



# Letter of Commitment

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Dear Conference Team,

By signing below, I formally commit my schools' attendance at the Round Square Australasian and East Asian Conference for 13-15 year olds at Woodleigh School, Victoria Australia.

I understand that by signing this form I am securing the number of delegate places I have specified below, and will therefore be invoiced for these places. Please reserve the following places:

Total number of Students \_\_\_\_\_ (up to 10 places)

Total number of Adults \_\_\_\_\_ (up to 2\*)

\* Due to capacity restrictions, we are unable to accommodate more than two staff members per school group.

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I [PRINT NAME]: \_\_\_\_\_ understand that by signing and returning this Letter of Commitment, I have formally committed my school's attendance at the Round Square Australasia and East Asia Round Square Conference for 13-15 years old in April 2019. I am aware that I will be charged for the number of delegates I have indicated above and payment will be required before the outlined deadlines.

***The cancellation schedule is as follows;***

Cancellations before February 1, 2019 will receive a 50% refund unless they substitute an alternate delegate.

Cancellations after February 1, 2019 will not receive a refund but naturally are still welcome to substitute an alternate delegate.

Full Name: (HEAD OF SCHOOL) \_\_\_\_\_

Signature: (HEAD OF SCHOOL) \_\_\_\_\_

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

***Please return to the Conference Team as soon as possible via [rsconf@woodleigh.vic.edu.au](mailto:rsconf@woodleigh.vic.edu.au)***