



1. To reserve a place on the school bus service, a deposit per student is required according to the current published Bus **Fee Schedule & Refund Policy** available on the website of Discovery College.
  - a. The deposit from previous years will be carried forward where applicable.
  - b. The deposit paid will either be:
    - i. deducted from the last term's installment or
    - ii. carried forward to the next academic year.
  - c. If not already paid, please send the total deposit payable for each student by cheque payable to: **DCPTA** no later than **last day of the current school year or the day immediately preceding commencement of use of the bus service** to ensure that a place on the school bus is reserved.
  - d. DCPTA cannot guarantee a place on the school bus service unless a deposit for each student is received.
2. Effective from the academic year 2008/09 under the ESF Ordinance approved by the Government of Hong Kong SAR, it is mandatory that each family pay subscription fees to the schools Parent Teachers Association. The school bus service is only available to fully paid-up members of the DCPTA. The PTA Subscription for Discovery College is published on the school website.
  - a. To pay your subscription to DCPTA, please follow the instructions as provided by ESF Educational Services Limited, Discovery College or DCPTA.
3. Bus fees are payable in **three installments** over the academic year and details are published on the **Bus Fee Schedule & Refund Policy** available from the School Website.
  - a. Each installment should be settled by cheque payable to **DCPTA** with the words "BUS FEE" and the student/s name/s clearly written on the back of the cheque.
  - b. Payment can be sent to the Discovery College PTA Limited, Discovery College, 38 Siena Avenue, Discovery Bay, Lantau or handed directly to the Bus Escort.
  - c. Discovery College PTA Limited cannot guarantee a place on the school bus service unless the installment for each student is received before the due date.
  - d. Where the paid deposit is deducted from the last installment payable, a further deposit payment is required to secure a place on the school bus for the next academic year.
4. No refunds will be made for bus installments. Parents/guardians **MUST** provide **IN WRITING, ONE (1) MONTH CANCELLATION NOTICE PRIOR TO THE DATE OF THE NEXT INSTALLMENT PERIOD** should they wish to cancel use of the bus service by the student/s.
  - a. Upon receipt of written cancellation, Discovery College PTA Limited will refund deposit/s paid where they have not already been deducted from installments paid.
  - b. Where cancellation is received part-way through an Installment Period, no refund of bus fee installment paid will be made.
  - c. Discovery College PTA Limited decision is final with regard to the refunded amount.