



2nd September, 2022

Notice to Parents 2022/2023 A12_e Instruction on Electronic Payment System

Dear Parents,

In order to provide students with convenient and reliable transactions channels, the school has introduced the Electronic Payment System (EPS). Student cards are also a good means to settle payments of various charges and purchase of exercise books. Payment methods are as follows:

A) Add value

Our school accepts 3 ways to add value :

1. **PPS**

You can use a tone phone or log onto <http://www.ppshk.com> to make bank transfers to students' account on the school intranet, with the amount of value added being no less than HKD\$200 each time. Student cards would be topped up **2 working days** following a successful bank transfer, and a HKD\$2.2 processing fee would be charged for each transfer transaction. Parents may trace their add-value records on the intranet.

Step 1:

Set up a PPS account via any PPS terminals with credit cards that allow users to withdraw cash (existing users of PPS need not to set up new accounts).

Step 2:

Dial 18013 for bill registration and select "9713", the merchant code of our school, and enter the 6-digit Student Number shown on the student card as the bill account number.

Step 3:

Dial 18033 to reload. Users would receive a payment acknowledgement number upon confirmation of payment.

2. **Circle K**

You may reload the **student card at any Circle K convenience stores**, with the amount being no less than HKD\$200 every time. Student cards would be recharged **after 2 following working days** and a HKD\$3.4 processing fee would be charged. Parents may trace their add-value records on the intranet.

* Temporary student cards cannot provide any student's barcode number, and therefore could not be recharged at convenience stores.

3. **Cash/cheque reload**

Students may reload their student cards / temporary student cards with the school office in the form of cash (with the minimum amount being HKD\$50).

Parents may also pass cash you wish to put with your child's account while submitting the reply slip. Since the first time of reload usually involves large amount of money, it is recommended that payment should be settled with a **crossed-cheque made payable to "The Incorporated Management Committee of Buddhist Wong Fung Ling College"**.

B) Payment method

B.1 School Fee

Parents and students would receive notices of charges either in the form of parent letters or notifications through student handbooks. Please ensure that the balance in your child's school account is sufficient for settling the payments. Parents may reload student accounts via PPS, Circle K convenience stores or at school.

B.2 Exercise books

Students may purchase exercise books in school office using cash or student cards, and parents may trace all transactions records on the intranet.

C) View student account

Parents may view student's transactions records and balance on the intranet. Please read "Guidelines on Intranet" for more information.

D) Balance of account

Any surplus in the student account will be returned in the following school term or upon withdrawal from school.

E) Recommended amount of reload

S1 to S3 students are advised to have their students' cards topped up with HKD\$1,500 for settling various expenses, including subscription to Chinese and English newspapers, printing fees for learning materials, travelling expenses for outdoor learning activities, purchases of exercise books and fee for air-conditioning charge. Parents may also reload the student cards by installment, but please note that processing fees would be charged every time.

For more information about the EPS, please feel free to contact Ms. SIU Man-ye.




Mr. LEE Wai-shing
Principal

Reply Slip

(Please submit to the class teacher on or before 6/9/2022)

Dear Principal,

I acknowledge receipt of the Notice to Parents 2022/2023 A12_e regarding Instruction on Electronic Payment System.

Please be informed that I would settle the upcoming expenses by # cash / cheque HKD\$ _____

(Please maintain a balance of \$1500 at least. Parents are advised to use crossed-cheques made payable to "The Incorporated Management Committee of Buddhist Wong Fung Ling College".)

From: _____
(Student's name)

(Class and class number)

(Parent's signature)

(Parent's name)

Date: _____