



August 28, 2018

To whom it may concern:

Cate Kiska was enrolled in Sylvan Learning's Reading and Math programs in May, 2018. Cate has been filling in identified skill gaps in these subject areas and has shown significant growth with vocabulary development, comprehension skills, problem solving and basic numeracy skills. Continued tutoring is recommended in order for Cate to comprehend grade level vocabulary and numeracy skills required at the Grade 6 level.

Cate's Mother, Deirdre Moore, is the only responsible party on file and has driven Cate to all of her sessions since May, 2018. Cate missed only one 2 hour session on July 4th, 2018 - we received a call just before lesson time that Mr. Kiska could not get her here. Ms. Moore has paid Sylvan a total of \$3,322.00 for tutoring services until the end of August, 2018. Please note that this includes a \$125.00 test fee for Sean Kiska, therefore, Cate's portion is \$3,197.00.

In general, we have seen a strengthening of both her reading and math skill while attending Sylvan. Cate's confidence and focus have improved. We look forward to furthering her education.

Kind Regards,

A handwritten signature in black ink, appearing to read "Douglas King".

Douglas King

Centre Director



471 Hazeldean Road
Unit 15
Kanata, ON K2L 4B8

KANATA

Account Statement

Account Number	Payment Due Date	New Balance
3400.6103	08/28/2018	\$0.00

Account Holder: (Same)

Responsible Party:

Deirdre Moore

Deirdre Moore

Ottawa, ON

Ottawa, ON

Date of Transaction	Transactions from 01/28/2018 through 08/27/2018.	Amount
7/11/18	7/1-7/31/18: Cate K.-Math Essentials, 1st Term (7 @ \$48.00) (Invoice #14775)	336.00
7/12/18	7/1-7/31/18: Cate K.-Academic Reading, 1st Term (19 @ \$48.00) (Invoice #14775)	912.00
7/17/18	Payment - Visa - Thank You.	-1248.00
7/31/18	Over-Billed 7/1-7/31/18 (1@\$48.00) Cate K.-Academic Reading, 1st (Invoice #14812)	-48.00
7/31/18	Under-Charged 7/1-7/31/18 (1@\$48.00) Cate K.-Math Essentials, 1st (Invoice #14812)	48.00
7/31/18	Payment - Visa - Thank You.	-1104.00
8/1/18	8/1-8/31/18: Cate K.-Academic Reading, 1st Term (20 @ \$48.00) (Invoice #14775)	960.00
8/1/18	8/1-8/31/18: Cate K.-Math Essentials, 1st Term (3 @ \$48.00) (Invoice #14775)	144.00
Previous Balance as of 01/28/2018		(=) New Balance
\$0.00		\$0.00
(Plus) Charges This Statement		(Minus) New Credits
\$2,400.00		\$48.00
(Minus) Payments This Statement		
(B) \$2,352.00		

$$\textcircled{A} + \textcircled{B} = 970$$
$$\begin{array}{r} 2352 \\ \hline 970 \\ \hline 3322 \end{array}$$

Payment can be made by Cash, Cheque, VISA, Mastercard, Debit and AMEX



471 Hazeldean Road
Unit 15
Kanata, ON K2L 4B8

Account History

Account Holder: (Same)

Account #: 3400

Deirdre Moore

Ottawa, ON

Responsible Party:

Deirdre Moore

Ottawa, ON

H: W:

H: W:

Transaction Date	Transactions through 08/27/2018.	Amount
07/11/2018	7/1-7/31/18: Cate K.-Math Essentials, 1st Term (7 @ \$48.00)	336.00
07/12/2018	7/1-7/31/18: Cate K.-Academic Reading, 1st Term (19 @ \$48.00)	912.00
07/17/2018	Payment - Visa - Thank You.	-1248.00
07/31/2018	Over-Billed 7/1-7/31/18 (1@\$48.00) Cate K.-Academic Reading, 1st	-48.00
07/31/2018	Under-Charged 7/1-7/31/18 (1@\$48.00) Cate K.-Math Essentials, 1st	48.00
07/31/2018	Payment - Visa - Thank You.	-1104.00
08/01/2018	8/1-8/31/18: Cate K.-Academic Reading, 1st Term (20 @ \$48.00)	960.00
08/01/2018	8/1-8/31/18: Cate K.-Math Essentials, 1st Term (3 @ \$48.00)	144.00
Total/Balance:		0.00

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471 Hazeldean Road
Unit 15
Kanata, ON K2L 4B8

Payment History

Account Holder: (Same)

Account #: 3400

Deirdre Moore

Ottawa, ON

Responsible Party:

Deirdre Moore

Ottawa, ON

H: W:

H: W:

