

May 2018



Dear Parent(s),

PAYMENT OF SCHOOL FEES

Please find below details of options for the payment of school fees. Fees are usually due in advance by the first day of term, as per the contract with the school.

Bank Transfer or Cheque

Fees may be paid by direct bank transfer, or by cheque sent into the school's finance office. **It is crucial that you quote your fee account reference number or your daughter's name every time you make a payment this way.**

Please see below details of the school's fee collections account:

City of London School for Girls Collection Account

Sort Code: 30-00-02

Account number: 02425969

Card Payments

We also have the facility to take credit card payments over the phone; however we encourage debit card payers to use the above options as card payments attract additional charges for the school.

Direct Debit

The school also operates a direct debit scheme to spread the payments. Each set of termly fees are split into three instalments. The first instalment is made one month before the school term commences; the second instalment in the first month of term, and the third instalment in the second month of term. The fees will be collected on approximately the 10th of each month:

Autumn Term:	August, September, October.
Spring Term:	December, January, February.
Summer Term:	April, May, June.

In line with City of London Corporation policy, there is no administrative charge for this service, however, it should be noted that if a direct debit payment is returned by your bank, the facility will be withdrawn (pending written request from parents to be reinstated). If however, the fault is that of the bank, this will not apply.

Payment by direct debit reduces administrative costs and is secure and reliable. Please complete the attached mandate in full and return to the Finance Office **by Friday the 29th of June 2018 at the latest, if you want this to be set up before the start of the new school year.**

If you would like to use this option, you could bring completed direct debit mandate to school to your Welcome Morning/Afternoon meeting in June 2018.

Should you have any queries please do not hesitate in contacting the office on 020 7847 5571/5534.

Yours faithfully

Ania Slezak

Income Officer

City of London School for Girls St Giles' Terrace, Barbican, London, EC2Y 8BB

Telephone 020 7847 5571 **Email** fees@clsg.org.uk | www.clsg.org.uk



CITY OF LONDON
SCHOOL FOR GIRLS

Instruction to your
bank or building society
to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Bursar's Office
City of London School for Girls
St Giles Terrace
Barbican
London
EC2Y 8BB

Service user number

9 1 7 7 1 0

Name(s) of account holder(s)

Pupil name

Reference

[Reference grid]

Bank/building society account number

[Account number grid]

Instruction to your bank or building society

Please pay Lloyds TSB (CLSG) Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Lloyds TSB (CLSG) and, if so, details will be passed electronically to my bank/building society.

Branch sort code

[Branch sort code grid]

Name and full postal address of your bank or building society

To: The Manager Bank/building society
Address
Postcode

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD12

This guarantee should be detached and retained by the payer.

The 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 City of London School for Girls will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request City of London School for Girls 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 City of London School for Girls 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 City of London School for Girls 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.