



# ST PIRAN'S

Inspiring Confidence

Date: xxx

Dear [name/s of parent/s or payer(if different)]

## **Fees in Advance Scheme - Advance Payments for [pupil name]**

We write to confirm the terms and conditions on which you have agreed to make an advance payment of fees for educational services to be provided to [pupil name]. We attach a copy of the School's Scheme Conditions which, together with this letter, and the School's invoice, shall constitute our agreement.

Termly fees are currently:

1. [£ ] per term for pupils; or [£ ] per annum; or

We have agreed that you will pay to the School a lump sum advance payment of £[ xx ]. Your invoice is available on the parent portal for this amount.

We confirm that, on receipt, we will use the advance payment to settle the fees for [pupil] for the following future terms:

<b>Future Term</b>	<b>Headline Fees</b>	<b>Less any bursary, scholarship, award or other discount</b>	<b>Less any Advance Payment Discount</b>	<b>Plus any supplementary charges or extras</b>	<b>Fees to be prepaid under the Scheme</b>
Summer term 20XX	£				
Christmas term 20XX	£				
Easter 20XX	£				
Summer term 20XX	£				
Christmas term 20XX	£				

**Headmaster** Mr Sebastian Sales

St. Piran's School • Gringer Hill • Maidenhead • Berkshire • SL6 7LZ

**Telephone:** 01628 594300 • **Email:** office@stpirans.co.uk • **www.stpirans.co.uk**





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Easter term 20XX	£				
Summer term 20XX	£				
<b>Amount of the Advance Payment</b>					£ [   ]

These fees will be settled on the date of receipt of the advance payment.

Supplemental charges and fees that are not known in advance will be invoiced termly in accordance with the Parent Contract. In the event that a future term's fees are in excess of the figures set out above, due to annual fee increases or any other reason, the Termly Invoice will also include a Top Up Fee to be paid on or before the first day of the next term. In accordance with paragraph 26 of the Scheme Conditions, if any tax or other amount becomes due on the amounts paid under the Scheme, the School will include this amount in the Termly Invoice from the parents. The Scheme does not purport to protect the parents or the Payer from such future legislative changes.

In recognition that the School will have the benefit of the Advance Payment on the date of this Scheme, an Advance Payment Discount of 1% per annum pro rata will be applied to each Term's fees during the Scheme as shown above.

If the pupil receives a bursary, scholarship or other discount, and this is known about at the time of entering the Scheme, the table above will reflect this award. If the award is not known about at the time of entering this Scheme this will be applied to the Top Up Fees in the Termly Invoices. In the event that the amount of any award would exceed the amount of any Top Up Fees due, the School will apply a credit to the pupil's account which can be refunded to the Payer at the end of the Scheme.

Please note that the School is not authorised to give financial or investment advice and does not do so. There may be financial products available which are more suitable to you and you may wish to take advice from an independent professional adviser before entering into this agreement. No element of this Scheme involves the giving or receiving of credit.

If you wish to accept the proposal above, I should be grateful if you could sign both copies of this letter returning one copy to me while retaining the other with the Scheme Conditions for your record. The Scheme Conditions may be updated from time to time in line with changes to legislation.

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The advance payment can be made in full by bank transfer (details are provided on the fees invoice).

Yours sincerely

Kate Greenwood

Head of Finance

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I/We have read and agree to the terms and conditions of the Fees in Advance Scheme as set out in the above letter and the Scheme Conditions.

Signed

Signed

Print full name

Print full name

Date

Date

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