

Glenlola Collegiate School

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Headmaster: W E Thompson BSc MSc MEd PGCE PQH(NI)

16/10/2020



History and German Trip to Berlin: 22nd to 25th October 2020

Dear Parent/Guardian,

Following my previous letter on 2nd October, I am writing to confirm the arrangements in place regarding refunds.

Any money paid over and above £150 per pupil has now been returned to the School's bank account. We will endeavour to refund this money to you as soon as possible. This refund will come in the form of an ebanking transfer to the account or card originally used to pay the instalments on SIMS pay. It will appear on your bank statement as "Pay360 Glenlola".

We ask for your patience with this considering the School closure next week.

As you know, the Refund Credit Note for the remainder will be held by the School. This credit note may then either be used to rebook in future (if the situation with COVID-19 becomes more stable) or, on 31st March 2021, be exchanged for a refund of its full value. I will be in touch closer to the time to make arrangements for this refund.

Please feel free to contact me if you have any questions.

Kind regards,

Mrs J McMillan

Head of History and Politics