

Date: **04/02/2015**
Student ID: **lcc201412**
Course Name : **MANAGEMENT OF INFORMATION SYSTEMS**
Surname: **Selvamanicam**
First Name: **Ahilan**
Address: **86 Betchworth
Road, Ilford, IG3 9JH, United
Kingdom**

Re: Non-Payment- Final Reminder

Dear Mr. Ahilan Selvamanicam,

Our record shows that you missed your payment date and you have previously been reminded on several occasions to make a payment or discuss your payment plan with the concerned members of staff.

This letter is being sent to notify you that you have been suspended. Summary of College Financial terms and condition about due payment is stated at the bottom of this letter. If we do not hear anything from you within next two weeks we will take further action and withdraw you course.

We recommend you to discuss this matter as soon as possible with the Accounts Officer during Monday to Friday between 09:00 - 17:00

Also please note that your student status will be informed to UKBA

3. Financial terms and conditions

Non payment of fees

The college Reserves the right to terminate an enrolment at any time during the registration period a course where fees are outstanding or where any agreed instalment payment defaults

The College may take legal action for the recovery of money due and in such circumstances the College reserves the right to make reasonable charges to represent the administration and other costs to the College occasioned by the non-payment.

Yours Faithfully,



Syed A Murshed

Director of Monitoring and Information Technology