

1. To reserve a seat on the school bus service, bus fees are required to be paid before commencement of bus service according to the current published Bus **Fee Schedule & Refund Policy** available on the website of Discovery College.

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 school's 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 **one total payment** in two cheques. Details are published on the **Bus Fee Schedule & Refund Policy** available from the School Website.
 - a. Each payment should be settled by cheque payable to **Eastway Travel Co. Ltd.** with the words "**BUS FEE**" and the student/s full name/s, route, parent's contact details clearly written on the back of the cheques.
 - b. Payment can be handed directly to the Bus Escort for existing students and for new students, posted to **Eastway Travel Co. Ltd** directly (postal address published on the website of Discovery College)
 - c. Discovery College PTA Limited cannot guarantee a place on the school bus service unless the full payment for each student is received before the due date.

4. The bus service provider will ensure that all personal data submitted through DCPTA or school are handled by strict adherence to the relevant provisions of the Personal Data Privacy Ordinance (PDPO)

5. No refunds will be made for any part of the bus fee. **Eastway Travel Co. Limited** decision is final with regard to the refunded amount.

6. To maintain an efficient timing for each route, the bus service provider will not make any additional pick-up or drop-off point that is not scheduled or agreed upon.