

**TERMINATION OF NHB SCHOOL AND TERTIARY INSTITUTIONS
MEMBERSHIP SCHEMES & REIMBURSEMENT OF MEMBERSHIP FEES**

1 As of 1 May 2010, the NHB School and Tertiary Institutions Membership Schemes which offer free admission to NHB museums for member schools, will be discontinued. All schools and tertiary institutions will not be able to renew or apply for the membership schemes.

2 All NHB member schools with membership valid from 1 May 2010 will be reimbursed their membership subscription fees. The reimbursed amount will be pro-rated based on the balanced number of days in the school's membership.

The repayment equation is: **$(\$a/365) \times b = \c**

a = Subscription fees paid to be a NHB School/Tertiary Institution Member

b = Number of days left in their membership after 30 April 2010

c = Refund amount

For example, a school which has paid \$428 (incl. GST) and which has 15 days left in their membership (i.e. their membership will end on 15th May 2010), their reimbursement amount will be: $(\$428/365) \times 15 = \underline{\$17.59}$

3 Member schools will receive a letter from NHB before 30 June on the amount they will be reimbursed. All reimbursement will be carried out by 31 July 2010. We seek your kind understanding that some time will be needed for processing and would like to apologise for any inconvenience caused.

4 If you need further clarifications, please do not hesitate to contact us at 6332 3253 or 6632 3550.

5 Thank you for your support of NHB Membership Schemes and programmes over these years.

Education & Outreach Division/NHB

April 2010