

Dear Parent/Carer

### Study visit to Barcelona 2016

We thank you for the deposit payment of £80.00 for the above visit. In order for the academy to formally book a placement for your child we need you to be aware of the contract you will be undertaking for this foreign visit.

Please note that the hotel has been booked on a bed and breakfast basis but evening meals are included in the cost of the visit.

#### Cancellation Fees:

- If there is a cancellation by the student/parent/carer 70-29 days before the departure date then £320 will still be payable
- If there is a cancellation by the student/parent/carer 28-15 days before the departure date then £430 will still be payable
- If there is a cancellation by the student/parent/carer 14 days before the departure date then **the full amount of £564 will still be payable**

As you are aware payments can be made as frequently as you wish using the Parent Pay facility. However we will require minimum payments as follows:

- 23 October £121.00
- 13 November £121.00
- 11 December £121.00
- 15 January £121.00

I would be most grateful if you could sign the consent form below showing that you fully understand the charges for cancellation regarding this foreign trip. As soon as consent is received, the deposits will be paid and are non-refundable.

Yours sincerely

**S Fleet**

Mrs S Fleet

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**Reply Slip (SAF)**

**Barcelona - 18<sup>th</sup> - 21<sup>st</sup> April 2016**

**Student Name:**

**Tutor Group:**

I understand the charges for cancellation regarding this foreign visit. Payments will be made using the ParentPay facility as detailed above.

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_