

Application for School Report (For Ex-Students Only)

What is a school report?

An RCHK school report is a record of the student's overall achievement while attending our school.

How do I order a school report?

The procedure for ex-students to order a school report is as follows:

1. Download the RCHK Primary School Report Application Form.
2. Fill out the form and email it to primary.office@rchk.edu.hk or fax to 3556 3304
3. Make the required payment (see the payment details below).
 - a. Send a cheque made payable to "Renaissance College" or
 - b. Transfer the payment and then email / fax the receipt to the Primary Office.

Local transfer

- i. Bank account name: Renaissance College
- ii. Bank Name: HSBC
- iii. Account number: 004-511-335069-002

Overseas transfer

- i. Bank account name: Renaissance College
- ii. Bank name: HSBC
- iii. Currency: HKD
- iv. Bank account number: 004-511-335069-002
- v. Swift Code: (for Overseas Payment) HSBCHKHCHKH
- vi. Bank address: 1 Queen's Road, Central, Hong Kong

We only accept cheques in Hong Kong dollars. Please note that you will need to pay all the required bank charges when using telegraphic transfer.

4. Delivery of school report (minimum 2 working days required after request and payment is received)
 - a. Report can be collected at Primary Office / or
 - b. We will post by standard local mail / regular airmail with recipient details provided / or
 - c. Courier to local or overseas with recipient details provided (additional fees applied) / or
 - d. Parents can authorize a third party to collect the report with the *Authorization Form signed and a copy of HKID card of the applicant

No other additional documents such as any certificates will be sent with the reports for ex-students.

What is the fee?

Item	Cost
School report (minimum 2 working days notice)	HK\$ 50 per copy
School report (less than 2 working days notice)	HK\$ 100 per copy
Courier Fee (Local - Standard)	HK\$ 50 per copy
Courier Fee (Overseas - Standard)	HK\$ 250 per copy

The cost is the same for both and electronic copies of reports. Hard copy is the certified true copy.

* An authorization form should be completed if someone other than the applicant will collect the report on behalf of him/her.