

Glenlola Collegiate School

2 Valentine Road, Bangor, Co Down, Northern Ireland BT20 4TH
Tel: 028 9147 5340 Fax: 028 9147 5345
www.glenlola.collegiate.net info@glenlola.collegiate.bangor.ni.sch.uk
Headmaster: W E Thompson BSc MSc MEd PGCE PQH(NI)

16/10/2020



English and Drama Trip to London: 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.

The money over and above the deposit of £125 per pupil has now been returned to the School's bank account. We will endeavour to refund everything you have paid over £125 to you as soon as possible. This refund will come in the form of an e-banking 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 of £125 per pupil 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 contact again closer to the time regards arrangements for this.

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

Kind regards,

E Graham

Mrs E Graham
Head of English and Drama