

4 May, 2010

Dear Parents,

### **IMPORTANT CHANGES TO FEE COLLECTION – AUTUMN 2010**

In line with other leading Independent Schools in the area, the Board of Governors has agreed that Gateways will collect fees by Direct Debit from the Autumn Term, 2010. This will allow us to continue to support parents by allowing them to budget for school fees over a longer period than that currently offered to most parents, whilst at the same time, minimising the cost of collection.

Under the new scheme, operated by *Holmwoods Termtime Collections* there are no interest or administration charges payable by you. HTC are dealing with bulk direct debiting from many schools, and this means that they can be more competitive on administration charges than if the school was making its own collections.

I am aware that some of you receive contributions from outside sources to the overall school fees and I can advise you that provided the person paying the fees holds a UK bank account, then it will be possible for them to participate in the scheme.

#### **Direct Debit Scheme:**

**For the academic year 2010/2011, payments under the new scheme will begin on 15<sup>th</sup> August, 2010 and will be divided into ten monthly instalments spread over the academic year. The last payment will be collected on 15<sup>th</sup> May, 2011.**

**From 2011/2012, payments under the scheme will commence on 1<sup>st</sup> July, 2011 and continue until April, 2012. This will then become the normal period of collection for the future.**

You will continue to receive termly bills from us in the usual way but these will be for information only as the ten monthly instalments will be taken from your bank account in accordance with an authorised Direct Debit mandate. HTC will notify you direct of the monthly amount to be taken from your account and will

also inform you of changes resulting from any extras which may have been incurred during a school term.

Although we envisage that this will be the main form of collection for school fees in the future, it will be possible to arrange for the following direct with the Bursar's office:

Payments up front:

School fees may be paid annually in advance. Parents will still be asked to complete the Direct Debit mandate, as failure to pay by the 15th August will result in the automatic implementation of the Direct Debit collection scheme. A discount of 3% per annum is available for fees paid annually in advance. Anyone wishing to take advantage of this incentive should confirm this in writing when returning the completed mandate.

Twelve Month Plan:

HTC have for some time offered a 12 month payment plan to some parents. It is possible for existing users of this scheme to continue to do so by confirming this in writing in a letter.

Transitional Arrangements:

It will be possible to make transitional arrangements for any fee payer who has difficulty in commencing monthly payments in August. Please do not hesitate to contact me if you wish to make special arrangements.

I hope that you will see the new payment scheme as a step in the right direction of making fee payments easier and keeping costs of collection to a minimum. I enclose a Direct Debit mandate for completion. I should be grateful if you would complete the form and return this to me no later than Friday, 21st May, 2010. All correspondence regarding this matter should be addressed to the Bursar.

Thank you in anticipation of your prompt assistance with this matter.

Yours sincerely,

Mrs Caroline Harrison FCA  
Bursar