



Dear Parents

INVITATION TO SETTLE FEES ACCOUNTS BY DIRECT DEBIT

I am writing to those of you who do not pay fees by direct debit to renew my invitation to sign a monthly or termly instruction to your bank/building society authorising them to pay us variable amounts from your account at our request. You will appreciate that the instruction needs to be for variable amounts because the payments alter from term to term. A variable instruction also means that there will be no need to trouble you to sign a fresh instruction each term.

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 St Edward's School will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request St Edward's School 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 St Edward's School 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 St Edward's School 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 allow us to direct debit your account. You may continue to pay your fees in full by cheque at the start of each term.

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

R T O'Hara
Bursar

Jan 12