



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.

香港新界屯門山景邨

Tel: 852-2464 3731 Fax: 852-2464 3243 Web site: <http://www.yottkp.edu.hk>

Email: [office@email.yottkp.edu.hk](mailto:office@email.yottkp.edu.hk)

No.20-21/24

### 智能卡系統繳付第一期雜費

敬啟者:

本學年將沿用去年的智能卡電子收費系統，學生須以智能卡繳交雜費(中一至中五級須繳交三期；中六級須繳交兩期)。本校會代家長支付第一次入數手續費\$3.4，並預先估計每級學生全年須繳交的費用(請見附頁)，讓家長可以一次過存入足夠款項至戶口，以節省手續費。敬請家長垂注，除第一次外，家長以後入數時，每次需自行繳付\$3.4 手續費。

戶口的結餘款項將會保留於學生戶口，以備日後繳費之用。在學年終結時，學生賬戶內的餘款將延續至下一學年繼續使用。學校將於學生畢業或退學時把戶口餘款退回家長。

### 各班第一次需付款項

#### 請閱附頁表列

到OK便利店繳費日期：**18.11.2020** 或之前

請家長於**2020年11月18日或以前**，將上述款項(或將全年的估計繳費一次過存入)存入智能卡戶口。本校將於**2020年11月18日**透過系統直接從學生帳戶內進行轉帳，以完成繳費手續。

中二至中六同學宜先經 e-class 查閱戶口餘款，以確保戶口有足夠款項繳交 2020-21 年度雜費。如有垂詢，請與吳家禮老師聯絡。

此致

各家長

仁愛堂田家炳中學校長  
吳潔容 謹啟

二零二零年十一月十三日

回條 (16/11 交回班主任)

敬覆者：

本人知悉 貴校有關使用智能卡電子收費系統進行繳費安排，並會把款項存入智能卡戶口，切實配合學校相關措施。

此覆

仁愛堂田家炳中學校長

班別：\_\_\_\_\_ 座號：\_\_\_\_\_

學生姓名：\_\_\_\_\_

家長簽署：\_\_\_\_\_

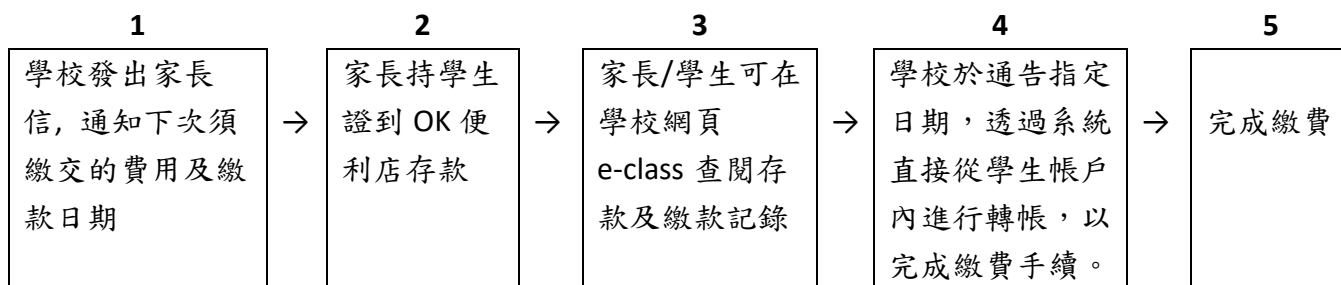
No.20-21/24

二零二零年十一月 日

## 學生智能咭—收費程序簡介

- 優點:**
1. 學生毋須攜帶金錢回校繳費，避免失款；
  2. 家長毋須開設任何銀行戶口，只須到 OK 便利店以學生證繳費，轉賬到智能卡戶口 (每次過數手續費\$3.4)；
  3. 可在 e-class 查閱戶口情況，包括過數的款項及結餘；
  4. 學生不慎失卡，其他拾獲者亦不能使用卡內款項；
  5. 學校方面，班主任毋須虛耗上課時間收取費用而影響教學，能減省學校處理大量現金收支的人力及時間。

