

## DONATION FORM 捐款表格

I would like to make donation to the Hong Kong Institute of Education Development Fund to support the establishment of hall bursaries for the Institute's full-time first-year students. 本人願意捐款予香港教育學院發展基金，支援為職前全日制課程新生而設的「宿費助學金計劃」。

One-off donation 一次過港幣捐款  
 HK\$3,000     HK\$1,000     HK\$500     Others 其他 (Please specify 請註明) HK\$ 港幣 \_\_\_\_\_

Monthly donation 按月港幣捐款 HK\$ \_\_\_\_\_

Autopay through credit card payment is recommended. If you prefer autopay via your bank account, please contact Ms Leung on (852) 2948 6248 to make the arrangements.

建議 閣下使用信用卡自動轉賬，如欲以銀行戶口轉賬，請致電 (852) 2948 6248與梁小姐聯絡辦理手續。

姓名 (中文) \_\_\_\_\_ 先生 / 小姐 / 女士  
(English) Mr / Mrs / Ms \_\_\_\_\_ (Surname) \_\_\_\_\_ (Given Name)

English Address 英文地址 \_\_\_\_\_

Tel 電話 (Day 日間) \_\_\_\_\_ (Night 晚間) \_\_\_\_\_ Email 電郵 \_\_\_\_\_

### Donation Method 捐款方法

Credit Card 信用卡  
 VISA     MasterCard    Cardholder's Name 持卡人姓名 (English 英文) \_\_\_\_\_  
Credit Card Number 信用卡號碼 \_\_\_\_\_  
Valid Until 有效期至 \_\_\_\_\_ mm (月) \_\_\_\_\_ yy (年) (Must be valid for at least 2 months 最少兩個月內有效)  
Cardholder's Signature 持卡人簽署 \_\_\_\_\_

ATM Transfer 自動櫃員機轉賬 / Bank-in 銀行直接存款  
Bank of East Asia Account 東亞銀行戶口號碼: 195-25-00096-9  
Please write down your name and contact telephone number on the back of the receipt and return it together with this donation form to us by mail. Please keep a copy for your reference.

請於存款收據背面寫上姓名及聯絡電話，連同本表格及存款收據寄回香港教育學院。請自行影印存款收據作紀錄。

Please make cheques payable to "The Hong Kong Institute of Education" and return it together with this donation form.  
請把抬頭「香港教育學院」的劃線支票連同本表格寄回香港教育學院。

### Notes 備註:

- (1) Please complete and return the form by mail to The Hong Kong Institute of Education, 10 Lo Ping Road, Tai Po, New Territories or by fax (852) 2948 8466. Enquiries (852) 2948 6248. Your personal information will be used strictly for receipt issuance and correspondence only.  
請把填妥表格寄回香港新界大埔露屏路十號香港教育學院或傳真至(852) 2948 8466，查詢請致電2948 6248。閣下的個人資料只會作本校處理捐款收據及聯絡之用。
- (2) Official receipts will be issued for donations of \$100 or above for tax purposes. To express our gratitude, donor's name and the amount donated will be acknowledged in our staff bulletin and the Institute's magazine *Joy of Learning*.  
凡捐款港幣\$100或以上者將獲發收據，以獲稅項減免。為表謝意，捐款人芳名及捐款額將於本校的教職員通訊及校刊《學教喜悅》內刊登。
- (3)  If you prefer no acknowledgements, please place a "✓" in the box provided. 如不欲接受鳴謝，請在方格內加上“✓”號。