



7 March 2011

Dear Parents

The process for No Boundaries is carefully laid out to give us time to complete all the planning and booking requirements to ensure the trips are cost-effective, meet all the ESF Safety Compliance requirements and give you time to budget for the cost of the trips. For this reason, meeting the deadlines that we communicate to you is essential.

25 February
4 March

Trip lists posted on the website
Information packs due back to Learning Advisers

We must get the remainder of the information packs as soon as possible because we require the details to make initial transport bookings. Please note that your child's passport should have a minimum of 6 months validity at the time of departure on 26 November 2011. We require a copy of this to be attached and returned with the information pack.

Making initial bookings incurs a cost. The College cannot sustain the costs of these and other bookings. We therefore we ask for regular payments between now and November. Please note that these payments are all non-refundable. The reason for this is that the trips are finely balanced financially and any student withdrawing has a negative impact on the cost for all other students.

Currently, we require a \$3,000 non-refundable deposit N.B. Hong Kong participants are only required to pay \$1,000 as their overall cost is lower. Please send cheques, made payable to "**ESF Educational Services Ltd**" together with the below reply slip to Learning Advisers by **no later than Friday 1 April 2011**.

In order to assist you with the planning and payment of trip costs, the balance of monies will be divided into three approximately equal payments and due as follows:

- 2nd payment due 1 June 2011
- 3rd payment due 30 September 2011
- Final variable payment due 31 October 2011

We will contact you again prior to the second payment deadline with further details.

Please feel free to contact me at andy.kaifong@discovery.edu.hk with any questions or concerns you may have throughout this process. We look forward to this exciting week.

Andy Kai Fong
Head of Secondary

Deposit Payment Return Slip

Please return this slip to Learning Advisers no later than Friday 1 April 2011 with a cheque made payable to **ESF Educational Services Ltd** for the \$3,000 No Boundaries 2011 deposit.

I confirm that my son / daughter, _____ will be part of the New Zealand / Spain / Japan / Thailand / Laos / China / Hong Kong trip (please circle one).

I understand that this deposit is non-refundable and secures my child's place on the above trip.

I understand that if my child withdraws from the trip, I will pay the remainder of the travel fees for the trip, which includes airfare costs.

Student Name: _____ Learning Team: _____

Parent Signature: _____ Date: _____