To: G6 parents  
From: Dr Agnes Wai, Principal  
Date: 10 December, 2015

**18th Overseas Education Tour**

The Overseas Education Tour of this school year will be held during Easter holiday in 2016. Details are as follows:

1. Date: from Thursday 31 March to Sunday 3 April 2016 for 4 days
2. Destination: Singapore
3. Expenses: HK$7,700  
   * inclusive of tour fee, entrance fees for all visiting spots, tour guides and drivers tips, airport tax, fuel surcharge, insurance package and other miscellaneous expenses
4. Number of escorting teachers: at the ratio of 1 teacher per 9 students
5. Each participant will have to pay a deposit of $3000 (Please make cheque payable to “St Stephen’s College”). Deposits paid are non-refundable under any circumstances.

Those interested should complete the attached Enrolment Form and Indemnity Form, together with the copies of documents and the cheque for deposit, return to the class teacher on or before Wednesday, 6 January, 2016. For enquiries, please contact Mr. Kam on 2813-8410 or by email (eddykam@sscps.edu.hk).

* Collaborating Travel Agent: Charming Holidays

**Itinerary:**
1. School Exchange: visiting a local primary school for exchange program with the pupils.
2. Special Recommendations: Universal Studio, SEA Aquarium at Santosa, Singapore Flyer
3. Study Tour: Newater Centre, Singapore Zoo (Behind the scene program)
4. Cultural Explores: Multi-cultural tour
5. Popular Attractions: Garden By The Bay, Merlion Park etc.
6. Hotel and Airline: Singapore Airline plus 4-star hotel (Park Avenue Changi or hotel of same grade)
敬啟者：

第十八屆「海外教育觀光團」

本年度之六年級教育觀光團將於二○一六年復活節假期間舉行。詳情如下：

1. 日期：2016年3月31日(星期四)至4月3日(星期日)，為期四天。
2. 目的地：新加坡
3. 費用：$7,700。當中包括團費、所有景點入場費、燃油附加費、導遊及司機小費、機場稅、旅遊保險及一切雜項開支。
4. 隨團老師人數：老師與學生比例為1比9。
5. 凡參加者，請繳付訂金$3,000 (支票抬頭「聖士提反書院」)。訂金繳付後，無論任何情況需要退出，訂金概不發還。

凡有興趣參加者，請於2016年1月6日(星期三)或之前填妥所附之報名表及免責同意書，連同所需証件副本及訂金支票，交回班主任。如有查詢，請電2813 8410或以電郵與甘主任聯絡(eddykam@sscps.edu.hk)。

此致
六年級家長台鑒

校長 衛燕華博士

二○一五年十二月十日

※ 合作旅行社：翠明假期

行程包括：
1. 學校交流：探訪當地小學與當地學生交流。
2. 特別推介：環球影城，聖淘沙 SEA Aquarium，新加坡摩天輪
3. 學習之旅：新生水中心，新加坡動物園(Behind the scene program)
4. 文化探究：多元化文化遊
5. 熱門景點：Garden By The Bay，魚尾獅公園等
6. 乘坐星航，早機出發，晚機返港。住宿四星級酒店(Park Avenue Changi)或同級。
Name in English: ___________________________  Name in Chinese: ____________________

Class:  ___________________________

Date of Birth: _____/_____/_______ (DD/MM/YY)  Sex: ____________________

HKID: ____________________________

Nationality: ________________________

Passport No.: _______________________

Issue Date: ____________ (DD/MM/YY)     Expiry Date: ______________ (DD/MM/YY)

Special Request:

(example: prohibited activities, special dietary requirement, special medication, etc)

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Cancellation and Refund Policy
Cancellation and refund of the trip fee shall at all times be subjected to charges as may be levied to the relevant travel agency in accordance with such travel agency’s cancellation/refund policy.

Please attach:

1. Photocopy of the student’s passport
2. Photocopy of the student’s HKID
3. Deposit Cheque ($3000, payable to “St Stephen’s College” 【聖士提反書院】)

PTO (Please sign the Release, Waiver, and Indemnity 請簽署背後之免責同意書)
Release, Waiver, and Indemnity

- I agree and consent to allow my child ____________________________ to join the Overseas Education Tour to Singapore organised by St. Stephen’s College Preparatory School (SSCPS) and travel agency from 31 March 2016 to 3 April 2016. I agree to him/her taking part in all the proposed activities.

- I have ensured that my child understands, that it is important for his/her safety and the safety of the group that he/she obeys all rules and instructions given by the staff in-charge.

- I understand that SSCPS and the agency are providing gratuitous assistance to the participants as facilitators without liability. Whilst the accompanying staff and helpers in charge of the group will take all reasonable care for their health and safety, they cannot be held responsible, for any injury, illness, damage or loss suffered by my child during or arising out of the journey.

- I understand that SSCPS reserve the right, without penalty, to make changes in the itinerary whenever, in their judgment, conditions warrant, or if they deem it necessary for the comfort, convenience, or safety of the participants.

- I understand that SSCPS also reserve the right, without penalty, to withdraw the trip announced, to decline to accept any person as a participant, or to require any participant to withdraw from the trip at any time, when such action is determined by SSCPS staff to be in the best interests of the health, safety, or general welfare of the group or the individual participant.

- I therefore agree to indemnify SSCPS and its employees, directors, partners and volunteers against all liabilities, which may occur to, or be suffered by my child while he/she is attending the trip in Singapore. This applies from the time of departure from Hong Kong until his/her returning home and WAIVES all the rights as the parent /guardian or the student may have against SSCPS in respect to the Overseas Education Tour and I hereby agree to keep SSCPS indemnified against all claims, damages, demands, losses and proceedings whatsoever in respect of any of the matters aforesaid.

______________________________     ______________________________
Signature of Parent                     Date