



路德會協同中學  
致家長函  
學生電子收費系統收費

敬啟者：

一如以往，本校將以「學生電子收費系統」收取開學購物費用及各項繳費支出，以簡化繳費流程。家長可選擇不同的方法為貴子弟的「智能卡戶口」增值作繳費用途，詳情可參閱〈附件一〉。

本校將於二零一八年九月二十六日透過「學生電子收費系統」收取本學年費用，煩請貴家長細閱《學生電子收費單》之有關收費項目及繳費細則，並在上述日期前利用下列其中一個方法付款增值貴子弟的智能卡戶口：

(1) 利用電話／網上繳費靈(PPS)付款：

- 本校的繳費靈(PPS)商戶編號為 **6231**，有關操作詳情請參考〈附件一〉。
- 付款後請把付款資料 (付款編號、日期) 填寫於《學生電子收費單》下方的指定位置，然後將《學生電子收費單》交回校方。
- 每次增值易辦事(香港)有限公司需收取增值行政費 **\$2.2** (首次增值行政費由學校支付)

(2) 到 **Circle K (OK)便利店** 或 **華潤萬家 (VanGO)便利店** 使用「櫃位賬單繳費服務」：

- 家長必須帶同《學生電子收費單》為學生戶口增值，並向便利店店員展示收費單上的條碼以資識別。增值後請把繳費收據釘在《學生電子收費單》並交予學校。
- 每次增值易辦事(香港)有限公司需收取增值行政費 **\$3.4** (首次增值行政費由學校支付)

另家長稍後可登入本校 **eClass 內聯網** 查閱學生賬戶紀錄，有關方法已刊印於本通告之背頁。倘若家長對電子收費有任何疑問，可致電本校向樊達輝老師查詢。

此致  
貴家長

路德會協同中學 校長

謹啟

二零一八年九月十四日

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家長回條  
學生電子收費系統收費

敬覆者：

頃閱 貴校九月十四日函，本人已知悉有關學生電子收費系統收費事宜。

此覆  
路德會協同中學校長

家長姓名：\_\_\_\_\_ 家長簽名：\_\_\_\_\_

學生姓名：\_\_\_\_\_ 班 別：\_\_\_\_\_ (\_\_\_\_\_)

聯絡電話：\_\_\_\_\_ 日 期：2018年9月 日

※本回條須於 2018年9月18日(星期二)或以前交班主任收※



Notice to Parents/Guardians
Collection of school charges by electronic payment system

14 September 2018

Dear Parents/Guardians,

The School will collect school charges electronically at the beginning of the school year through the eClass Smart Card system to simplify the fee collection process.

The date of collection of the school charges through the eClass Smart Card system will be September 26, 2018 (Wednesday). Parents are advised to read the "Bill for electronic payment (學生電子收費單)" for details of the payment items and top-up your son's/daughter's "Smart Card Account" accordingly before September 26 (Wednesday) using one of the following methods:

- (1) Payment by PPS (on phone or internet):
- The PPS Merchant Code of our school is 6231. Please refer to Attachment 1 for details of operation.
- After payment, please fill in the payment information (Payment Reference No. & Payment Date) at the designated space on the "Bill for electronic payment (學生電子收費單)", and then return the "Bill for electronic payment (學生電子收費單)" to the school.
- The EPS Company (Hong Kong) Limited will charge an administrative fee of \$ 2.2 for each top-up transaction. (The school will only pay for the first top-up transaction.)
(2) Payment using the "Over-the-counter Bill Payment Service" offered by Circle K Convenience Stores / VanGo Convenience Stores :
- Parents must bring along with the "Bill for electronic payment (學生電子收費單)" and show the bar codes printed on it to the convenience stores staff for top-up transaction. After then, please staple the payment receipt to the "Bill for electronic payment (學生電子收費單)" and submit it to the school.
- The EPS Company (Hong Kong) Limited will charge an administrative fee of \$ 3.4 for each top-up transaction. (The school will only pay for the first top-up transaction.)

Parents can check later each payment record through the school intranet (eClass). The guide can be found on the back page of this notice. Should you have any enquiries, please feel free to contact Mr. Fan, the IT teacher-in-charge. Kindly sign the reply slip below and thank you for your attention.

Yours faithfully,

Leung Yat Hang
Principal

Reply Slip - Collection of school charges by electronic payment system

(Please hand in this reply slip to the class teacher on Tuesday, 18th September 2018)

Dear Principal,

Your letter dated 14 September 2018 about the Collection of school charges by electronic payment system is noted with thanks.

Signature of Parent: \_\_\_\_\_ Name of Parent: \_\_\_\_\_
Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ Class No: \_\_\_\_\_
Tel. No.: \_\_\_\_\_ Date: \_\_\_\_\_