**過程:**



- 注意:**
1. 每年學校會先存\$3.4 至各學生戶口，如家長每學年只入款項一次，便毋須負擔第一次的入數手續費；而學校將會估計每級學生全年須繳交的費用，讓家長可以一次過存入足夠款項至戶口。下表是 2020-21 年度的估計：

	2020-21 年度估計需繳費用	
中一級	繳付共三期雜費、暑期作業費	<b>\$1,200.00</b>
中二級	繳付共三期雜費、暑期作業費	<b>\$1,000.00</b>
中三級	繳付共三期雜費、暑期作業費	<b>\$1,000.00</b>
中四級	繳付共三期雜費及堂費	<b>\$1,600.00</b>
中五級	繳付共三期雜費及堂費	<b>\$1,700.00</b>
中六級	繳付共兩期雜費及堂費	<b>\$1,400.00</b>

2. 戶口的結餘款項將會保留於學生戶口，以備日後繳費之用。
3. 在學年終結時，學生賬戶內的餘款將延續至下一學年繼續使用。學校將於學生畢業或退學時把戶口餘款退回家長。
4. 2020-21 年度派發最少有三次(中一至中五級)或兩次(中六級)家長信通知徵收費用。如有特殊或新加項目，須以現金/支票繳付款項。
5. 學生證已附有入數條碼，可用此證到 OK 便利店入數。
6. 學生每次透過系統，只會直接從學生帳戶扣除該次指定繳款的徵收款項。



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No.20-21/24

13 November 2020

**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 18 November 2020.**

Please deposit the required amount for this installment (or the estimated amount for the year) into the Smart Card account **by 18 November 2020**. School will debit the amount from the corresponding account on **18 November 2020** 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 2020-21. For further enquiry, please contact Mr. Ng Ka Lai.

Ng Kit Yung  
Principal

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**Reply Slip** (To be returned to the form teacher by 16/11)

\_\_\_\_ November 2020

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: \_\_\_\_\_

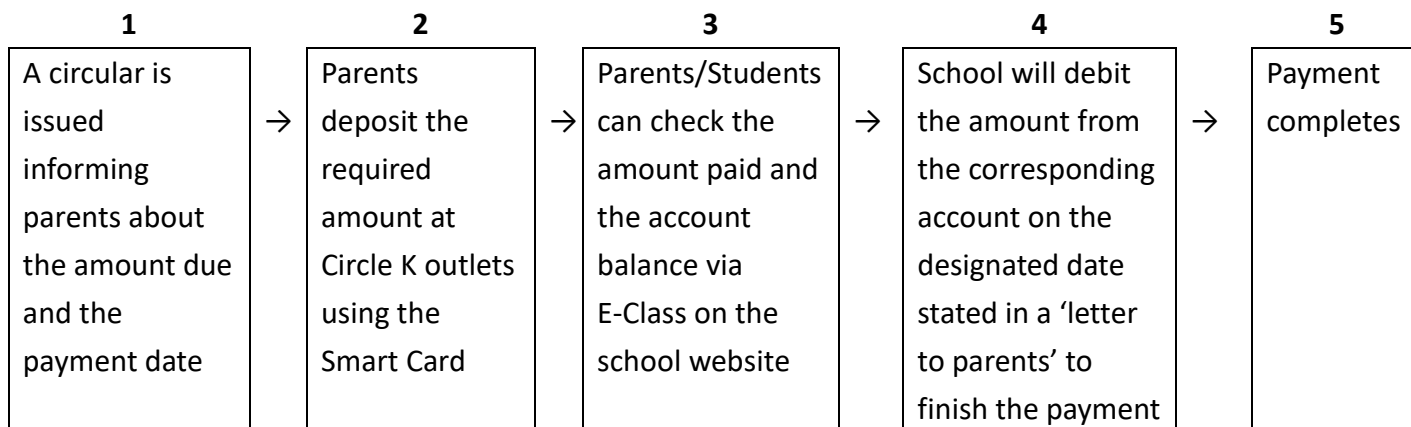
No.20-21/24

## 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 2020-21 school year. Parents can choose to deposit this amount into the account. The following are the estimates for 2020-21:

