



11 November 2011

Dear Parents

**Re: Payment of Fees**

As we are drawing towards the end of Autumn Term I thought I would just remind you that we are able to accept payment of fees by direct debit in two ways:-

**Termly Direct Debit**

Termly direct debit will be collected from your bank on the first day of each term. You will receive your school fee bill at the end of the previous term and this will advise you of the amount being claimed.

**Termly Instalment Scheme**

At the school's discretion we accept payment of a particular school term's fees by four instalments during that term. Payment of fees by instalment under the Termly Instalment Scheme must be made by direct debit. When we process the fee run a payment schedule will be attached to the back of your fee invoice.

If you would like to change to either of these options please complete the attached direct debit mandate and return it to the Bursary together with the form below. These would need to be received by the end of November in order to make the necessary arrangements with your bank in time to take the first payment for Spring Term.

If you opt for the Termly Instalment Scheme, the first payment for Spring Term will be taken in December. Instalments are taken on or just after the 3<sup>rd</sup> of each month. However, due to the Autumn Term not finishing until 14 December we are unable to request the instalment until we have processed the fee run. This means the payment will be taken on the 20 December 2011. The next payment will however be taken on 3 January 2012.

If you have any other queries regarding the above please contact me on 01235 858471.

Many thanks

*Denise Chapman*

Denise Chapman  
Assistant Bursar

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Name of Child: .....

<b>Please indicate which method you require:</b>	
<b>Termly Direct Debit (not available in conjunction with Childcare Vouchers)</b>	
<b>Termly Instalment Scheme (not available in conjunction with Childcare Vouchers)</b>	