



Dear Parents

### INVITATION TO SETTLE FEES ACCOUNTS BY DIRECT DEBIT

In recent years a number parents have asked the School if we could offer the facility of paying their termly fees monthly by Direct Debit. We have looked into this and we are pleased to now be able to offer this option to any UK bank account holder if the account is able to accept Direct Debit Instructions.

All fees and lunch charges would be collected by monthly Direct Debit in 10 equal instalments from the first banking day after 14th August to first banking day after 14th May inclusive, with the exception of part-time Nursery fees

The benefits to you are that you will have no worries about remembering to pay at the right time and you will eliminate the problems of arranging cheques and remittance advices to be delivered to the Bursary.

There is a direct debit guarantee:-

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Kingswood School Trustee Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Kingswood School Trustee Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Kingswood School Trustee Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society - If you receive a refund you are not entitled to, you must pay it back when Kingswood School Trustee Ltd asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

You are under no obligation to use this facility. You may continue to pay your fees in full by cheque or by bank transfer at the start of each term.

Please do not hesitate to contact the Bursar, if you have any queries about payment by direct debit.

April 2010