[Company Letterhead]

**Company Name:** [Name in full as registered**]**

**Tax ID: [**Company Tax ID Number**]**

**Tax Branch: [**Company Tax Branch**]**

***\*Please Note****:*

* *This letter should be issued by the company/organisation employing the parent and should be signed by an authorised executive / official who is not the parent of the concerned student(s).*
* *The letter must be on official letterhead and contain the company stamp.*

Admissions Office

Bangkok Patana School

This letter is to confirm that [employee’s name] is employed with [company’s name], and [company name] will be responsible for the following school fees:

[ ] Application Fee [ ] Entrance Fee [ ] Deposit

[ ] Capital Assessment Fee [ ] Tuition Fee & Exam (IGCSE or IB) Fees

[ ] EAL Fee [ ] Set Lunch Fee (Years 7 –13) [ ] Transport Fee

[ ] Extra Curricular Activities [ ] School Trips [ ] Home Language (curriculum)

[ ] All of the Above Fees

for the following child(ren) applying to be enrolled at Bangkok Patana School:

[Student’s full name] [Age] [Year group]

[Student’s full name] [Age] [Year group]

[Student’s full name] [Age] [Year group]

For any questions relating to invoices or billing please contact [responsible employee’s name – should **not** be the parent] at [contact details including email address and telephone number].

We hereby agree to advise Bangkok Patana School immediately of any changes relating to our position, or the payment of the above fees. We note that one full term’s notice of withdrawal is required, and that there will be a late withdrawal fee of THB50,000 per student if this is not provided. We understand that if a student leaves the school no refund is payable until all amounts outstanding are cleared and that the school has the right to use any funds relating to the students to offset against outstanding fees.

Signed:[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] Date: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

[Name in Print] should **not** be the parent

[Designation of the signing authority]

 [Company Office address]

[Company Stamp]