



De La Salle Santiago Zobel School

Ayala Alabang Village, Muntinlupa City, Philippines 1780, Tel. No.: 8771-DLSZ Website: www.dlszobel.edu.ph

July 15, 2020

Dear DLSZ Parents and Guardians,

Greetings of Peace!

Those who are entitled to check refund due to the adjustment in the tuition and fees and suspended school activities are requested to please send the following information for the check preparation on or before **July 20, 2020**.

Name of the student

Name of the parent or guardian to whom the check will be named

To : studentaccounts@dlszobel.edu.ph

Cc : navarrosb@dlszobel.edu.ph

If we do not receive any information on the set deadline, we will make the check under the name of the mother as registered in our students' records.

Thank you.

Sincerely,

Sgd. Rosario M. Cadiz

Controller for Budget and Students Accounts