



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

11 April 2017

Ref: CWSS/2017/01-admin/s4 NT

Dear Parents/Guardians of Sec 4-1

**PAYMENT FOR LEARNING RESOURCES AND ENRICHMENT PROGRAMMES**

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 April and September) for these non-MOE standard fees. For Semester 1, we will be collecting the expenses for:

No	Item	Description	Amount	Mode of Payment
i	Reading Programme	Subscription cost of ACE magazine – to expose students to the benefits of extensive reading and to broaden their general knowledge	\$25.00	Singapore citizen students may use their edusave to pay for this amount
ii	Sec 4 Values In Action trip to Johor 4 Jan to 6 Jan 2017	To provide an opportunity for Sec 4 students to have a deeper understanding of other cultures and develop the level's theme of 'How do I serve'.	\$100.00	Singapore citizen students may use their edusave to pay for this amount
iii	Straits Times career guide	To create awareness of work opportunities and help students make informed decisions about post-secondary courses	\$4.00	Cash/Cheque
<b>Total for Singapore Citizen student</b>			<b>Edusave: \$125.00</b> <b>Cash/Cheque: \$4.00</b>	
<b>Total for Singapore Permanent Resident student and Non-citizen students</b>			<b>Cash/Cheque: \$129.00</b>	

3. The total amount can be paid either by cash/cheque and edusave. If payment is by cheque, please issue the amount to 'Commonwealth Secondary School'. At the back of the cheque, you should indicate the following:

- Your child's name
- NRIC
- Class
- Semester 1 collection 2017

4. Please advise your child to hand the cash/ cheque together with Annex A to the **General Office on Thursday 20 April 2017, between 11 a.m. to 3.30 p.m.**

5. Students who are under the MOE/SAC Financial Assistance Scheme are not required to submit Annex A as the fees will be fully subsidised by the school

6. If you have further queries on the payment, please contact our Management Support Officer, Ms Pushpa at **6560-6866**.

Thank you

Yours sincerely,

Mr Aaron Loh  
Principal

The Principal  
Commonwealth Secondary School

**Payment for Learning Resources and Enrichment Programmes 2017**  
(Ref: CWSS/2017/01-admin/s4NT)  
Sec 4 Normal Technical

**Amount payable for Learning Resources and Enrichment Programmes 2017: \$129.00**

Pupil's Name : \_\_\_\_\_ Level/Class: \_\_\_\_\_

NRIC or BC No.: \_\_\_\_\_

Please indicate a tick in the following box (if applicable) :

<p><b>APPLICATION FOR WITHDRAWAL OF FUNDS FROM EDUSAVE ACCOUNT</b> (Applicable only to Singapore Citizen students. Please call the <i>Edusave hotline 62600777</i> to check your child's Edusave account balance.)</p>										
<p>I wish to withdraw <b>\$125.00</b> from my above-named child's/ward's Edusave account for payment of the abovementioned programmes.</p>	<input type="checkbox"/>									
<p>I undertake to make the payment in cash/cheque if there are insufficient funds in my child's/ward's Edusave account to meet the payment.</p>										
<p>AND</p>										
<p><b>PAYMENT BY CASH/CHEQUE (payable to "Commonwealth Secondary School")</b> (Please write your child's/ward's name and class on the reverse side of cheque)</p>										
<p>I wish to pay ( Please tick either in box 1 or box 2)</p>										
<p>1] <b>\$4.00</b> for the following programmes in <b>**cash/cheque</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Programme</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Straits Times Career Guide</td> <td style="text-align: center;">\$4.00</td> </tr> </tbody> </table>	Programme	Amount	Straits Times Career Guide	\$4.00	<input type="checkbox"/>					
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<p><b>OR</b></p>										
<p>2] <b>\$129.00</b> (For Non-Citizens) for the following programmes in <b>** cash/cheque</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Programme</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Reading Programme</td> <td style="text-align: center;">\$ 25.00</td> </tr> <tr> <td>Sec 4 Overseas VIA Trip</td> <td style="text-align: center;">\$100.00</td> </tr> <tr> <td>Straits Times Career Guide</td> <td style="text-align: center;">\$ 4.00</td> </tr> </tbody> </table>		Programme	Amount	Reading Programme	\$ 25.00	Sec 4 Overseas VIA Trip	\$100.00	Straits Times Career Guide	\$ 4.00	<input type="checkbox"/>
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Reading Programme	\$ 25.00									
Sec 4 Overseas VIA Trip	\$100.00									
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<p>** - please delete accordingly</p>										

\_\_\_\_\_  
Signature of Father/Mother/Guardian

\_\_\_\_\_  
Date