

學費自動轉賬「直接付款授權書」  
(DIRECT DEBIT AUTHORISATION)

填寫須知

GUIDANCE NOTE

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| <p>1. 家長須清晰地填寫「直接付款授權書」，如有填寫錯誤，必須在刪改的地方旁邊加簽作實。<u>切勿</u>使用塗改液修改。</p> <p>2. 全校學生之學費均須透過銀行以自動轉賬形式收取，請家長必須將已填妥的「直接付款授權書」正本直接交往支賬銀行，副本則交回班主任。</p> <p>3. 請於「銀行編號」一欄中填寫銀行存摺或月結單上所示之銀行編號。每間銀行均有所屬之銀行編號，例如：恆生銀行為「024」，滙豐銀行為「004」。</p> <p>4. 請於「付款人之姓名」一欄中以正楷填寫學生之英文姓名。</p> <p>5. 請於「支賬參考」一欄中填寫學生之身份證明文件號碼。</p> <p>6. 如家長為公務員並已向政府申請本地子女教育津貼 (Local Education Allowance)，只須在授權書的底部填上學生中、英文姓名、班別及班號，並在□內加上「✓」號。</p> | <p>1. Parents should fill in the Direct Debit Authorisation Form clearly. Please sign next to the amendment(s) if any of it has been made. <u>Do not</u> use correction fluid to modify.</p> <p>2. Tuition fees for all students must be paid via bank autopay service. Please complete the Direct Debit Authorisation Form and hand it to the authorizing bank directly. A copy of it should be returned to the homeroom teacher.</p> <p>3. In the box of "Bank No.", please fill in the number which is shown on your Bank Saving Book or Bank Monthly Statement. Each bank has a unique bank code, for example, "024" for Heng Seng Bank, "004" for Hong Kong Bank.</p> <p>4. In the Box of "Name of Debtor", please fill in student's English name.</p> <p>5. In the Box of "Debtor's Reference", please fill in student's ID card number.</p> <p>6. If you are a civil servant and have already applied for Local Education Allowance from the government, you only need to put a "✓" in the box <input type="checkbox"/> shown at the bottom of the Direct Debit Authorisation Form, write down student's Chinese and English names, class and class number.</p> |
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