



港大同學會書院  
HKUGA COLLEGE

17<sup>th</sup> December, 2009

No. 034/09-10

Dear Parents of \_\_\_\_\_,

S3 Learning Trips

We are pleased to inform you that following choices made by our students, a number of learning trips were finalized. However, because of the small number of students choosing certain tours, only 4 trips materialized. We managed to assign almost all students to their first three choices.

Your child has been allocated to \_\_\_\_\_ (Name of Tour) \_\_\_\_\_ from 25<sup>th</sup> – 29<sup>th</sup> January, 2010 at the cost of \_\_\_\_\_. Please ensure that your child has a **passport with at least 6 months' validity and entry visa.**

Please complete the reply slip below and return it to the Class Teachers together with a cheque made payable to "HKUGA College" for the balance (after deduction of \$1,500 deposit) of \_\_\_\_\_ **on 4<sup>th</sup> January, 2010.** Copies of the required travel document showing pages with name, photo and signature of your child and its validity / entry permit / visa.

We take the opportunity to wish you and your family A Merry Christmas and Successful New Year.

Yours sincerely,

Dennis K. W. Chan  
Principal

Enc.

**CONFIDENTIAL**

**Reply Slip**

I enclose cheque No. \_\_\_\_\_ drawn on \_\_\_\_\_ (Bank)  
for \$\_\_\_\_\_ made payable to "HKUGA College", in full settlement of  
the cost for \_\_\_\_\_ (Name of Tour).

Copies of the following documents are also attached:

- H.K. I/D Card

- Travel Document : Type & Number \_\_\_\_\_  
Valid until \_\_\_\_\_

- Visa : Type & Number \_\_\_\_\_  
Valid until \_\_\_\_\_

Student Name: \_\_\_\_\_ Class & Class No.: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Signature : \_\_\_\_\_

Date : \_\_\_\_\_