<b>Estimated Fees for 2020-2021</b>		
S1	Miscellaneous fees and fees for summer holiday exercises (3 installments)	<b>\$1,200.00</b>
S2	Miscellaneous fees and fees for summer holiday exercises (3 installments)	<b>\$1,000.00</b>
S3	Miscellaneous fees and fees for summer holiday exercises (3 installments)	<b>\$1,000.00</b>
S4	Miscellaneous fees and Tong Fai (3 installments)	<b>\$1,600.00</b>
S5	Miscellaneous fees and Tong Fai (3 installments)	<b>\$1,700.00</b>
S6	Miscellaneous fees and Tong Fai ( 2 installments)	<b>\$1,400.00</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 2020-2021, 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.



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### 2020-2021 學年高中學生堂費

本校 2020-2021 學年高中學生堂費中四至中五學生收費 462.60 元、中六學生收費 514 元，並已獲教育局核准，堂費開支只供本校作教育用途。收費安排以月計，詳情如下：

#### 中四級全年繳交堂費 \*\*\$462.60

	2020 年 10 月至 2021 年 6 月
堂費	每月 51.40

\*\*豁免 9 月份堂費

#### 中五級全年繳交堂費 \*\*\$462.60

	2020 年 10 月至 2021 年 6 月
堂費	每月 51.40

\*\*豁免 9 月份堂費

#### 中六級全年繳交堂費 \$514.00

	2020 年 9 月至 2020 年 12 月	2021 年 1 月至 2021 年 2 月
堂費	每月 85.00	每月 87.00

### Tong Fai for Senior Form Students 2020-2021

Tong Fai in 2020-2021 is \$462.60(S.4-S.5) & \$514.00(S.6). The fee is solely for education purposes of the school. The monthly installment and collection arrangements are detailed below:

**Total Tong Fai (S4): \*\*\$462.60**

Sept 2020 – June 2021
\$51.40 / month

\*\*September Free Tong Fai

**Total Tong Fai (S5): \*\*\$462.60**

Sept 2020 – June 2021
\$51.40 / month

\*\*September Free Tong Fai

**Total Tong Fai (S6): \$514.00**

Sept – Dec 2020	Jan – Feb 2021
\$85.00 / month	\$87.00 / month

S1 Miscellaneous Fees – 1 <sup>st</sup> Installment 中一級第一期雜費		
1	Purchase, Maintenance and Repair Fee for non-government subsidised items (e.g. gym equipment) 非政府標準津貼項目的購置、保養及維修費用(例如：健身室器材等)	\$200.00
2	Replacement of computer and audio-visual equipment 資訊(電腦)及視聽器材更換費用	\$80.00
3	House Member Fee 社費	\$15.00
4	Student Union Fee 學生會費	\$15.00
5	PTA Membership Fee 家長教師會會費	\$20.00
6	The following items are collected and paid on the concerned parties' behalf : 下列代收代支項目總數	
	Homework Journal (Terms 1 & 2)*	\$29.30
	PE Handbook*	\$34.50
	中文科文件夾*	\$5.70
	中文科(校本成語學習手冊)*	\$80.00
	中文科補充教材冊(單元一、二及文言存摺)*	\$29.30
	普通話教材冊*	\$9.10
	Young Post and SCMP subscription 訂閱《英文報章》*	\$84.00
	English Writing File(F4)*	\$1.00
	English Vocabulary Booklet*	\$17.00
	English Learning Log*	\$11.20
	IH Folder*	\$5.70
	Science Unit Handbook*	\$29.00
	Home Economics Booklet*	\$9.50
	School exercise books 校簿*	\$58.90

