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November 16th 1934

Miss Monkhouse,  
Secretary,  
Bedford College for Women,  
Regent's Park, N.W.1.

Dear Miss Monkhouse,

I have to thank you for your letter of the 8th instant, and in reply would say that the Management Committee of the Foundation thinks it very desirable that payments due from them to Bedford College should be made at regular intervals to be agreed upon by both parties.

In considering this matter, my Committee must have regard to the fact that their income is not wholly received at the beginning of the year, but by instalments during the period of studentship.

With regard to students' fees, I understand that it has been the custom for some years past to pay these in two equal instalments, in November and February, and we suggest that this arrangement should continue.

As regards the sum of £265.0.0. per annum payable in respect of tutorship salary and superannuation contributions of Miss Baggallay, we would suggest that this should be paid in three equal instalments at the end of the months of November, March and July.

We shall be glad to hear if these suggestions commend themselves to Bedford College as being suitable.

Yours sincerely,

*Alicia Lloyd-Still*  
President.