



May 2019

Dear Parents/Guardians

Re: Payment of School Fees

School fees are payable for each term in advance. For new students joining the School, **the first term's fees are due by 1 August 2019**, one month before the start of term. You will be sent an invoice in advance of the payment date. Fee information is also provided on the Fees List.

Our method of payment is by Direct Debit for all UK based parents/guardians, unless you wish to opt for one or more years' payment in advance (please see below). Direct debit is a safe way to pay your bills, backed by the Direct Debit Guarantee.

Payment can be made termly or monthly as follows:

Direct Debit - termly payment

Fee payment for the first term is due on 1 August 2019. Thereafter, fees and any additional and extra charges will be collected on the first day of term, i.e. 7 January 2020 and 20 April 2020.

Direct Debit - 9 monthly payments

Fee payment can be made over a 9 month period at no extra charge and payable on the first working day of each month, 1 August 2019 to 1 April 2020. Any additional and extra charges will be collected on a termly basis on the first day of term; 7 January 2020 and 20 April 2020.

Please complete and return the Direct Debit Instruction enclosed and indicate your preferred payment plan, termly or 9 monthly instalments. Please ensure all account holders sign the Direct Debit Instruction and also write your child's/children's names on the form. For children moving into year 7 from the Preparatory Division, any existing Direct Debit Instruction will remain in force and there is no need to complete a further form.

A single Instruction is sufficient for all children at the School, however, should you require different payment plans for each child or intend to pay from more than one bank account, please complete a separate form to indicate this.

A schedule detailing payment dates for fees to be collected by Direct Debit will be sent to you as confirmation that the instruction has been completed. You will continue to receive invoices prior to the due date for information purposes only.

An alternative payment plan over 12 months is offered via School Fee Plan, for details please see below.

Non-UK based parents/guardians

For non-UK based parents/guardians, our preferred method of payment is bank transfer, however payment may be made by cheque (payable to New Hall School Trust). Cash payment cannot be accepted. **Fee payment for the first term's fee is due on 1 August 2019.** Thereafter, fees and any additional and extra charges will be due on the first day of term, i.e. 7 January 2020 and 20 April 2020. The School's bank details will be sent to you with your invoice. **Please quote the student's name and school account reference on all transactions to ensure correct allocation to your account.**

In addition, the School offers the following payment schemes:

Fees in advance

The School offers a discount of 0.5% per term, compounded on a termly basis to just over 1.5% per annum for payment of one or more year's fees in advance. The discount rate is reviewed from time to time by the School and may be varied in the future. An individual quote can be provided by contacting myself or requesting via the enclosed Finance Administration Form.

School Fee Plan

In association with School Fee Plan (SFP), you can spread the cost of school fees and any extra charges over 12 instalments by monthly Direct Debit. There is an additional transaction fee charged for the amount funded by SFP under the credit agreement. Details of the scheme, a payment calculator and how to apply are available online at <https://www.myschoolfeeplan.com/NewHall-CM3> or by calling 01372 746006.

Should you have any queries concerning the payment of school fees, please do not hesitate to contact the Finance team at schoolfees@newhallschool.co.uk or 01245 236108.

Yours sincerely



Mrs Debbie Came
HEAD OF FINANCE