



Dear Parent/Guardian

I am writing to clarify arrangements for the payment of fees and sundry items. The Governors have resolved that fees should be collected by Direct Debit. You may choose either one of two payment frequencies, as follows:

- a) On a termly basis: termly fees and sundry charges are collected together on 1 September, 2 January and 1 April each year.
- b) By ten equal monthly instalments: one tenth of the annual tuition fee is collected from 1 August to 1 May inclusive each year and sundry charges for each term are collected separately on 1 September, 2 January and 1 April. There is no charge to parents for this choice of payment frequency.

Accordingly, I attach a Direct Debit instruction for you to complete. Kindly return the completed mandate by email to finance@eltham-college.org.uk by **15 May 2024**. We will arrange for collection to commence on the appropriate date. Please note that Direct Debits are collected on the first working day of the month and this date cannot be changed.

A modest discount is provided for fees paid in advance. Please contact the Bursary for a personalised advanced fee calculation.

Kindly note that pupils are automatically enrolled for school lunches. The corresponding charge will be applied to your account on a termly basis. To opt out, please email finance@eltham-college.org.uk. Please note that half a term's notice of cancellation is required.

Yours faithfully

Miss C Avanzi
Finance Bursar