



AD 1600

## Kimbolton School

May 2022

Dear Parent,

As your child joins Kimbolton in September, please find the following details regarding the payment of fees.

### 1. Fee Bills and Payment

- a. Tuition and other fees for the new Academic Year are published June/July each year. Kimbolton School issues a termly bill, comprising Tuition fees plus boarding and music fees for the forthcoming term plus chargeable disbursements for the previous term. These charges can be found within the Fees section of the school website.
- b. Fee bills are published to the Engage portal prior to the new term. Please see guidance below on parental portal setup, with particular attention to Engage School Account Holder. Instructions on how to access portal bills will follow in due course.
- c. In accordance with your parent contract, all fees must be paid by direct debit. Monthly payments are collected in four equal instalments across the term. Termly fees paid in full by direct debit will attract 2% discount to the net standard fee (*tuition fees less any discounts/awards*) and boarding costs.

### 2. Direct Debit Collection Dates

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

| Direct Debit Type | Autumn Term | Spring Term | Summer Term |
|-------------------|-------------|-------------|-------------|
| Termly DD         | 01/09/2022  | 03/01/2023  | 02/05/2023  |
| Monthly DD        | 01/09/2022  | 03/01/2023  | 02/05/2023  |
|                   | 03/10/2022  | 01/02/2023  | 01/06/2023  |
|                   | 01/11/2022  | 01/03/2023  | 03/07/2023  |
|                   | 01/12/2022  | 03/04/2022  | 01/08/2023  |

Please complete the Direct Debit mandate below and return to the Registrar [registrar@kimbolton.cambs.sch.uk](mailto:registrar@kimbolton.cambs.sch.uk) by 21 June 2022. Alternatively, you may wish to upload the form to the website. ***Please note a separate mandate is required for each pupil in the school.***

### 3. Deposit

The deposit paid on acceptance of your child's place at Kimbolton is not refundable until your child leaves the School, it is not refunded against the first term's bill.

#### **4. 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 determined by bank deposit rates. Should you wish to make such an investment, please contact James Mclellan at [jmc@kimboltonschool.com](mailto:jmc@kimboltonschool.com) for further details.

#### **5. Late Payment of Fees/Failed Direct Debit Collections**

2% interest will be charged daily on fee bills not paid by the relevant due date each term until the balance due is settled in full. Failed direct debit collection will incur a £50 charge. The School takes positive action to recover fee debt.

#### **6. Terms and Conditions**

The School's current Terms and Conditions were sent to parents by the Registrar along with the offer of the place, acceptance of which you would have acknowledged when accepting the place and paying the deposit. A further copy can be obtained from the website.

#### **7. Bursary Opening Hours**

The Bursary is open during the following periods:

- a. Term time between 8.30 am and 5.00 pm Monday to Friday.
- b. Out of term: 9.00 am and 4.30 pm Monday to Friday (*closed during Christmas Week*).

Yours faithfully,



Jenny Agnew  
Bursar



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## **Kimbolton School – Engage Parent Portal Setup Guidance**

The way parent contacts are set up in the Parent Portal will be determined by what information the parents want to see. There are 2 main options as to how parents can be setup in Engage as outlined below, please ensure you select the option that best sets out your family circumstances.

**PLEASE NOTE:** The current Engage School Account Holder (parent) has been identified from the parent account from which the deposit was received. In the event this was a joint bank account, it may be the case that the parent account setup in Engage may not meet with your particular circumstances. Please clearly indicate on the attached Direct Debit mandate who the Engage School Account Holder will be and we will amend accordingly.

### **Joint Parent Contact**

- Parents login to a single portal account using one primary email address and password.
- Both parents can see all billing transactions and pupil information regarding their children.
- Parent App shows all billing information.
- Both Parents can have their own email addresses listed for Engage notifications.
- Only one billing account per family (cannot have separate billing accounts per pupil).

### **Individual Parent Contact**

- Only the Engage School Account Holder will see all billing transactions. The other parent will not have sight of any billing information through their portal login.
- Each parent has an individual portal login / parent app providing they have separate email addresses.
- Can facilitate split billing per pupil e.g. parent 1 pays Fees, parent 2 pays Extras.
- Parent App only shows billing information related to the Engage School Account Holder.
- Both parents have full access to the pupil academic information.
- If using individual accounts, one parent must be nominated as the Engage School Account Holder (even if payment is from a joint account.).

### **Contact with Specific Requirements (not covered above)**

- A bill payer other than a parent does not require access to the portal and as such would need to be sent the bill separately where they have signed the contract with the school.
  - Where bill payer is not a party to the school contract, it will be the responsibility of the parent to forward the bills to the payer as the school has no official contract with that party.
  - This would also apply to companies of parents that are paying the bill.
  - Any parents with specific billing requirements not detailed above, should contact us directly to discuss best option for setting up accounts.
  - The parent would need to contact [fees@kimboltonschool.com](mailto:fees@kimboltonschool.com) to discuss details in this scenario.
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## 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<br>Kimbolton<br>Huntingdon<br>Cambs PE28 0EA |
|---|

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        |                       |

Reference (office use only)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Service user number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 6 | 2 | 6 | 0 | 3 | 5 |
|---|---|---|---|---|---|

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                      2) Monthly

Pupil Name: \_\_\_\_\_

Please confirm Engage School Account Holder below:  
\_\_\_\_\_

**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         |

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.