

Date: **17/02/2015**
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 of tuition fees

Dear Mr. Ahilan Selvamanicam,


This is to confirm that you have been enrolled with London Churchill College since 12/01/2015 but our record shows that ever since you have been registered, you have failed to pay your remaining balance in due time or you have failed to provide any satisfactory explanation for your non-payment. Therefore, we are writing this letter as of your final reminder to pay off your full balance in seven days.

If you are unlikely to be able to make your payment on time it is vital that you contact us immediately to discuss the matter and come to an alternative arrangement. If payment in accordance with this Seven Day Letter is not received, consideration will be given as to whether to withdraw you from your course temporarily, returning once you have paid your full balance.

If you need further information, please do not hesitate to contact our office during Monday to Friday between 09:00 – 17:00.

We look forward to see you.

Yours Faithfully,



Syed A Murshed

Director of Monitoring and Information Technology

This letter is not valid unless it bears college stamp.