



COMMONWEALTH SECONDARY SCHOOL
Nurturing Champions of Today and Leaders of Tomorrow

11 April 2017

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

Dear Parents/Guardians of Sec 4-2

PAYMENT FOR LEARNING RESOURCES AND ENRICHMENT PROGRAMMES (SEC 4 NORMAL ACADEMIC)

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 Present Perfect magazine – to expose students to the benefits of extensive reading and to develop their critical thinking skills	\$30.00	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	Combined Humanities (History) Ten Year Series	To allow students the opportunity to practice past year papers	\$4.00	Cash/Cheque
iv	Straits Times career guide	To create awareness of work opportunities and help students make informed decisions about post-secondary courses	\$4.00	Cash/Cheque
Total for Singapore Citizen student			Edusave: \$130.00 Cash/Cheque: \$8.00	
Total for Singapore Permanent Resident student and Non-citizen students			Cash/Cheque: \$138.00	

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 Tuesday 18 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/s4NA)
Sec 4 Normal Academic

Amount payable for Learning Resources and Enrichment Programmes 2017: \$138.00

Pupil's Name : _____ Level/Class: _____

NRIC or BC No.: _____

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

APPLICATION FOR WITHDRAWAL OF FUNDS FROM EDUSAVE ACCOUNT
(Applicable only to Singapore Citizen students. Please call the *Edusave hotline 62600777* to check your child's Edusave account balance.)

I wish to withdraw **\$130.00** from my above-named child's/ward's Edusave account for payment of the abovementioned programmes.

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.

AND

PAYMENT BY CASH/CHEQUE (payable to "Commonwealth Secondary School")
(Please write your child's/ward's name and class on the reverse side of cheque)

I wish to pay (Please tick either in box 1 or box 2)

1] **\$8.00** for the following programmes in ****cash/cheque**

Programme	Amount
History Ten Year Series	\$4.00
Straits Times Career Guide	\$4.00

OR

2] **\$138.00** (For Non-Citizens) for the following programmes in **** cash/cheque**

Programme	Amount
Reading Programme	\$ 30.00
Sec 4 Overseas VIA Trip	\$100.00
History Ten Year Series	\$ 4.00
Straits Times Career Guide	\$ 4.00

Signature of Father/Mother/Guardian

Date