

Trip to Colorado, USA from 29th March - 6th April 2017 - Reserve List - Years 7, 8, 9 and 10 (Named Students Only)

\$studentname\$

Dear Parent(s) / Carer(s)

Further to \$studentforename\$'s name being on our reserve list for the above trip, we have now had spaces become available.

The deposit and second payments totalling £519.00 have now been paid by the students attending. However, due to the late notice of this we can adjust payments accordingly. Please see the adjusted payment schedule below for further information:

- 1st December 2016: £269 - holding deposit (non-refundable)
- January 2017: £250 - second instalment
- March 2017: £250 - third instalment
- May 2017: £250 - fourth instalment
- June 2017: £250 - fifth instalment
- September 2017: £250 - final payment

If you would like \$studentforename\$ to take part in this trip then please can you let the Finance Office know by 23rd November 2016.

Yours faithfully

Vanessa Clay
Deputy Bursar