



S.Thomas' College at Gurotalawa.

Mr./Mrs.:.....

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Dear Sir/Madam,

Ref.....

We are pleased to inform you that your son/daughter has been selected to Grade.....
in 200.....

Please call over at the College Office with this letter before 2.00 p.m. between.....
and.....

If there is no response from you by this date I have to conclude that you are not interested in
having the child admitted to S.Thomas' College, Gurotalawa.

Reminders will not be sent

You should bring the following documents

- *Laminated Birth Certificate (Original) / and 2 Photo Copies*
- *Baptismal Certificate (for Christians)*
- *B. C. G. Polio & Smallpox vaccination card*
- *School Leaving Certificate*
- *Character Certificate (for Upper School) – i.e Grade 9 – 11*
- *6 Nos of Photograph (Postal Identity Card Size)*

Your son's / daughter's place will be reserved only after payment as follows.

School & Boarding fees	Rs.....
Cupboard	Rs.....
Mattress	Rs.....
Towel Rack	Rs.....
College Tie	Rs.....
College Bed Spread	Rs.....
Total Amount Payable	Rs-----

- The fees will **not** be refunded under any circumstances
- One calendar months notice **in writing** should be given if a child is to be removed from School or the Hostel, failing which a month's school and hostel fee should be paid in full.

BOARDERS ONLY:

Equipment, clothing and other items must be bought on admission as per the list provided. These are essential for admission to the Boarding House. The School will not be responsible for any valuables brought. **Mobile Phones are strictly forbidden.**

Yours faithfully,

Headmaster