3rd November 2010

Dear Parents

OPTIONS FOR PAYMENT OF SCHOOL FEES IN 2011

In line with past years, the College is once again offering a range of options for parents to pay school fees in 2011. The College understands that financial circumstances differ from family to family and is prepared to offer some flexibility to allow parents to pay the fees in the way that best meets their needs.

Attached to this letter are the “2011 Tuition Fees, Charges and Business Arrangements” plus the form “Options for the Payment of School Fees in 2011”. Invoices for 2011 tuition fees, and applicable levies will be forwarded to parents during the first week of term one or earlier if possible. Unless Options 1 or 2 have been selected, these accounts will be due for payment in 4 equal instalments **within 14 days** from commencement of each term.

The enclosed form “Options for the Payment of School Fees in 2010” provides three options for payment of fees. **All forms** must be returned to the college by Friday 26th November 2010.

Parents requesting Option 2 will then be sent a separate pack containing the direct debit forms. The college are no longer using School Fee Solutions to process our direct debits and are instead processing them ‘in house’. We hope to be able to offer weekly payments as well as fortnightly and monthly and if you want to spread your payments further we can extend the payment collections from the beginning of January right through to the end of November.

Should you have any concerns or questions regarding school fees please do not hesitate to contact the Finance Manager.

Yours sincerely

Wayne Burman
Finance Manager
Tranby College