



## MARIS STELLA HIGH SCHOOL TAEKWONDO CLUB

Dear Parent/Guardian,

RE : NEW PAYMENT SYSTEM

We will issue a payment card that will be used to facilitate the collection of grading and training fees. This card will replace the issuing of receipts. Hence, no receipts will be issued in future collection.

The payment due date on the card is the last day of collection of the fees. We will start collecting the fees two weeks before the due date. We will not accept any more fees after the due date. We hope that you will follow the stipulated dates to avoid any inconveniences.

When submitting payment, please bring along this card, together with the required amount. Please ensure that the treasurer acknowledges the collection with the club's stamp and his signature in the relevant column. You can counter-sign when paying or when your son/ward brings home the card. Proof of payment of fees will be based on this card.

On the grading day itself, all trainees must bring along this card to attend the grading. We will then write the next payment due date and the payment amount on the card itself. The trainee will bring the card home for safe-keep.

The first card will be given free to all trainees. However, each subsequent card will cost \$1.00. This is to minimize the lost of cards, and to offset the cost of each card.

This payment will only be used for payment of grading and training fees. It will not be used for purchase of equipment such as belts, club t-shirts and gi. All payment of the equipment will only be accepted on the spot when the equipment is given to the trainee. We apologize that we will not accept prior payment.

We thank you for your understanding. We hope that through this payment card system, we will able to reduce the misplacement of grading and to communicate more effectively with the parents. We welcome all suggestions and feedback.

Yours truly,

Mr. Ng Chee Chiu  
Advisor,  
Maris Stella High Taekwondo Club