



Agreement for Monthly Payment Scheme

Between: **[Name]**

And: **St Peter's School / Preschool**

I/we wish to pay invoices issued from time to time for payment of fees and other chargeable items by St Peter's School under the Monthly Payment Scheme ('The Scheme').

Payments under The Scheme must be made by Direct Debit, and this is protected by the Direct Debit Guarantee, found at the bottom of the Direct Debit Instruction. Invoices will be issued and posted prior to the due payment dates.

I/we have received the schedule entitled 'Payment of Fees and Invoiced Charges' and note the contents, including the payment due dates listed below for clarity. Any collection dates which fall on a weekend or a Bank Holiday will be collected on the next working day. Amounts will be advised in advance as required by the rules of the Direct Debit Scheme.

Michaelmas Term	Lent Term	Trinity Term
5th August	5th December	5th April
5th September	5th January	5th May
5th October	5th February	5th June
5th November	5th March	5th July

I/we confirm that I/we understand that should payments not be made on or before the due dates, the monthly payment scheme may be made void by the School, and the full amount of the invoice plus any accruing interest and charges will become due immediately. Other sundry items such as Early/Late Club, trips, etc. may be added to termly accounts if a Direct Debit mandate is in force. If the scheme is revoked for any reason, you will be informed in writing.

This agreement does not replace any entry in the School's Terms and Conditions, which may be found on our website. It does not constitute an agreement under the Consumer Credit Act 1974 and as such is not regulated by that Act.

Signed _____ 1st Parent/Guardian Date: _____

Signed _____ 2nd Parent/Guardian Date: _____



PAYMENT OF FEES AND INVOICED CHARGES

Payment of Fees at the Commencement of each Term.

Fees, lunches, milk and music (if applicable) are invoiced in advance near to the end of each term for the following term.

Payment is due before the first day of term to which the tuition fees apply unless a monthly agreement is signed and returned to the Bursar with a direct debit mandate.

Early/late club charges are invoiced termly in arrears.

Payment Methods

We accept payment by the following methods, in order of preference;

- Direct Debit (for monthly payments in excess of £50) - please complete the Direct Debit Mandate available from the School Office or in your joining pack
- Bank transfer directly into our bank account for single payments. Invoices show our current bank details, or they can be obtained from the Bursar
- Debit/credit card payments may be made in the School Office or by telephone
- Childcare Vouchers or Tax Free Childcare payments are available for payment of Preschool fees and Early/Late club. Please contact the Bursar if you wish to make payment via these methods.
- ParentMail is used to collect payment for non- invoiced amounts such as outings, tickets etc.
- Cheques and cash are not accepted.

Monthly Payment Scheme

We can offer the option of payment for invoiced amounts under our monthly payment scheme, payable by Direct Debit, for monthly amounts in excess of £50.00. Monthly payments are not authorised unless an agreement form is signed and returned with a valid direct debit mandate in place. Please contact the Bursar for further information.

If no prior agreement is made, termly invoiced amounts (fees etc.) are due in full before the first day of each term.

Payment due dates for the monthly payment scheme are as follows, collection dates and amounts will be advised with each termly invoice.

Michaelmas Term	Lent Term	Trinity Term
5th August	5th December	5th April
5th September	5th January	5th May
5th October	5th February	5th June
5th November	5th March	5th July

Late Payment of invoices and other charges

Any sums outstanding at the commencement of each term (except by reason of agreed payments under the monthly payment scheme above) will incur an interest charge equal to 10% of the outstanding balance which will be added to the sums due and shall be payable immediately. Returned Direct Debits will attract a fee of £50. Refund of overpayments will incur an administrative charge of £30.

Notice to leave - A full term's notice is required to withdraw a pupil from St Peter's School, otherwise a full term's fees must be paid in lieu of notice. Notice must be in writing and received before the first day of the last full term. Notice will be acknowledged within 5 days of receipt. If no acknowledgement is received by you, you should assume that the notice has not been received.