

## **ELLESMERE COLLEGE DIRECT DEBIT SCHEME (THE Scheme)**

### **Scheme Guidelines**

If you are resident in the UK you will have been provided with a blank direct debit mandate form for completion and return with other admission documentation to the College.

Please select the scheme option you would prefer, either scheme A or scheme B. If you leave the options unticked we will place you on scheme B, as the default scheme.

### **A) BANK ACCOUNT CONDITIONS**

1. As some bank accounts do not permit direct debits please check with your Bank or Building Society that your account is suitable.
2. The Scheme can only operate through U.K. bank accounts in Pounds Sterling and is not suitable for international accounts.

### **B) SCHEME CONDITIONS**

1. It is a condition of the Scheme that your child's account is not in arrears on the date of the mandate deadline.
2. Mandates should be received at least 6 weeks before the first direct debit of the new term. If you receive the documentation after this deadline, it may still be possible to agree a payment schedule with the school as an interim measure for the current term. Please contact the Finance Office for assistance.
3. If you default on your direct debit payments, depending on the circumstances, you may be required to leave the Scheme.
4. If you wish to stop paying school fees by direct debit, you should contact the Finance Office in writing at least seven days before the next payment is due.
5. The College's Terms and Conditions apply to any outstanding debt.
6. Interest is not chargeable while you are in the Scheme.

### **C) COLLECTION DETAILS**

#### **SCHEME A – IN FULL ON THE FIRST DAY OF TERM**

1. The full value of the term's account will be collected on the first day of each term.

#### **SCHEME B – THE MONTHLY DIRECT DEBIT SCHEME**

1. Direct debits will be collected on the **5<sup>th</sup> of the month**, or on the nearest banking day after this date. There will be 3 instalments per term and, therefore, 9 collections in a calendar year. The months of collection are;

**September, October, November - January, February, March - April, May and June**

2. The instalments will be calculated as follows:

Instalment 1:                      One third of FEES plus all EXTRAS

Instalments 2 & 3:              One third of FEES.

### **D) INVOICE QUERIES & SET UP**

1. Please note your invoice is split into two sections. FEES are charged in advance and the EXTRAS are charged in arrears.
2. If you have a query with your invoice please contact Mrs. Nikki Martin Jones, Finance Secretary, in the Finance Office as soon as possible so that the direct debit may be amended where appropriate.