1<sup>st</sup> Installment (per person) 每人需交第一期總數： **\$734.20**

\*Items collected and paid by school on concerned parties' behalf. \*有此符號者，本校代收代支的項目

### S1 school exercise books

ITEM	UNIT PRICE	QUANTITY	PRICE
大單行簿 Single-lined exercise book	\$1.50	16	24.00
作文簿面(綠色) Composition file cover(Green)	\$1.50	1	1.50
原稿(小楷)簿 Chinese exercise book	\$2.00	1	2.00
音樂簿 Music book	\$1.90	1	1.90
原稿紙 Chinese writing paper	\$3.50	1	3.50
作文單行紙 (每本 100 張) Single-lined paper (100pcs)	\$12.60	1	12.60
白色畫紙(背印表格) White drawing paper with tables	\$0.40	6	2.40
手冊 Student handbook	\$9.30	1	9.30
手冊膠套 Student handbook jacket	\$1.70	1	1.70
總數 Total			\$58.90

S2 Miscellaneous Fees – 1 <sup>st</sup> Installment 中二級第一期雜費		
1	Purchase, Maintenance and Repair Fee for non-government subsidised items (e.g. gym equipment) 非政府標準津貼項目的購置、保養及維修費用(例如：健身室器材等)	\$200.00
2	Replacement of computer and audio-visual equipment 資訊(電腦)及視聽器材更換費用	\$80.00
3	House Member Fee 社費	\$15.00
4	Student Union Fee 學生會費	\$15.00
5	PTA Membership Fee 家長教師會會費	\$20.00
6	The following items are collected and paid on the concerned parties' behalf : 下列代收代支項目總數	
	Homework Journal (Terms 1 & 2)*	\$29.30
	中文科教材冊(單元一)*	\$4.40
	普通話文件夾*	\$5.70
	Young Post and SCMP subscription 訂閱《英文報章》*	\$84.00
	English Vocabulary Booklet *	\$16.80
	English Learning Log*	\$11.20
	English Reader (Starting of Strong) *	\$24.00
	English Writing File(F4)*	\$1.00
	English OE Booklets*	\$25.50
	Science Unit Handbook 3&4*	\$61.90
	Home Economics Booklet *	\$12.00
	IH Folder *	\$5.70
	School exercise books 校簿*	\$60.50

1<sup>st</sup> Installment (per person) 每人需交第一期總數： **\$672.00**

2019-20學年未有派發Homework Journal Term 2，有關費用(\$14.50)已於11月13日透過 eClass退回給該年度的學生。

\*Items collected and paid by school on concerned parties' behalf. \*有此符號者，本校代收代支的項目

### S2 school exercise books

ITEM	UNIT PRICE	QUANTITY	PRICE
大單行簿 Single-lined exercise book	\$1.50	16	24.00
作文簿面(綠色) Composition file cover(Green)	\$1.50	1	1.50
原稿(小楷)簿 Chinese exercise book	\$2.00	1	2.00
音樂簿 Music book	\$1.90	1	1.90
原稿紙 Chinese writing paper	\$3.50	1	3.50
作文單行紙 (每本 100 張) Single-lined paper (100pcs)	\$12.60	1	12.60
白色畫紙(背印表格) White drawing paper with tables	\$0.40	10	4.00
手冊 Student handbook	\$9.30	1	9.30
手冊膠套 Student handbook jacket	\$1.70	1	1.70
總數 Total			60.50

