



惠僑英文中學

WAI KIU COLLEGE

九龍石硤尾偉智街十七號

17 Wai Chi Street, Shek Kip Mei, Kowloon, Hong Kong.

電郵地址(E-mail): wkc@wkc.edu.hk

電話: 852-2777 6289 傳真: 852-27767727

Tel: 852-2777 6289 Fax: 852-27767727

網址(Website): <http://www.wkc.edu.hk>

Ref. No.: LT_ST 24-25/035 (E)

9th July, 2025

Dear Parents/Guardians,

Direct Debit Authorization for Tuition Fee (Autopay)

The school collects tuition fee through Direct Debit Authorization (Autopay). The school will debit the tuition fee from your bank account on the 3rd or 4th of each month and so parents should deposit the tuition fee in their bank account by the 2nd of each month.

- (1) If the tuition transfer account lacks sufficient funds to cover the tuition fee, the bank transfer system will reject this transfer instruction and the bank may assess additional handling fees which should be paid by parents. The school shall bear no responsibility in this regard.
- (2) If you are unable to pay the tuition fee via autopay due to extenuating circumstances, you must inform the Accounting Department of the school by submitting a written notice two weeks prior to the payment due date so that the school could process the suspension of tuition fee transfer of that month. Late applications will not be accepted.
- (3) If the payment is unsuccessful regardless of the reason, the school will inform your child on or after the 10th of each month. You should instruct your child to bring cash or a cheque to the Accounting Department of the school within three days to settle the tuition fee.
- (4) If you choose to settle the tuition fee by cash deposit, you should retain the bank slip and submit it to the school's Accounting Department for verification. If a bank slip is not provided, the school would not be able to acknowledge any tuition fee settlement.
- (5) In the event that you wish to discontinue the use of direct debit bank accounts, please inform the school's accountant as soon as possible.

Please pay attention to the guidelines of tuition fee. For enquiries, please contact the school's Accounting Department.

Yours faithfully,



TSO Tat-ming
Principal



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Dear Principal,

I acknowledge the arrangement of Direct Debit Authorization for Tuition Fee and will deposit the tuition fee into the bank account on or before 2nd of each month.

Student's Name : _____
Class: : _____
Parent's Signature : _____
Date : _____