Dear Parents/Guardians

Tour to Sun Yat-Sen University (Guangdong, China) for Form 5 Students

The College always lays great emphasis on students’ all round development. To help students explore different opportunities for further studies and future careers, the College is going to organize a one-day tour to Sun Yat-sen University (as SYSU hereafter), which is one of the leading universities in China and the world. SYSU is a comprehensive multi-disciplinary university and the academic qualifications awarded are internationally recognized.

The following tabulates the information about the tour:

<table>
<thead>
<tr>
<th>Visit</th>
<th>Sun Yat-Sen University (Guangdong, China)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>24 March 2016</td>
</tr>
<tr>
<td>Assembly time and place</td>
<td>7:15am, School Hall</td>
</tr>
<tr>
<td>Transportation</td>
<td>Coach (A travel agency has been contracted to provide the tour.)</td>
</tr>
<tr>
<td>Dismissal time and place</td>
<td>around 7:30pm at school</td>
</tr>
<tr>
<td>Tour Fees</td>
<td>HK$348.00 (The amount includes transportation, board and insurance)</td>
</tr>
</tbody>
</table>

Remarks:
1. To minimize the financial burden of parents, the College has re-allocated resources internally and will pay for the tour fees for Form 5 students who have agreed hereunder to join the visit. The payment will be made by the College before the trip.
2. Since the trip will fall on the first school holiday of the Easter break, please do not arrange any family activities that day so that your child do not miss out on the learning opportunity and feel left behind.
3. If your child does not have a valid Home Visit Permit or any travel documents to the Mainland, please urge him/her to apply for or renew the document as soon as possible.
4. If students have other commitments that day, they have to apply for casual leave and submit the application with supporting documents together with the parent reply slip below to the mentor. The applicants will be informed of the application result in due course. If the student is absent because of unexpected health issues, the sick leave application together with a doctor’s note has to be submitted to the mentor on the first school day after the Easter break. Unauthorized absence from the visit will be seen as truancy. If a student’s participation is confirmed hereunder but s/he is absent from the trip, the absence will be seen as truancy. All unauthorized absences will be required to pay the full fee of the tour i.e. HK$348.00.

Please sign the reply slip below and return it together with a photocopy of your child’s valid Home Visit Permit to the mentor on or before 29 January 2016. Thank you very much.

Yours faithfully,

Lee Poon Shing (Dr)
Principal

Reply Slip

Tour to Sun Yat-Sen University (Guangdong, China) for Form 5 Students

☐ will join the visit to Sun Yat-Sen University. We fully understand that an unexcused absence of my child from the trip will lead to our obligation to pay the full fee of the tour i.e HK$348.00 and disciplinary actions of the College concerning truancy.

☐ will not join the visit to Sun Yat-Sen University and a casual leave application letter and supporting documents are submitted together with the reply slip.

Name of Parent: ________________________________  Parent’s Signature: ________________________________
敬啟者：

廣州中山大學考察團

本校一向致力協助學生建立良好的生涯規劃，提升學生對多元出路的認知。學校除了會邀請大學院校代表到校作出介紹外，還會帶領學生參觀大學院校。學生新高中畢業後，除了在本港繼續升學，部分學生還會離港升學，而中國是他們其中一個主要升學地點。本校將會為中五級學生舉辦廣州中山大學考察團，以增加他們對國內升學的認識。是次考察團詳情簡列如下：

考察團名稱：廣州中山大學考察團
考察團日期：二零一六年三月二十四日（星期四）
集合時間及地點：上午 7:15 學校禮堂集合
交通安排：學校已委託旅行社安排旅遊巴接接返
解散時間及地點：二零一六年三月二十四日約下午 7:30，在學校解散
團費：348 元（團費包括當天交通及個人保險，不包括個人消費。）

注意事項：
1. 為減輕家長負擔，校方已調撥資源及申請資助，為學生支付全部團費。因為須委託旅行社安排當天行程，校方將會根據實際中五級學生人數繳付全部團費。
2. 當天是學校復活節假期的第一天，請家長與學校合作，避免在當天安排其他活動。
3. 如果學生未申請回鄉證或回鄉證在 3 月 24 日已到期，請從速辦理申請或換領回鄉證手續。
4. 如需申請事假，必須預先申請並獲校方批准；如當天學生因患病缺席，則必須事後呈交醫生紙。家長如有回覆學生出席，但學生當日無故缺席，校方則會當曠課處理，學生亦須補繳回全數團費 348 元。

現特函通知 閣下上述事宜，敬請簽妥回條，並著 貴子弟於一月二十九日前把回條及回鄉證影印本交回導師。如果學生未有回鄉證，請從速辦理。

此致

貴家長

保良局莊啟程預科書院校長

李盤勝博士啟

二零一六年一月十三日

敬覆者：

廣州中山大學考察團

本人已知悉有關廣州中山大學考察團的事宜。本人

□ 不同意指子弟參加本考察團，並附上事假申請家長信及證明文件。

□ 同意指子弟加本考察團。本人知悉指子弟如當天無故缺席，須補繳回全數團費 348 元，校方

則會當曠課處理。

此覆

保良局莊啟程預科書院校長

學生姓名：__________________________ 護人 /家長簽署：__________________________
班別：______________ 導師：__________________________
監護人 /家長姓名：__________________________