

427,002-1

Ottawa, 3rd September 1913.

Sir,-

I beg to draw your attention to the fact that you are expected to keep accounts in your loose leaf ledger with regard to all loans made to ex-pupils. I have also to point out that the Department expects the ex-pupils who received loans to make prompt re-payment on the same. When it is not possible for them to comply with the Department's requirements in this respect, you should report the fact to Head-quarters. If any loans have been made which have not been repaid in full, you should deal with each separately and endeavour to make collection this Fall of the amounts due.

Your obedient servant,

Asst. Deputy and Secretary.

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