Transaction Date	Transactions through 08/27/2018.	Amount
07/17/2018	Payment - Visa - Thank You.	-1248.00
07/31/2018	Payment - Visa - Thank You.	-1104.00
Total/Balance:		-2352.00

Payment can be made by Cash, Cheque, VISA, Mastercard, Debit and AMEX



1547 Merivale Road, Unit #9
Emerald Plaza
Ottawa, ON K2G 4V3

N 07201711
Account Statement

Account Number	Payment Due Date	New Balance
5445.6003	08/28/2018	\$0.00

Account Holder: (Same)

Deirdre Moore

Responsible Party:

Deirdre Moore

Date of Transaction	Transactions from 01/28/2018 through 08/27/2018.	Amount
5/3/18	Assessment Fee for Sean Kiska (Invoice # 20187)	200.00
5/3/18	HST - Cate (Invoice # 20187)	26.00
5/3/18	Assessment Fee for Cate Kiska (Invoice # 20187)	200.00
5/3/18	HST - Sean (Invoice # 20187)	26.00
5/3/18	Credit - Sylvan Skills Assessment Promotion - Sean (Invoice # 20187)	-101.00
5/3/18	Credit - Sylvan Skills Assessment Promotion - Cate (Invoice # 20187)	-101.00
5/7/18	Payment - MasterCard - Thank You.	-250.00
5/9/18	5/1-5/31/18: Cate K.-Academic Reading, 1st Term (7 @ \$48.00)	336.00
5/9/18	Payment - MasterCard - Thank You.	-336.00
6/1/18	6/1-6/30/18: Cate K.-Academic Reading, 1st Term (8 @ \$48.00) (Invoice # 20226)	384.00
6/2/18	Payment - MasterCard - Thank You.	-384.00
6/30/18	Under-Charged 6/1-6/30/18 (1@ \$48.00) Cate K.-Academic Reading, 1st	48.00
6/30/18	Over-Charged 6/1-6/30/18 (1@ \$48.00) Cate K.-Academic Reading, 1st	-48.00
Previous Balance as of 01/28/2018		(=) New Balance
\$0.00		\$0.00
(Plus) Charges This Statement		
\$1,220.00		
(Minus) Payments This Statement		
(A) \$970.00		
(Minus) New Credits		
\$250.00		

Please Note:

Our last day of instruction will be Thursday, June 28, 2018. We will be CLOSED for instruction on Saturday, June 30th.

Payment can be made by Cash, Cheque, Mastercard, Visa, American Express and Interac.



1547 Merivale Road, Unit # 9
Emerald Plaza
Ottawa, ON K2G 4V3

Account History

Account Holder: (Same)

Account #: 5445

Deirdre Moore

Responsible Party:

Deirdre Moore

H: (613) 261-3520 W:

H: (613) 261-3520 W:

Transaction Date	Transactions through 08/27/2018.	Amount
05/03/2018	Assessment Fee for Sean Kiska	200.00
05/03/2018	HST - Cate	26.00
05/03/2018	Assessment Fee for Cate Kiska	200.00
05/03/2018	HST - Sean	26.00
05/03/2018	Credit - Sylvan Skills Assessment Promotion - Sean	-101.00
05/03/2018	Credit - Sylvan Skills Assessment Promotion - Cate	-101.00
05/07/2018	Payment - MasterCard - Thank You.	-250.00
05/09/2018	5/1-5/31/18; Cate K.-Academic Reading, 1st Term (7 @ \$48.00)	336.00
05/09/2018	Payment - MasterCard - Thank You.	-336.00
06/01/2018	6/1-6/30/18; Cate K.-Academic Reading, 1st Term (8 @ \$48.00)	384.00
06/02/2018	Payment - MasterCard - Thank You.	-384.00
06/30/2018	Under-Charged 6/1-6/30/18 (1@\$48.00) Cate K.-Academic Reading, 1st	48.00
06/30/2018	Over-Charged 6/1-6/30/18 (1@\$48.00) Cate K.-Academic Reading, 1st	-48.00
Total/Balance:		0.00

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Ottawa, ON K2G 4V3

Payment History

Account Holder: (Same)

Account #: 5445

Deirdre Moore

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Responsible Party:

Deirdre Moore

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H: (613) 261-3520 W:

H: (613) 261-3520 W:

Transaction Date	Transactions through 08/27/2018.	Amount
05/07/2018	Payment - MasterCard - Thank You.	-250.00
05/09/2018	Payment - MasterCard - Thank You.	-336.00
06/02/2018	Payment - MasterCard - Thank You.	-384.00
Total/Balance:		-970.00

Please Note:

Our last day of instruction will be Thursday, June 28, 2018. We will be CLOSED for instruction on Saturday, June 30th.

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