COMMONWEALTH SECONDARY SCHOOL
Nurturing Champions of Today and Leaders of Tomorrow

11 April 2017

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

Dear Parents/Guardians of Sec 4-7

PAYMENT FOR LEARNING RESOURCES AND ENRICHMENT PROGRAMMES (SEC 4 EXPRESS)

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 May 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 Broader Perspectives magazine – to expose students to the benefits of extensive reading and to develop their critical thinking skills	$33.00	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: $133.00 Cash/Cheque: $8.00**	
	Total for Singapore Permanent Resident student and Non-citizen students		**Cash/Cheque: $141.00**	

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 **Wednesday 3 May 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/s4E)
Sec 4 Express**

Amount payable for Learning Resources and Enrichment Programmes 2017: $141.00

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 **$133.00** 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
Level camp T-Shirt	$4.00

OR

2] **$141.00** (For Non-Citizens) for the following programmes in **** cash/cheque**

Programme	Amount
Reading Programme	$ 33.00
Sec 4 Overseas VIA Trip	$100.00
History Ten Year Series	$ 4.00
Level camp T-Shirt	$ 4.00

** - please delete accordingly

_____   _____
Signature of Father/Mother/Guardian   Date