



AD 1600

Kimbolton School

May 2020

Dear Parent,

As your child joins Kimbolton in September, I should be grateful if you would read this letter regarding the payment of fees and **return the direct debit forms to the Registrar by email (registrar@kimbolton.cambs.sch.uk) or by uploading on the website.**

1. Fee Bills and Payment

- a) Tuition and other fees for the next Academic Year are usually published in late June every year however, due to the on-going coronavirus the Governors have held the Academic fees for next year at the same level as the current year. Kimbolton School issues a bill for each term comprising Tuition, Boarding, Lunch and music fees for the forthcoming term plus chargeable disbursements for the term just ended. (Please note that we do not issue an annual fee bill). The charges can be found at the Fees section of the school website.
- b) Fee bills are sent out by email as a pdf document before the start of each term. (*Unless otherwise requested by you, we will use the email address provided for the child's father.*)
- c) In accordance with your parent contract, fees for all pupils must be **paid by direct debit** on the date stated on the fee bill. The fees are based on payment by monthly direct debit, for which there is no charge.

*For those parents **paying the bill in full by direct debit** before the start of term on the designated payment date, a 2% discount is applied to the net standard fee (tuition fees, lunch fees less sibling discount / bursary award / scholarship award plus termly / weekly boarding costs).*

I would like to take this opportunity to remind you that the deposit paid on acceptance of your child's place at Kimbolton is not refundable until your child leaves Kimbolton i.e. it is not refunded against the first term's bill.

2. Direct Debit Collection Dates

Direct debit payments will be collected on the first banking day of each month

Direct Debit Type	Autumn Term	Spring Term	Summer Term
Termly DD	01/09/2020	04/01/2021	04/05/2021
Monthly DD	01/09/2020	04/01/2021	04/05/2021
	01/10/2020	01/02/2021	01/06/2021
	02/11/2020	01/03/2021	01/07/2021
	01/12/2020	01/04/2021	02/08/2021

The Direct Debit mandate form below should be completed, signed and returned to the Fees Officer to enable the direct debit to be set up for collection from the Autumn term collection date onwards.

N.B. Parents of a new pupil with a sibling already at Kimbolton

A separate mandate is required for each pupil in the school, we cannot collect payment for a new pupil against an existing direct debit instruction.

3. Advance Payment of Fees

Fees paid two years or more in advance are eligible for a discount on the current termly fee. The discount is driven by bank deposit rates and may be attractive for those who have a lump sum to invest. In the first instance, please contact James Mclellan at jmc@kimbolton.cambs.sch.uk, if you would like further details.

4. Terms and Conditions

The School's current Terms and Conditions were sent to parents by the Registrar with the offer of the place, acceptance of which you would have acknowledged when accepting the place and paying the deposit. It is anticipated that they will be changed in the light of the Coronavirus and these changes will be sent through as soon as practicable. A further copy can be obtained from the website.

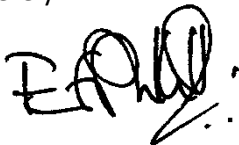
5. Bursary Opening Hours

The Bursary is open during the following periods:

Term time between 8.30 am and 5.00 pm Monday to Friday and Reception only 8.30 am to 12.15 noon on Saturday.

Out of term: 9.00 am and 4.30 pm Monday to Friday (closed during Christmas Week)

Yours sincerely

A handwritten signature in black ink, appearing to read 'E F P Valletta', with a stylized flourish at the end.

Edward F P Valletta
Bursar



Kimbolton School

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

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

Kimbolton School
 Kimbolton
 Huntingdon
 Cambs PE28 0EA

Service user number

6	2	6	0	3	5
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Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

FOR KIMBOLTON SCHOOL OFFICIAL USE ONLY
 This is not part of the instruction to your bank or building society.

Please indicate preferred payment period by encircling one of the options below:

- 1) Termly
- or
- 2) Monthly

Pupil Name: _____

Instruction to your bank or building society

Please pay Kimbolton School 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 Kimbolton School and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference (office use only)

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

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 Kimbolton School will notify you at least 10 working days in advance of your account being debited or as otherwise agreed. If you request Kimbolton 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 Kimbolton 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 Kimbolton 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.

