**FEE GUARANTEE LETTER TEMPLATE**

***NOTES:***

* *Please use this letter when a company is guaranteeing the payment of tuition fees*
* ***\*Important note to remember when providing this letter****: 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). Thank you*
* Before submitting this letter, please insert all relevant details in the fields highlighted in GREY.
* Before submitting this letter, please observe and delete all notes highlighted in YELLOW, including these notes

[Company Letterhead]

The Registrar

Shrewsbury International School

1922 Charoen Krung

Bang Kholame

Bangkok 10120

Thailand

[date]

Dear Sir or Madam

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

1. the following school fees:

|  |  |  |
| --- | --- | --- |
|  | Responsible Yes / No | Conditions or limitations |
| **Initial Fees** |
|  | Application Fee |  |  |
|  | Guaranteed Place Fee |  |  |
|  | Reservation Deposit |  |  |
| **Tuition and Meal Fees** |  |  |
| **Other Fees** |
|  | Uniform |  |  |
|  | Personal Music Tuition |  |  |
|  | After School Activities |  |  |
|  | School Bus |  |  |
|  | External Examination Fees |  |  |
|  | Compulsory Educational/Residential Trips |  |  |
|  | Year Book |  |  |

1. the following child(ren) applying to be enrolled at Shrewsbury International School:

[Student’s full name] [Date of birth] [Year group] [Joining date]

(note: repeat details above for further children)

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

We hereby agree to advise Shrewsbury International School immediately of any changes relating to our position regarding the payment of the above fees.

We understand that the return of the refundable deposit requires written notice of 60 school days and the settlement of all outstanding fees.

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

[Name in Print] (note - should **not** be the parent)

[Designation of the signing authority]

 Company Office address

Company Stamp