



ST STEPHEN'S SCHOOL
20 SIGLAP VIEW SINGAPORE 455789
TEL : 6444 1645
FAX : 6442 2576

(P6) Date :- 23 Apr 2018

Dear Parents/Guardians

We trust that your son has had a good year in school so far.

Attached is the list of the programmes and resources that he will be required to pay for the year.

SECTION A. Resources & Enrichment Programmes Payable By Cash / Cheque

S/No.	Items For The Year	Amount Payable by Parents by Cash/Cheque (\$)	Remarks
		NIL	
	Total Payable by Cash/Cheque (\$)	\$0	

SECTION B. Enrichment Programmes Payable through the Edusave Pupils' Fund (EPF)*

As part of the school's curriculum, the following enrichment programmes are organised for your son at Primary Four. As and when the programmes are conducted, an information sheet will be issued to you detailing the programmes.

S/No.	Programmes	Timeframe	Amount to be paid (\$)	Remarks
1	What's Up Magazine Subscription	T2	\$12.00	
2	Learning Journey to Kidzania	T2	\$ 34.00	
	Total Payable by EPF (\$)		\$46	

* Parents will undertake to make payment in cash if there is insufficient fund in son's EPF account or if the son does not have an EPSO.



SECTION C. Mode Of Payment

1. You have the option to **make use of your child's EPF (applicable to Singapore Citizens only) or pay in cash/cheque** for enrichment programmes listed in Section B.
2. You may check your son's EPF balance via the hotline 62600-777 (Singapore citizens receive \$200 in their Edusave Account yearly.)
3. For items listed in Section A, you will need to make payment of **\$0** in cash or cheque payable to 'St Stephen's School'.
4. For payment by cash/cheque for items in Section A and B (for Singapore Permanent Resident or International Students) submit the amount of **\$46** by cash OR issue a cheque payable to 'St Stephen's School'. Please indicate your son's name and class on the reverse of the cheque.
5. Please submit all completed consent forms and cash/cheque payment to your son's Form Teacher by **4 May 2018**. All cheques are to be made payable to "St Stephen's School".
6. Please note that your child not be permitted to participate in enrichment programme/activities if payment has not been made prior to the commencement of the programme/activity.
7. There will be no refund of the programme fees for absentees without valid reasons. For absentees with valid reason, request for refund will be considered on a case by case basis provided the vendor charged on actual day attendance.
8. Please contact the school office at 62419513 or e-mail Tan_Yong_Seng@schools.gov.sg or nurul_hidayah_mohd_yatim@moe.edu.sg if you require further clarifications

Yours Faithfully

Mr Tan Yong Seng
Admin Manager
For Principal
St Stephen's School

Please complete and return form to school by Fri, 4 May 2018. To check your son's Edusave Account balance, please call 62600777

Form E3

APPLICATION FOR
WITHDRAWAL OF FUNDS FROM EDUSAVE ACCOUNT

Principal
ST STEPHEN'S SCHOOL

**USE OF EDUSAVE FUNDS FOR
P6 Enrichment Programme 2018**

Pupil's Name : _____

Level/Class : _____

Birth Certificate/NRIC No¹: - -

Important Notes :-
1. All entries to be written in blue or black **INK** only

2. No correction fluid is to be used on this form.

3. Please sign against any amendments.

Please refer to your letter dated **23 Apr 2018**.

S/No.	Programmes	Timeframe	Amount to be paid	Remarks
1	What's Up Magazine Subscription	T2-T4	\$12.00	
2	Learning Journey to Kidzania	T2	\$ 34.00	
	Total Payable (EPF)		\$ 46	

2. I wish to withdraw an amount² of **SS 46** from my above-named child's/ward's Edusave account for payment of the abovementioned programme.

3. I also undertake to make the payment in cash if there are insufficient funds in my child's/ward's Edusave account to meet the payment.

Signature of Father/Mother/Guardian

Date

² This is an estimated amount. If the actual cost is lower, the lower amount will be withdrawn from your child's Edusave account.