

- LETTER OF GUARANTEE -

Company Name:
Company Tax ID:
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 _____ is employed with _____, and _____ will be responsible for the following school fees **(please mark with ✓)**:

- | | | |
|---|--------------------------|--------------------|
| Application Fee | Entrance Fee | Deposit |
| Capital Assessment Fee | Tuition Fee | EAL Fee |
| Extra Curricular Activities | Canteen Fee (Years 7–13) | Transport Fee |
| Exam Fees (IGCSE/IBDP/IBCP) | Class Field Trips | Other School Trips |
| Compulsory Subject Trip Fee (IGCSE/IBDP/IBCP) | | |

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

For any questions relating to invoices or billing please contact: **should not be the parent**

Full Name: _____ Position: _____
Email: _____ Phone: _____

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 THB 50,000.- 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 Address : _____

[Company Stamp]

