



# Letter of Guarantee

Note to parents: If your company will be responsible for tuition and school fee payments, please give this confidential Letter of Guarantee to your employer to complete and return to DCIS. Please complete both sides of this form.

To: DCIS Finance Office

This is to certify that  is employed with

Our company will be responsible for payment of the tuition and school fees or \_\_\_\_% of such for the following student / students at Dover Court International School as shown on the following page. We understand that all fees must be paid in full by the established deadlines in order for the student / students to attend classes.

Please address all invoices to:

*company name as you would like it to appear on the invoice*

*street address*

*unit number*

*building name*

Singapore:

*postal code*

## Company Contact 1

Name

Phone  Email

## Company Contact 2

Name

Phone  Email

DCIS will collect, use, disclose and process "Personal Data", for the purposes of safeguarding and promoting the welfare of students, and where necessary, for the interests of the School and ensuring that all relevant legal obligations of the school and yourselves are complied with. By signing this document, you consent to such collection, use or disclosure of personal data for the purposes set out above and provided that at all times any collection, use or disclosure of personal data is done in accordance with the Personal Data Protection Act.

Authorised Signature

Name

Title

Company stamp

Date



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The company undertakes to pay the following tuition and other school fees of the student/s mentioned below.  
(Please check the appropriate boxes below):

Student Name			
Tuition / Other School Fees	Family	Employer	Other (please indicate)
Application Fee			
Registration Fee			
Building Fund			
Tuition Fees			
English as an Additional Language (EAL) Fee			
Examination Fees			
School Trips			
Therapy Fees (Speech, Physio, Occupational Therapy)			
Miscellaneous Fee			

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Building Fund			
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School Trips			
Therapy Fees (Speech, Physio, Occupational Therapy)			
Miscellaneous Fee			