

3rd November 2016

REMINDER: REFUND OF EXCESS PTA FEE

Dear Parents,

Bombay Scottish Orphanage Society had requested vide circular dated 19th August 2016, for a cancelled cheque from parents for refund of excess fees paid towards PTA Membership for the academic year 2016-2017.

This is a gentle reminder to all parents who have paid the previous PTA fee of Rs. 400 in July and have yet NOT submitted the cancelled cheque with the duly filled form to claim a refund. We request you to kindly complete the slip attached herewith and submit the same to the School office, along with a cancelled cheque by 18th Nov 2016.

Please make sure to mention the following details on the rear of the cheque.

- Name of Student:
- Std: Div:
- Mobile No. of the parent

If we do not receive any response by 18th Nov 2016 from parents who have still not claimed the excess fee refund, we will consider this excess fee amount as a contribution to PTA and utilize it towards the welfare of the School/students.

Thank you.

Yours sincerely,

Sd/-
S V Albal
Treasurer and Administrator

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1. Name of the Student: _____
2. Std: _____ Div: _____
3. Name of account Holder: _____
4. Account Number: _____
5. Cancelled Cheque/Copy of Cheque