

BOLTON SCHOOL

PAYMENT OF FEES BY DIRECT DEBIT

The School requires parents to pay tuition fees, coach fares and music tuition fees by direct debit.

1) Termly

The bank accounts of parents who wish to pay on a termly basis will be debited on the first day of each term at no extra charge. Parents are thus relieved of the problem of writing cheques, and of ensuring that cheques and counterfoils reach School safely and promptly.

2) Termly Instalment Plan

Fees for a particular term may be paid in four instalments by Direct Debit. Such arrangement will be subject to a separate agreement for the payment of that term's fees only, where the payment due dates are specified in the relevant invoice or accompanying letter. This arrangement is called the **Termly Instalment Plan**.

Under the Termly Instalment Plan the payment amounts and dates on which each of the instalments becomes due will be set out in a schedule of payments in the invoice or accompanying letter for that particular term. The Termly Instalment Plan incurs an administration charge of 3% which will be included in the amounts detailed in the schedule of payments. All other extras and incidental costs will be due in accordance with your parent contract and by the date specified on your invoice or accompanying letter, unless otherwise stated. If you wish to pay a particular term's fees under the Termly Instalment Plan, please contact the Finance Office for more details.

One direct debit authority will normally cover all children in one family, and will continue until the last child leaves School. Any alterations during a term in respect of starting/cancellation of music or coach charges will normally be carried forward to the following term unless a pupil is leaving.

BOLTON SCHOOL

Bolton School is a company limited by guarantee
Registered Company Number 5458883
Registered Charity Number 1110703

PAYMENT OF FEES

1) Terms of Payment

Fee bills are payable before the first day of each term, except where other contractual arrangements for payment have been made.

2) Penalty for Non-Payment

A penalty fee of 1.5% per month may be charged, at the discretion of the Governors, on any balance outstanding one month after the due date of payment.

3) Treatment of Fee Debts

The School very much appreciates the co-operation of the vast majority of parents who pay their fees promptly. In fairness to them, the Governors have instituted a tough policy towards those who do not pay on time, involving legal action and suspension of pupils where necessary.

Where parents are experiencing genuine financial problems, it is essential that they make contact with the Finance Office as soon as possible, so that we avoid having to implement our credit control process and, more importantly, so that we can see whether there are any possibilities of offering financial assistance. The School can call upon the resources of various funds, but inevitably these are limited. The requirements of the Foundation Grant Scheme mean that the Governors are unlikely to be able to offer assistance beyond the short term in future years.

4) Payment Methods

4.1 Direct Debit on the first day of each term – see overleaf for details.

4.2 Direct Debit in four instalments for a particular term, subject to a separate contractual agreement – see overleaf for details.

4.3 Fees in Advance – see attached document for details of discounts and terms applicable to the Scheme.