

Our Ref	Payments Oct 08
Your Ref	
Date	17 Oct 2008

Dear Parent/Guardian

Re Swimming / Diving Squad Payments

Our records show that you are currently paying for your child's squad training fees over the counter at the Hydro. I am writing to inform you that direct debits are available to pay for squad training fees on a monthly basis. From 1st November 2008 if you have not set up a direct debit you will be required to pay training fees on a quarterly basis in line with Harrogate Borough Council's Squad Payment Policy (policy available from The Hydro reception).

If you would like to set up a direct debit you need to complete a Swimming / Diving Squads Membership enrolment Form and a direct debit mandate which are available from the Hydro reception (unfortunately forms cannot be posted due to audit regulations).

Forms must be completed per squad swimmer/diver no later than the 8th of the month to enable time to set up the Direct Debit with your Bank or Building Society, which will allow payment to be taken from your account on 1st of the following month. All outstanding fees must be paid over the counter before direct debit payments commence.

Please note that due to recent changes in diving squad names the enrolment form does not include Novice Diving Squad and Elite Diving Squad. If your child is in either squad please amend the form and indicate which squad they are attending.

Should you require any further information then please do not hesitate to contact me.

Yours faithfully

PHIL SCRUTON

Assistant Manager

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