



25 November 2011

Dear Parents

**Re: Direct Debit Instalment for December 2011**

As you may be aware I am writing to remind you that the instalment due in December will be collected much later in the month as we are unable to request the instalment until after the school fee accounts have been processed at the end of term.

We are hoping to process the fees on 14<sup>th</sup> December and to take the December payment on Tuesday 20<sup>th</sup> December. The monthly payment will be approximately a quarter of the tuition fees for Spring Term plus a quarter of any extras from the Autumn term. The payment schedule confirming the amount to be taken will be attached to your Spring Term Invoice.

In January, February and March, the payment will be taken as normal on or just after 3<sup>rd</sup> of the month.

If you have any queries regarding this please contact me on 01235 858471.

Many thanks

Denise Chapman  
Assistant Bursar