



**ST. JOHANNES COLLEGE**  
(CATHOLIC SCHOOL)  
天主教聖若望英文書院

24<sup>th</sup> March, 2017

Dear Parents / Guardians,

**Re: Pre-Nursery Reservation Fee 2017 – 2018**

We are pleased to inform you that your child or ward has been offered a place at our International Pre-Nursery Centre as a student for the 2017-2018 academic year. If you would like to accept this placement and reserve a space, kindly complete the next step of the application process by paying for the school reservation fee; details are as follows:

**Reservation Fee (留位費): HK\$ 970.00**

This fee will be credited towards the first month of the school's tuition. Please note that this is a non-refundable and non-transferable reservation fee.

**Important Details (重要事項):**

We will begin accepting payments (in exact cash or cheque made payable to **St. Johannes College**) from 24<sup>th</sup> March, 2017 – 7<sup>th</sup> April, 2017, in person, at each of our campuses during office hours (9:00 a.m. – 5:00 p.m. Monday – Friday and 9:00 a.m. – 1:00 p.m. Saturdays). Please also complete **ALL** fields and return the reply slip found below. Alternatively, you may settle all payments to St. Johannes College (i.e. reservation, registration, usage, tuition fees and etc) via e-payment or direct deposit using the following bank information:

<b>Nanyang Commercial Bank (NCB)</b> Bank Name	<b>St Johannes College</b> Account Name	<b>043-477-0-014617-4</b> Account Number
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1. Please forward a copy of the e-payment or direct deposit record with details (i.e. reservation, registration, usage, tuition fees and etc.) along with the completed reply slip below by e-mail to [kg@st-johannes.edu.hk](mailto:kg@st-johannes.edu.hk) or by fax to (852) 2337 9500. **It is mandatory that you write down your child or ward's Student ID # on ALL official references of payment (i.e. copy of e-payment, direct deposit confirmation, receipt of payment, transaction references and etc.).**

2. Kindly include any bank or wire transfer charges in the payment; the amount of any fees received by the school shall be **net of charges**.

**Venues for Submission of Reservation Fee (繳交留位費地點):**

109 Waterloo Road, Kowloon Tong,  
Hong Kong  
九龍塘窩打老道 109 號

143 Waterloo Road, Kowloon Tong,  
Hong Kong  
九龍塘窩打老道 143 號

3 Flint Road, Kowloon Tong,  
Hong Kong  
九龍塘火石道 3 號

Sincerely,  
School Administration

-----Reply Slip-----

To: St. Johannes College (SJC)

**Re: Pre-Nursery Reservation Fee 2017 – 2018**

Please complete all fields in the reply slip and submit this along with the total amount payable to the school (in exact cash or cheque) or by e-payment, direct deposit, in addition to any official references of payment (i.e. copy of e-payment, direct deposit confirmation, receipt of payment, transaction references and etc.) during the aforementioned period or on the **deadline, 7<sup>th</sup> April, 2017**. Upon your signature you understand and agree that if at a later date, for whatever reason your child or ward has to withdraw, all fees and educational materials paid for are non-refundable, non-transferable and/or are non-retrievable. Conclusively, paying for this *reservation* fee does not guarantee the student a permanent place at SJC as any late payment(s) or (a) bounce cheque(s) in the future will result in your child or ward being automatically withdrawn from our school and system.

Student Name	Student ID #	<b>*(A.M or P.M) Section Pre-Nursery</b> Section and/or Class
<b>HK\$ 970.00</b> Total Amount		Cheque # (If Applicable)
Name of Parent / Guardian	Signature	Date

**\*For the 'Section and/or Class' please circle your preference. Since the demand for the Morning Class of Pre-Nursery is always high, the school will operate on a first-come, first-served basis. If the morning class enrollment is full, your child will be allocated into the afternoon section.**

**KINDERGARTEN**

3 Flint Road, Kowloon Tong, Hong Kong  
T (852) 2865-6700 F (852) 2865-6682  
E [kg@st-johannes.edu.hk](mailto:kg@st-johannes.edu.hk) W [st-johannes.edu.hk](http://st-johannes.edu.hk)

**KINDERGARTEN & INTL. PRE-NURSERY**

109 Waterloo Road, Kowloon Tong, Hong Kong  
T (852) 2337-6969 F (852) 2337-9500  
E [kg@st-johannes.edu.hk](mailto:kg@st-johannes.edu.hk) W [st-johannes.edu.hk](http://st-johannes.edu.hk)

**PRIMARY**

143 Waterloo Road, Kowloon Tong, Hong Kong  
T (852) 2336-2933 F (852) 2336-2097  
E [pri@st-johannes.edu.hk](mailto:pri@st-johannes.edu.hk) W [st-johannes.edu.hk](http://st-johannes.edu.hk)