



ST STEPHEN'S SCHOOL

20 SIGLAP VIEW SINGAPORE 455789

TEL : 6444 1645

FAX : 6442 2576

22 May 2018

Dear Parents/Guardians

We trust that your son has had a good year in school so far. We have organized several enrichment programmes/activities for your son/ward for the year. Please find attached the the Consent Form together with the cost of the programme. Please complete the consent form and submit to your son/ward form teacher by **Mon, 25 June 2018**.

2. Please refer Sect A and Sect B below for the details and cost of the programme

SECTION A. Level-Wide Enrichment Programmes: Payable by Edusave Pupils' Fund (EPF), Giro, Cash/Cheque or via AXS Machines upon receipt of your school bill.

S/No.	Items For The Year	Amount Payable by Parents by Cash/Cheque (\$)	Remarks
1	Story Telling Enrichment Programme	\$30.	Term 3 – 4
2	Learning Journey to LTA	\$5	Term 3
3	Science Enrichment	\$8	Term 4
	Total Payable	\$ 43	

As and when the programmes are conducted, an information sheet will be issued to you detailing the programmes.

SECTION B. Non -Enrichment Programmes: Payable by GIRO, Cash/Cheque or via AXS Machines upon receipt of your school bill.

S/No.	Programmes	Timeframe	Amount to be paid (\$)	Remarks
		NIL		
	Total Payable by Cash/Cheque (\$)		\$ 0	

* 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.



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SECTION C. Mode Of Payment

1. For those who have completed and submitted the EPSO (**applicable to Singapore Citizens only**), payment for the enrichment programmes listed in **Section A – Level –Wide Enrichment Programmes**, \$43 will be deducted from your son's EPF account. You may get a copy of the EPSO form from the school office if necessary. If you have not signed up for the EPSO or if you have insufficient balance in your child's EPF account, the cost will be deducted from your GIRO Account if you have signed up for the Giro Option on the 6th of the following month upon bill generation. Please find attached the GIRO form for your completion. Please submit by **Mon 25 June 2018**. You may also pay the costs by cash/cheque or at AXS machine upon receipt of the school bill.
2. For items listed in **Section B – Non-Enrichment Programmes**, \$ 0, payable by **Giro, Cash/Cheque or via AXS Machines**.
3. You may check your son's EPF balance via the hotline 62600-777 (Singapore citizens receive \$200 in their Edusave Account yearly.)
4. For Singapore Permanent Resident or International Students, \$ 43 for the items listed in Sect A & B, is payable by **Giro, Cash/Cheque or via AXS Machines**.
5. All payments for items in Sect A & B must be received **Mon 25 June 2018 (Date)** . Cash and cheque payments can be handed to the Form Teacher. 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

Thomas Koh
Principal