

Dear Parents/Guardians,

Re: Session 1

The first session of Evening Supervised Study is due to begin on Monday September 4th, 2023. It will run for 20 weeks up to February 9th 2024.

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.

The net cost for this particular session is for **€300 per student** (approx. €15 per week). 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. Two payment options have been put in place.

- **Option 1:** The full amount of €300 can be **paid online at ‘www.preswex.ie’** using the VS Ware Payment option. Look for *Supervised Study Session 1 2023/2024*. 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 4th of September 2023.
- **Option 2:** The full amount of €300 **can be made in two separate instalments of €150** on the VS ware system, with the first instalment due before the 4th of September and the balance **due on or before** the 2nd October 2023. Look for *Supervised Study Session 1 2023/2024*. *The VS ware system will allow you to enter €150 against the €300 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 of September 4th 2023, 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 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.

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.