

January, 2019

Dear Parents/Guardians,

**Re: Session 2 only**

The second session of Evening Supervised Study is due to begin on Monday 25<sup>th</sup> February, 2019. It will run for 11 weeks. **Please note that this session is entirely new and not connected to session 1. Supervised Study will take place on Monday, from 4pm to 6.20pm and Tuesday-Friday from 3.40pm to 6pm.** Registration for this session will take place **on Wednesday 23<sup>rd</sup> January, 2019 in Room 7 at 12.30pm.**

The net cost for this particular session is **€154 per student** (approx. €14 per week). There are **two ways** in which payment can be made:

- **Option 1:** The full amount **only** of €154 can be **paid online at ‘www.preswex.ie’** using the VS Ware Payment option. If this is your chosen method of payment, please set up same prior to registration and ensure your daughter brings in a copy of her receipt for registration purposes, on **Wednesday 23<sup>rd</sup> January, 2019. Please note that the latest date for using this particular option will be Wednesday 20<sup>th</sup> March, 2019.**

**Note:** If you have not set up your daughter’s details to facilitate payment online, please do so **by Monday 21<sup>st</sup> January, 2019.**

- **Option 2:** The full amount of €154 **paid in cash or by cheque** (made payable to Presentation Supervised Study) **or paid in two separate instalments** of €100, on the day of registration and the remaining balance of €54, payable on Wednesday 27<sup>th</sup> March, 2019. Please ensure if using cash, that it is placed in an envelope, with your daughter’s name, year group and the amount of money enclosed, clearly written on the outside.

All students must register irrespective of payment options on Wednesday 23<sup>rd</sup> January, 2019. Should your daughter wish to cease study at any time, and regardless of the choice of payment options made, she will be required to complete an **‘Intention to Cease Study’** form, available on request from either Mr. Gilshinan or Ms. Byrne. **Please note that refunds can only be made in very exceptional circumstances.**

*If there is more than one family member wishing to avail of study, the second and subsequent siblings will be entitled to a fifty percent discount.*

Places are limited, so it is advisable that if your daughter is interested, she should register in Room 7 on the 23<sup>rd</sup> January, 2019 at 12.30pm.

**Having registered, it is in your daughter’s interest that she attends evening study on a regular basis.**

Yours Sincerely,

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Keith Gilshinan

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Anne Marie Byrne

