00</b>

2. The account balance will be retained for future payments.
3. At the end of a school year, the account balance will be retained for payments in following years. The account balance will be returned to parents upon graduation or dropping out of students.
4. In the 2024-2025, the school will issue at least three circulars (S1-5) and two circulars (S6) regarding the collection of fees. For new and special items, parents still need to pay in cash or cheque.
5. Each student I.D. card bears a barcode and can be used for making deposits at Circle K outlets.
6. Every time school will only debit the specified amount of the installment from the corresponding account.