



LUTHERAN PHILIP HOUSE HING MAN NURSERY SCHOOL

LEVEL 3, COMMUNITY BUILDING,
HING MAN ESTATE, CHAI WAN, HONG KONG.
TEL: 2558 8070 FAX: 25153743
E-mail: lphmccc@netvigator.com

粵南信義會腓力堂
興民幼兒學園
香港柴灣興民
社區中心大樓第三層
電話：二五五八八〇七〇
傳真：二五一五三七四三

Notice about admission and submission about registration

Dear Parents:

This notice is to notify you that your child (_____) has been admitted in our school for whole day / half day class. Admission date is _____ DD/MM/YY. Our school adheres to the guidelines of the Education Bureau for registering children for admission, please pay attention to the following new requirements for admission.

Registration fee and payment methods:

1. Registration Fee: half day class \$970 / whole day class \$1500.
Once a payment is made, it is non – refundable. The registration fee will be deducted from the first installment of the school fee.
2. Payment methods: By cheque or by ATM
ATM: Bank: Hang Seng Bank
Account number: 285-2-097043
Cheque: payable to “ Lutheran Philip House Hing Man Nursery School”
3. Registration period:
Monday – Friday 9a.m. - 1 p.m.
4. Parents / Guardians should bring along the following documents in person to school.
 - i) Notice of Notification (reply slip)
 - ii) Registration Certificate (original & copy)
 - iii) Registration fee (bank slip)

If you have any enquiries, about registration procedures, please contact the school office.

Your sincerely,

Principal

To: Lutheran Philip House Hing Man Nursery School

Reply slip for admission

Thank you for accepting my child into your school. I will be registering the fee for Morning class / Whole day class, and will pay \$970 / \$1500 attached the original copy of the Registration Certificate. I understand that the registration fee is paid for reserving the seat and will not be refundable once paid.

Child's Name : _____ Enrollment Date: _____

Parent / Guardian Name : _____ Parent / Guardian signature /Date: _____

Registration Fee Payment Method, ATM Deposit (Bank Slip) / Cheque Number: _____