



# CONVENT OF THE HOLY INFANT JESUS SECONDARY

19 October 2017

Dear Parents/Guardian

**Re: Thailand Mission Trip from 12 – 17 November 2017**

We are pleased to inform you that your daughter / ward has been selected to participate in this year's Thailand Mission Trip which will take place from 12 to 17 November 2017.

**Pre-Departure Briefing on Friday, 27 October 2017**

To give you an insight into what the trip entails, we would like to invite you for a briefing on the Mission Trip, from **6.30pm to 7.30pm, at Computer Lab 4, Level 1, St. Gabriel Block**. This briefing will also provide you with the opportunity to meet the teachers-in-charge who will be journeying with your daughter on this mission experience.

**Payment for the trip**

The cost of the trip is **\$930** (Inclusive of chartered bus, insurance, food and lodging). The school will provide a **subsidy of 80% for Singapore Citizens**. Hence, your child will be required to pay **\$186**. Depending on your child's Edusave account balance, part of the total cost can be offset from her Edusave Account. Non-Singapore Citizens will be required to pay the full amount of **\$930**.

Payment must be made in advance. If the trip is unfortunately cancelled due to unforeseen circumstances, we appeal for your understanding that cancellation charges may be imposed by the travel agent, airline and hotels.

While the school will take every precaution to safeguard students' health and safety, it cannot guarantee that students will not fall ill during the trip. If a student is ill, the teacher will render assistance and accompany the student to see the doctor.

Please fill in the acknowledgement slip below and return it to Ms Kong Mei Sing or Mr Matthew Vincent through your daughter / ward by **Monday, 23 October 2017**.

We look forward to your support and co-operation.

Yours sincerely

Mrs Karen Tay  
Principal

Mr Matthew Vincent  
Teacher-in-charge

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## ACKNOWLEDGEMENT FORM

### **Thailand Mission Trip from 12 - 17 November 2017**

I, \_\_\_\_\_, parent / guardian\* of \_\_\_\_\_ (Sec 3/\_\_\_),  
acknowledge receipt of the letter dated 19 October 2017.

The Edusave Form / Cheque / Cash\* of \$ \_\_\_\_\_ is included. (For cheque payment, please make the cheque payable to CHIJ Secondary.)

There will be \_\_\_\_\_ parent(s) / guardian\* attending the **Pre-Departure Briefing on 27 October 2017, at 6.30pm**. My daughter / ward will / will not\* be attending the briefing.

Contact No: \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Home)

\*Please delete accordingly

\_\_\_\_\_  
Signature & date

Please complete in INK and  
return form to school.

## Form E3

### APPLICATION FOR WITHDRAWAL OF FUNDS FROM EDUSAVE ACCOUNT

Please check the available balance in your child/ward's Edusave account by calling 62600777 before completing the form.

Principal  
CHIJ Secondary School

#### USE OF EDUSAVE FUNDS FOR THAILAND MISSION TRIP (12-17 November 2017)

Pupil's Name : \_\_\_\_\_

Level/Class : \_\_\_\_\_

Birth Certificate/NRIC No.: \*\* [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] - [ ]

Please refer to your letter dated 19 October 2017.

2. I wish to withdraw S\$ \_\_\_\_\_ from my above-named child's/ward's\* Edusave account for payment of the abovementioned programme.

3. I also undertake to make the payment in cash if there are insufficient funds in my child's/ward's\* Edusave account to meet the payment.

\_\_\_\_\_  
Signature of Father/Mother/Guardian\*

\_\_\_\_\_  
Date

\* Delete whichever is not applicable

\*\* Pupil's Ident No. is written in this format: S(prefix) – 1234567(Birth Cert/NRIC No) – A(suffix)

**Any amendments to the form must be counter signed by parent/guardian.**