S3 Miscellaneous Fees – 1 <sup>st</sup> Installment 中三級第一期雜費		
1	Purchase, Maintenance and Repair Fee for non-government subsidised items (e.g. gym equipment) 非政府標準津貼項目的購置、保養及維修費用(例如：健身室器材等)	\$200.00
2	Replacement of computer and audio-visual equipment 資訊(電腦)及視聽器材更換費用	\$80.00
3	House Member Fee 社費	\$15.00
4	Student Union Fee 學生會費	\$15.00
5	PTA Membership Fee 家長教師會會費	\$20.00
6	The following items are collected and paid on the concerned parties' behalf : 下列代收代支項目總數	
	Homework Journal (Terms 1 & 2)*	\$31.10
	中文科教材冊單元(一)*	\$9.30
	Young Post and SCMP subscription 訂閱《英文報章》*	\$84.00
	Summer SCMP Subscription and Elevate Vol.1 (Textbook) * 訂閱《暑期英文報章及教科書》	\$60.00
	English Speaking Booklet *	\$18.00
	English Vocabulary Booklet*	\$10.50
	English Learning Log *	\$11.20
	English Writing File (F4)*	\$1.00
	Biology Textbook*	\$13.00
	History Booklet *	\$12.40
	School exercise books 校簿*	\$58.90

1<sup>st</sup> Installment (per person) 每人需交第一期總數： **\$639.40**

2019-20學年未有派發Homework Journal Term 2，有關費用(\$14.50)已於11月13日透過 eClass退回給該年度的學生。

\*Items collected and paid by school on concerned parties' behalf. \*有此符號者，本校代收代支的項目

### S3 school exercise books

ITEM	UNIT PRICE	QUANTITY	PRICE
大單行簿 Single-lined exercise book	\$1.50	16	24.00
作文簿面(綠色) Composition file cover(Green)	\$1.50	1	1.50
原稿(小楷)簿 Chinese exercise book	\$2.00	1	2.00
音樂簿 Music book	\$1.90	1	1.90
原稿紙 Chinese writing paper	\$3.50	1	3.50
作文單行紙 (每本 100 張) Single-lined paper (100pcs)	\$12.60	1	12.60
白色畫紙(背印表格) White drawing paper with tables	\$0.40	6	2.40
手冊 Student handbook	\$9.30	1	9.30
手冊膠套 Student handbook jacket	\$1.70	1	1.70
總數 Total			58.90



S4 Miscellaneous Fees – 1 <sup>st</sup> Installment 中四級第一期雜費			
1	Purchase, Maintenance and Repair Fee for non-government subsidised items (e.g. gym equipment) 非政府標準津貼項目的購置、保養及維修費用(例如：健身室器材等)	\$200.00	
2	Replacement of computer and audio-visual equipment 資訊(電腦)及視聽器材更換費用	\$80.00	
3	House Member Fee 社費	\$15.00	
4	Student Union Fee 學生會費	\$15.00	
5	PTA Membership Fee 家長教師會會費	\$20.00	
6	Tong Fai (Oct – Dec; \$51.40 /month) 堂費(10月至12月 每月\$51.40)	\$154.20	
7	The following items are collected and paid on the concerned parties' behalf : 下列代收代支項目總數		
	Subscription to '通 Six' 訂閱《通 Six》*	\$100.00	
	Young Post and SCMP subscription 訂閱《英文報章》*	\$98.00	
	中文科(校本名例證自學冊)*	\$80.00	
	English Writing File(F4)*	\$1.00	
	English SBA Reading & Viewing Log*	\$16.30	
	HKDSE Chemistry Handbook 1*	\$37.80	(選修化學科學生)
	School exercise books 校簿*	\$100.30	

1<sup>st</sup> Installment (per person) 每人需交第一期總數： **\$879.80**

**\$917.60**(Chemistry Student)

\*Items collected and paid by school on concerned parties' behalf. \*有此符號者，本校代收代支的項目

#### S4 school exercise books

ITEM	UNIT PRICE	QUANTITY	PRICE
大單行簿 Single-lined exercise book	\$1.50	18	27.00
作文簿面(黃色) Composition file cover(Yellow)	\$1.40	1	1.40
作文簿面(綠色) Composition file cover(Green)	\$1.50	1	1.50
原稿(小楷)簿 Chinese exercise book	\$2.00	1	2.00
原稿紙 Chinese writing paper	\$3.50	2	7.00
作文單行紙 (每本 100 張) Single-lined paper (100pcs)	\$12.60	4	50.40
手冊 Student handbook	\$9.30	1	9.30
手冊膠套 Student handbook jacket	\$1.70	1	1.70
總數 Total			100.30

