

PLK VICWOOD K.T. CHONG SIXTH FORM COLLEGE 2019-20

S4 and S5 Student Registration: Special Arrangements due to the Outbreak of COVID-19

Please take a photo of the bank receipt and send it to your mentor by 12 noon, 24 July 2020 (Friday) to complete the registration procedure.

- 1 All students must complete the registration procedure as follows:
- Students should pay the registration fee between 20/7/2020 and 23/7/2020. They can go to any branch of HSBC and pay the fee at the teller counter or the payment can be made through an HSBC or Hang Seng ATM machine.
 - The account number is
848-517926-002
 - The account name is The Incorporated Management Committee of Po Leung Kuk Vicwood K. T. Chong Sixth Form College i.e. The IMC OPLKVKTCSEFC
 - The Registration Fees are listed below:

Repeating S4	Promoted to S5	Repeating S5	Promoted to S6
\$145	\$131	\$131	\$231

For details, please refer to Appendix.
 - Students should put down their name, class and mentor's initials on the **FRONT page** of the bank receipt.
 - Students should then take a photo of the bank receipt with their name, class and mentor's initials written on the FRONT page of the bank receipt.
 - Students should name the photo as 'class_name', e.g. 4AChanTaiMan. *The file of the photo of the bank receipt should be sent to the mentor through email or WhatsApp by 12:00 noon, 24/7/2020 (Friday).*
 - Students should *keep the bank receipt properly*. When school resumes, students may be required to hand in the bank receipt to their mentors.

*****FAILURE TO COMPLETE THE REGISTRATION PROCEDURE WILL BE REGARDED AS STUDENTS GIVING UP THEIR PLACES!*****

Appendix

1. Registration (Miscellaneous) Fees

Item	S4 repeaters	S5 / S5 repeaters	S6
Exercise Books and Stationery	\$ 43.00	\$ 43.00	\$ 43.00
Badge – Iron	\$ 14.00	---	---
Student Union Subscription	\$ 25.00	\$ 25.00	\$ 25.00
PTA Membership Fee*	\$ 30.00	\$ 30.00	\$ 30.00
Alumni Membership Fee	---	---	\$ 100.00
Diary-organizer, booklet and Student-Parent handbook	\$ 33.00	\$ 33.00	\$ 33.00
Total :	\$145.00	\$131.00	\$231.00

*Refund will be arranged for families with financial hardship.

2. Exercise Books and Stationery students will receive

Item	Unit Price	Quantity	Amount (\$)
		S4/S5/S6	S4/S5/S6
Single line Exercise Book	\$2.30	6	13.80
Single Line Sheet (A4)	\$3.60	2	7.20
Chinese Composition Exercise Book	\$3.20	2	6.40
Plastic File (A4)	\$1.30	12	15.60
Total :		22	\$43.00