

Glenlola Collegiate School

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

08/01/2021



English and Drama Trip to London: 22nd to 25th October 2020

Dear Parent/Guardian,

Following my previous letter on 16th October, I am writing to confirm the arrangements in place regarding refunds.

I am happy to be able to inform you that we have received our refund of the £125 deposit for each pupil earlier than anticipated, and are now in a position to return this to you.

Of this £125, the £75 paid via SIMS pay will be refunded 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".

The remaining £50 which was initially paid by cash or cheque cannot be refunded via the SIMS pay system, and will be refunded via cheque, which will be posted to you.

In order to ensure this is done quickly and efficiently, we would ask that you provide the name and address of the person to be refunded via this Google Form as soon as possible, and by Wednesday 13th January at the latest.

<https://forms.gle/UXVSj5LrJBR6t7TQ9>

I would also like to take this opportunity to again thank you for your continued support.

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

Kind regards,

E Graham

Mrs E Graham
Head of English and Drama