

Dear Parents/Guardians,

Re: Session 1

The first session of Evening Supervised Study is due to begin on Monday 5th October, 2020. It will run for 17 weeks up to February 26th 2021.

Supervised Study will take place on Monday and Tuesday, from 4.00 p.m. to 6.00pm and Wednesday-Friday from 3.30pm to 5.30pm. Strict protocols will be in place this year regarding Evening Supervised Study, to protect everyone, and will be explained to those students who sign up.

The net cost for this particular session is for **€238 per student** (approx. €14 per week). As a consequence of Covid 19 the **only way** in which payment can be made this year is via the **VS ware payment system**, and payments in cash or by cheque cannot be accepted this year. Two payment options have been put in place.

- **Option 1:** The full amount of €238 can be **paid online at ‘www.preswex.ie’** using the VS Ware Payment option. Look for *Supervised Study Session 1 2020/2021*. Once you have made payment please ensure your daughter brings in a copy/screen shot of her receipt to Mr. Gilshinan for registration purposes, before the 5th of October.
- **Option 2:** The full amount of €238 **can be made in two separate instalments of €119** on the VS ware system, with the first instalment due before the 5th of October and the balance due on or before the 16th November. Look for *Supervised Study Session 1 2020/2021*. VS ware will allow you to enter €119 against the €238 and will show the balance outstanding.

All students must register with Mr. Gilshinan irrespective of payment options as soon as possible after payment by bring in receipt/screen shot to ensure that they are allocated a seat.

Should your daughter wish to cease study at any time, she will be required to complete an **‘Intention to Cease Study’** form, available on request from Mr. Gilshinan. **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.

If a student wishes to join Evening Supervised study after the commencement date Oct 5th please see Mr. Gilshinan before making payment on VS ware to ensure that there are places available and that you are paying the correct amount.

Places this year are limited, so it is advisable that if your daughter is interested, she should make payment ASAP and then register with copy of receipt with Mr. Gilshinan (Room 19). **Having registered, it is in your daughter’s interest that she attends Evening Study on a regular basis.**

Yours Sincerely,

Keith Gilshinan
Supervised Study Coordinator.