



HYMERS COLLEGE

July 2011

Dear Parent/Guardian

PAYMENT OF FEES BY DIRECT DEBIT

I enclose a mandate for the payment of school fees and extras by direct debit. If you decide to take advantage of the benefits available under this scheme, please complete and return the mandate to me no later than Friday 29 July 2011.

It is not necessary to complete this form if an instruction is already in place. An existing instruction will cover any new pupils. However, please advise this office and your bank if you wish to cancel an existing mandate.

Please indicate on the form if you wish to pay the fees in full by the first day of each term or by nine monthly instalments. **Termly payments are collected on or soon after 1 September, 1 January and 1 April. Monthly instalments are collected on or soon after the first of each month from September to May inclusive.**

In both cases, charges for extras incurred in the previous term will be collected on or soon after 1 October, 1 February and 1 May. This gives you time to resolve any queries which you may have with my staff. Invoices will continue to be issued on a termly basis. The Bursar's offices remain open throughout the year apart from public holidays and the period between Christmas and New Year.

Should excess funds be collected in error, these will be refunded immediately. You may cancel the direct debit instruction by informing your bank in writing and advising us immediately.

I must stress that requests to pay fees by instalments will only be considered if parents agree to accept the direct debit system. Late payment of fees for which no prior arrangement has been made will automatically attract an interest charge of 2% per month.

Yours sincerely

G D NOBLE

Enclosures:

1. Direct debit mandate.
2. Consumer Credit Act 2006 statement.

**G D Noble BA CD ipAF FCMI
Bursar and Clerk to the Governors**

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