S5 Miscellaneous Fees – 1 <sup>st</sup> Installment 中五級第一期雜費		
1	Purchase, Maintenance and Repair Fee for non-government subsidised items (e.g. gym equipment) 非政府標準津貼項目的購置、保養及維修費用(例如：健身室器材等)	\$200.00
2	Replacement of computer and audio-visual equipment 資訊(電腦)及視聽器材更換費用	\$80.00
3	House Member Fee 社費	\$15.00
4	Student Union Fee 學生會費	\$15.00
5	PTA Membership Fee 家長教師會會費	\$20.00
6	Tong Fai (Oct - Dec; \$51.40 /month) 堂費(10月至12月每月\$51.40)	\$154.20
7	The following items are collected and paid on the concerned parties' behalf : 下列代收代支項目總數	
	Subscription to '通 Six' 訂閱《通 Six》*	\$100.00
	Young Post and SCMP subscription* 訂閱《英文報章》	\$98.00
	中文科小組討論*	\$80.00
	English Saturday Oral Practice*	\$90.00
	School exercise books 校簿*	\$98.80

1<sup>st</sup> Installment (per person) 每人需交第一期總數： **\$951.00**

\*Items collected and paid by school on concerned parties' behalf. \*有此符號者，本校代收代支的項目

### S5 school exercise books

ITEM	UNIT PRICE	QUANTITY	PRICE
大單行簿 Single-lined exercise book	\$1.50	17	25.50
作文簿面(黃色) Composition file cover(Yellow)	\$1.40	1	1.40
作文簿面(綠色) Composition file cover(Green)	\$1.50	1	1.50
原稿(小楷)簿 Chinese exercise book	\$2.00	1	2.00
原稿紙 Chinese writing paper	\$3.50	2	7.00
作文單行紙 (每本 100 張) Single-lined paper (100pcs)	\$12.60	4	50.40
手冊 Student handbook	\$9.30	1	9.30
手冊膠套 Student handbook jacket	\$1.70	1	1.70
總數 Total			98.80

S6 Miscellaneous Fees – 1 <sup>st</sup> Installment 中六級第一期雜費		
1	Purchase, Maintenance and Repair Fee for non-government subsidised items (e.g. gym equipment) 非政府標準津貼項目的購置、保養及維修費用(例如：健身室器材等)	\$200.00
2	Replacement of computer and audio-visual equipment 資訊(電腦)及視聽器材更換費用	\$80.00
3	House Member Fee 社費	\$15.00
	Student Union Fee 學生會費	\$15.00
	PTA Membership Fee 家長教師會會費	\$20.00
4	Tong Fai (Sept - Dec; \$85 /month) 堂費(9月至12月每月\$85.00)	\$340.00
5	The following items are collected and paid on the concerned parties' behalf : 下列代收代支項目總數	
	Young Post and SCMP subscription* 訂閱《英文報章》	\$45.50
	中文科教材冊(同行四分之一世紀)*	\$11.00
	School exercise books 校簿*	\$69.20

1<sup>st</sup> Installment (per person) 每人需交第一期總數： **\$795.70**

\*Items collected and paid by school on concerned parties' behalf. \*有此符號者，本校代收代支的項目

#### S6 school exercise books

ITEM	UNIT PRICE	QUANTITY	PRICE
大單行簿 Single-lined exercise book	\$1.50	7	10.50
作文簿面(黃色) Composition file cover(Yellow)	\$1.40	1	1.40
作文簿面(綠色) Composition file cover(Green)	\$1.50	1	1.50
原稿紙 Chinese writing paper	\$3.50	2	7.00
作文單行紙 (每本 100 張) Single-lined paper (100pcs)	\$12.60	3	37.80
手冊 Student handbook	\$9.30	1	9.30
手冊膠套 Student handbook jacket	\$1.70	1	1.70
總數 Total			69.20