



Po Leung Kuk  
Lo Kit Sing (1983) College

保良局羅傑承(一九八三)中學

Cheung Hong Estate, Tsing Yi, N.T., Hong Kong

香港新界青衣長康邨

Tel: 2497 7110

Fax: 2431 1156

Dear Parents,  
各位家長：

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**2022-2023 Refund of F.6 Graduates e-Payment Account Balance**

**2022-2023 年度中六畢業生電子繳費系統結餘退款事宜**

The e-Payment balance of F.6 Graduates will be returned to parents by cheque\* in the Graduation Ceremony held on 30<sup>th</sup> June, 2023. Please confirm the name of payee of the cheque by replying to the slip below and return to Form Teacher on or before 13<sup>th</sup> February, 2023.

Starting from today, the parent should not make any transactions or add value to the e-Payment account. Should there be any enquiries, please contact Miss Avena Lee at 2497 7110.

中六畢業生之電子繳費系統結餘，將於二零二三年六月三十日舉行之畢業禮當日以支票\*形式交予學生退還家長。請簽署確認支票抬頭人姓名正確無誤，如需改動，請提供支票抬頭人姓名(需有銀行戶口)，並著學生於二零二三年二月十三日或之前將回條交還班主任。

自今天(二零二三年二月九日)起，貴家長切勿在電子繳費系統作任何繳費或增值。如有查詢可致電 2497 7110 與校務處李小姐聯絡。

Name of Student  
學生姓名(CSNO)：

Po Leung Kuk Lo Kit Sing (1983) College  
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e-Payment account balance  
電子繳費系統結餘：

Name of the Payee  
支票抬頭人姓名：

Law Wing Chung, Principal 羅穎忠校長  
9<sup>th</sup> February, 2023 二零二三年二月九日



**Reply slip 回條**

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I acknowledge the receipt of the circular about the "2022-2023 Refund of F.6 Graduates e-Payment Account Balance", and

本人經已知悉 貴校來函有關「2022-2023 年度中六畢業生電子繳費系統結餘退款事宜」的事宜，並

confirmed that the e-Payment account balance and the name of payee of the cheque are

確認電子繳費系統結餘 及支票抬頭人為：\_\_\_\_\_

confirmed that the e-Payment account balance and change the name of payee of the cheque to be

確認電子繳費系統結餘 及更改支票抬頭人為：\_\_\_\_\_

\*Remarks:

If the e-Payment balance is below \$200, cash will be refunded.

\*備註：

結餘少於\$200 將以現金形式著同學退還予家長。

Name of Student 學生姓名：\_\_\_\_\_

Name of Guardian 監護人姓名：\_\_\_\_\_

(Block Letters 中文正楷)

Signature of Guardian 監護人簽署：\_\_\_\_\_

Date 日期：\_\_\_\_\_