



Date: 18 May 2022



Dear Year 6 parents

Near the end of this school year, we will refund the balance of Year 6 students' yearly fee before they leave KJS. This applies to the students who have paid the fee for camps, activities and classroom stationery in 2021-2022. After deducting all the expenses, the balance is now stored in each student's eWallet under the Payment System.

In order to receive a refund, parents will be required to submit online requests through the Payment System on or before Monday 30 May 2022 and we will process them in June 2022

- In addition to a refund request, parents can also choose to transfer the balance to another child in the same family providing that he/she will still be attending KJS in August 2022.
- Parents can also choose to donate the balance to the school for the purchase of teaching and learning supplies.
- For those who fail to submit a request, we will not be able to arrange any refund. The balance will be donated to the school automatically in August 2022.
- Refund will be made by crossed cheques in HK dollars and will be distributed in June 2022. Parents will be notified in due course.

To know more about how to access the Payment System, please refer to this website www.kjs.edu.hk/payment. To submit an online refund request, please refer to the section "[eWallet, Refund & Account Closure](#)" on the same website. Should you still have further questions, please contact our Finance Team at finance@kjs.edu.hk.

Best regards

Kowloon Junior School

