



YAN OI TONG
Tin Ka Ping Secondary School

仁愛堂田家炳中學

Shan King Estate, Tuen Mun, N.T., Hong Kong

新界屯門山景邨 Tel:2466 5270

No. 16-17/56

敬啟者：

圖書館更換影印機、收費系統及影印咭退款事宜

鑑於設置在圖書館內的影印機及其收費系統經長年累月的使用，開始出現老化的情況。圖書館已添置一部新影印機及八達通收費系統，並於5月2日開始供同學使用，故舊影印機將於6月28日停止服務。如貴子弟已購影印咭，可於即日起至6月28日携同影印咭到圖書館申請退還影印費餘額手續。由於餘額核實程序需經舊收費系統處理，而該系統之保養期至6月底屆滿，因此圖書館不能保證於6月28日後的申請可以成功退還餘額，敬希注意。餘額經核實後，將於7月初發還。

如有垂詢，請聯絡周永良老師或圖書館職員鄧小姐。

此致
各家長

仁愛堂田家炳中學校長
吳潔容謹啟

二零一七年五月五日

回條 (請於 8/5 交回班主任)

圖書館更換影印機、收費系統及影印咭退款事宜

敬覆者：本人知悉學校有關圖書館更換影印機、收費系統及影印咭退款事宜之安排。

此覆
仁愛堂田家炳中學校長

班別：_____ 班號：_____

學生：_____

家長簽署：_____

No. 16-17/56

二零一七年五月 日



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5 May 2017

Replacement of Photocopier, Payment System in the Library, and Refund of Balance on Photocopying Cards

The photocopier and its payment system in the library have shown signs of malfunctioning after long years of use. As such, a new photocopier with an Octopus card payment system has been installed in the library and will be available for use by students from 2 May. Along with the replacement, the old photocopier will be taken out of service from 28 June. Students who have purchased photocopying cards can apply for refund of balance on the cards from today until 28 June. Such application should be made at the library by presenting the photocopying cards in person. Since the validation of balance on photocopying cards has to be processed by the old payment system of which its warranty will expire at the end of June, refund is not guaranteed if applications are made after 28 June. Students will receive the refund in early July after the validation.

For enquiries, please contact Mr Chow Wing Leung or Ms Tang (library staff).

Ng Kit Yung
Principal

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Reply Slip (To be submitted to form teacher on 8/5)

_____ May 2017

Replacement of Photocopier, Payment System in the Library, and Refund of Balance on Photocopying Cards

I am notified of the arrangements of replacement of photocopier, payment system in the library and the arrangements for refund of balance on photocopying cards.

Class:_____ Class number:_____

Name of student:_____

Parent signature:_____

No.16-17/56