



Letter to Parents No. 2 – 2022/23

Dear Parents/ Guardians,

2022/23 September Notice (2)

To have a better understanding of our school's measures and facilitate home-school co-operation, parents please read the following circulars in detail:

- a. ePayment: Collection of SBM Fund and ECA Fee

The reply slip should be duly completed through eClass on or before 21.9.2022 (Wednesday).

Yours faithfully,



IU Kok-Kin
Principal

The notice will be uploaded to our school website for your reference.

13.9.2022

a. ePayment: Collection of SBM Fund and ECA Fee

(1) Item

Form	Item	Total Amount (HK\$)
S1 to S3	School-based Management Fund (SBM Fund) \$250	250
S4 to S6	School-based Management Fund (SBM Fund) \$250 Extra-curricular Activity Fee (ECA Fee) \$148	398

SBM Fund is mainly used in school special project development and school facility improvement. In recent years, our school has been using this fund in perfecting our electronic services, including the Award and Punishment Record on eClass and SMS messages to parents. It also benefits our students by purchasing school supplies..

To avoid administrative delay, parents must pay the exact amount for the transactions.

(2) Payment Method

The school has optimized and enhanced the ePayment system, and cooperated with mobile payment tools to facilitate parents to pay fees through electronic payment.

Parents can check and sign payment notices on their mobile phones, and check payment records; and the system supports different stored value payment tools and payment gateways, such as Visa, Mastercard, AlipayHK, Alipay cn, WeChat Pay, etc.

Parents please download eClass Parent App , the school will issue an eClass Payment Notice within the day for parents to make the payment.

The school has uploaded the teaching video of ePayment on the school website:

Useful Links → ePayment Guide

Parents should complete the payment on or before 30.9.2022 (Friday).

(3) Application for Refund on SBM Fund

(All applicants must pay the exact full fee first before applying.)

If parents need to apply for exemption of the above fees due to financial difficulties, they should still pay the fees first and then hand in the application for fee refund to the Principal. Approved applications will be refunded by the school afterwards.

Parents in need can download and print the Attachment 1 “Application Form for Refund on SBM Fund”, together with supporting documents, and submit it to the General Office (Ms. LI) on or before 3.10.2022 (Monday).

Should you have any queries, please contact Ms. PANG Lai-mui, Eva at 2476 2357.



Letter to Parents No.2 – 2022/23
Reply Slip

To the Principal of Yuen Long Public Secondary School,

I, the parent of _____ (Class: _____)(Class No.: _____), acknowledge the receipt of the following circulars:

- a. ePayment: Collection of SBM Fund and ECA Fee

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

_____.9.2022

Yuen Long Public Secondary School
Application Form for Refund on SBM Fund

To the Principal,

I, the parent of _____ (Name of Student) from _____, _____ (Class, Class No.) would like to apply for the refund on SBM Fund in school year 2022/23. The amount of refund is \$_____.

Reason: _____

Supplementary document is attached.

Signature of Parent: _____

Name of Parent: _____

Date: _____

Parents are requested to pay the above fees first. If the application is successful, the relevant fees will be issued in the form of a cheque. Please provide cheque information:

English Name of Payee	
Mailing Address	
Email Address	
Contact Number	

Please submit the form and supporting document(s) to General Office (Ms. LI) on or before 3.10.2022 (Monday).

(To be completed by the Principal)

The application of refund is **Approved / Rejected**.

Signature of the Principal: _____

Date: _____

(To be completed by General Office)

Approved Refund of SBM Fund

Name of Cheque Payee	
Cheque No.	
Amount	
Name of Receiver	
Signature of Receiver	
Date of receipt	

The originals of the above documents will be kept by the school, and a copy will be copied to the receiver.



家長通函第 2 號 – 2022/23

敬啟者：

2022/23 學年九月份學校安排須知 (二)

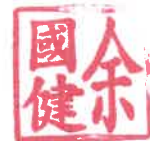
為讓家長更了解學校各項措施及促進家校合作，請家長詳閱下列通告：

- 一、 電子繳費：收取學校管理新措施認可費用及課外活動費

請家長於 2022 年 9 月 21 日（星期三）或之前經 eClass 填妥「家長綜合回條」。

此致

各位家長／監護人



元朗公立中學校長
余國健謹啟

上述通告將上載至本校網頁，歡迎家長瀏覽。

2022 年 9 月 13 日

一、電子繳費：收取學校管理新措施認可費用及課外活動費

(1) 繳費項目

級別	項目	費用 (HK\$)
中一至中三	學校管理新措施認可費用 \$ 250	250
中四至中六	學校管理新措施認可費用 \$250 課外活動費 \$148	398

學校管理新措施認可費用主要用在發展學校特殊項目及改善學校設施。近年本校以此費用提升電子服務，例如 eClass 的獎懲記錄、發給家長的電話短訊；此外，添置了學校用品，惠及學生。

為免造成行政延誤，各家長必須繳交準確銀碼。

(2) 繳費方法

學校已優化及提昇電子化管理收費，配合流動支付工具，方便家長以電子繳費繳交費用。

家長可以手機檢閱及簽署繳費通告，並翻查繳費記錄；而系統支援不同儲值支付工具及支付網關（Payment Gateway），例如 Visa、萬事達卡（Mastercard）、支付寶香港（AlipayHK）、支付宝（Alipay cn）、微信支付（WeChat Pay）等。

請家長預先下載 eClass Parent App，校方將於日內發出 eClass 繳費通告，請家長密切留意。

本校已於學校網站上載電子繳費教學說明：
常用連結 → 電子繳費教學及 eClass Parent App

家長請於 9 月 30 日（星期五）或之前完成交費事宜。

(3) 申請豁免「學校管理新措施認可費用」

（所有申請者必須先行繳交此費用，然後再作申請。）

如家長因經濟困難需要申請豁免以上費用，請先繳費，由校長審批申請，成功獲批，校方將安排退款。

有需要的家長請下載及列印附件一「豁免『學校管理新措施認可費用』申請表格」，連同證明文件，於 10 月 3 日（星期一）或之前交到校務處李小姐。

如有疑問，請致電 24762357 向彭麗梅老師查詢。



家長通函第 2 號 – 2022/23
家長綜合回條

敬覆者：

本人為_____（_____班）（_____號）之家長，已知悉下列通告詳情：

- 一、 電子繳費：收取學校管理新措施認可費用及課外活動費

此覆

元朗公立中學校長

家長／監護人簽署：_____

家長／監護人姓名：_____

2022 年 9 月 日

元朗公立中學
豁免「學校管理新措施認可費用」申請表格

校長先生：

本人為 _____（班別）_____（學號）_____（學生姓名）之家長，現致函向校長申請豁免繳交本學年的「學校管理新措施認可費用」，金額為 _____。原因如下：

隨函附上證明文件。

家長簽署：_____

家長姓名：_____

日期：_____

請家長先行繳交以上費用。若成功獲批，有關費用將以支票形式發放。請提供支票資料：

收款人英文全名	
郵寄地址	
電郵地址	
電話號碼	

請於 **10月3日（星期一）** 或之前把表格及證明文件交予校務處職員李小姐。

（以下部分由校長填寫）

以上申請 **獲得批准** / **不獲批准** 。

校長簽署：_____

日期：_____

（以下部分由校務處填寫）

獲批退款發還

支票收款人	
支票號碼	
金額	
簽收人姓名	
簽收人簽名	
簽收日期	

以上文件正本將由校方存檔，副本則交予簽收人。