

Please return this form to the Finance Office by
Friday 11th July 2014

STATIONERY ORDER FORM

PUPILS NAME: _____ TUTOR GROUP: _____

Please indicate below should you wish to order any of the following stationery items. The order will be assembled during the summer and issued to students in the tutor bases on their first day at Wyvern.

ITEM	PRICE	QTY	TOTAL
Calculator	£4.20		
Apron	£3.50		
Dictionary – Foreign Language	£4.50		
TOTAL ENCLOSED			£

Payment must accompany the order and can be made by cash or a cheque payable to Wyvern College.

Please write a separate cheque for lockers.

FOR OFFICE USE ONLY

Payment received: _____ Cheq/Cash: _____

Goods Issued: _____ Initials: _____

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LOCKER REQUEST FORM

PUPILS NAME: _____ TUTOR GROUP: _____

Please indicate below if you wish your child to be considered for a locker. We have a limited number of lockers and these will be issued strictly on a first come first served basis.

Payment must accompany the order and can be made by cash or a cheque, payable to Wyvern College, and **returned to the Finance Office by 11.7.14**

Lockers are available at £6.75 per year and renewed each year after, or £30.00 for 5 years, please indicate below. Locker keys will be issued at the beginning of September 2013.

Could you please write a separate cheque for the locker request as cheques will not be banked until September when we are sure your child has been allocated a locker.

If they are unsuccessful the monies will be returned to you and the student name placed on a waiting list.

LOCKER	PRICE	TICK	TOTAL
1 Year	£6.75		
5 Years	£30.00		

Students can share with a brother or sister who already has a locker allocated to them. Please indicate below if this is the case so we can update our records.

Name of student _____

Tutor Group _____ Locker number (if known) _____

FOR OFFICE USE ONLY

Tutor Group: _____

Payment received: _____ Cheq/Cash: _____