



**COMMONWEALTH SECONDARY SCHOOL**  
Nurturing Champions of Today and Leaders of Tomorrow

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14 Feb 2019

Dear Parents/ Guardians of Sec 2,

**PAYMENT FOR LEARNING RESOURCES AND ENRICHMENT PROGRAMMES**

1. As part of the school's effort and commitment to provide an enriching and holistic learning experience for our students, a series of learning resources and enrichment programmes have been planned. While much of the cost of employing additional educational and administrative resources has been heavily subsidised by the school, a co-payment is necessary for some of these programmes/ items.

2. The school conducts 2 collection cycles (in February and August) for these non-MOE standard fees. For Semester 1, we will be collecting the payments for:

No	Item	Description	Amount	Mode of Payment
i	Strengths Explorer Workshop	In this programme, students will be able to take personal profiling tests to identify their areas of strengths, and learn how they might apply their strengths	\$18	Edusave/ Giro/ Cash/ Cheque
<b>Total</b>			<b>\$18</b>	

3. For students who are Singapore citizens, the amount of \$18 will be deducted from their Edusave account/ directly if we have received your standing order for payment of the school's enrichment programmes using Edusave. If the edusave fund is insufficient, the balance amount will be deducted from your designated bank account if you have signed up for GIRO arrangement.

4. In the event that the balances in these accounts are insufficient for the deduction, the shortfall has to be paid in cash/ cheque upon notice at the General Office.

5. For payment by cash/ cheque for non-citizen students or parents with no GIRO arrangement, we would be issuing payment advice to your child via his/ her class teachers. Please advise your child to hand the cash/ cheque to the General Office within 10 working days from the date of the payment advice.

6. Students who are under the MOE/ SAC Financial Assistance Scheme do not need to pay.

7. If you do not consent your child to attend the above programme(s)/ purchase the above item(s), please return the enclosed Consent Form to the General Office within 5 working days from the date of this letter.

8. For further queries on the payment, please contact our officer-in-charge, Ms Pushpa at **6560-6866**.

*^ Cheque should be payable to 'Commonwealth Secondary School'.*

Thank you

Yours sincerely,



Mr Ng Boon Kiat  
Principal

**CONSENT FORM**

I, parent/ guardian\* of \_\_\_\_\_(Name of student)  
from \_\_\_\_\_(Class of student), do not consent my child/ ward\* to attend the  
programme(s)/ purchase the item(s):

- i. \_\_\_\_\_[Name of programme/ item]
- ii. \_\_\_\_\_[Name of programme/ item]

State reason: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Number

