

WOODFORD GREEN PREPARATORY SCHOOL LTD.

Glengall Road, Woodford Green, Essex IG8 0BZ

Reg. No. 00621311 England Reg. Charity No. 310930



Termly Instalment Scheme - PAYMENT OF FEES BY DIRECT DEBIT.

We are pleased to inform you may opt to pay a particular term's fees in 4 instalments by Direct Debit, direct to The School (our **Termly Instalment Scheme**), in contrast to the default position under our Parent Contract with you.

If you wish to pay a term's fees by instalments this will be subject to the Invoice Terms and Conditions enclosed with this letter. These Invoice Terms and Conditions will operate as a variation of our Parent Contract with you so please retain this enclosed copy for your records.

Under our Termly Instalment Scheme a term's fees will be dealt with by a new separate agreement for each particular term. This Agreement will confirm your opportunity to pay fees for that term in 4 instalments and will be constituted by a letter sent to you in advance of the first payment (**Termly Letter**), your invoice and the Invoice Terms and Conditions enclosed with this letter.

Payment under the Termly Instalment Scheme will be made by Direct Debit on the 1st working day of the month immediately before the start of each term and the following three months.

No service or interest charges apply to the Termly Instalment Scheme. Extras and incidental costs from the previous and current term will be included in the Termly Instalment Scheme where this is possible.

If you wish to participate in the Scheme please complete and return the attached Direct Debit mandate form by:

- 1st July - if joining for the Autumn Term
- 1st November - if joining for the Spring Term
- 1st March - if joining for the Summer Term

If you do not return the mandate by this date we will be unlikely to be able to process your paperwork in time for that particular term and your fees will continue to be due in full on or before the first day of term as before.

If you have already been participating in the scheme and wish to continue then you do not need to do anything. Your agreement will automatically be renewed unless to instruct otherwise.

The Termly Instalment Scheme is a discretionary arrangement offered on a termly basis to assist you with spreading the cost of school fees. The School reserves the right to withdraw or amend the terms of the Termly Instalment Scheme by giving you notice in writing before the beginning of any new school term. No agreement for the deferral of future fees will be valid unless it provides for no more than 4 instalments within a 12 month period from the date of the agreement. This letter is for your information only and does not constitute a binding agreement.

If you require any further information please telephone 020 8504 5045 and ask to be put through to the Bursar's office.

Woodford Green Preparatory School Limited (the School)

Invoice Terms and Conditions

General

1. At its discretion the School has agreed to enter into an agreement (**Termly Instalment Scheme**) in relation to a particular term (**Term**) in advance of the commencement of that Term, to pay the Term Fees otherwise than as stated in your parent contract (**Parent Contract**). The Termly Instalment Scheme reschedules your obligation to pay the Term Fees (see paragraphs 5 and 6 below).
2. These Invoice Terms and Conditions apply to the Termly Instalment Scheme and operate as a variation to the standard terms for the payment of school fees (**Fees**) set out in your Parent Contract with the School in respect of your son(s)/daughter(s). These Invoice Terms and Conditions shall be read in conjunction with the related Invoice and Termly letter from the School applicable to that Term's Fees, which together comprise the terms of the Termly Instalment Scheme.
3. Where there are inconsistencies between the Parent Contract and these Invoice Terms and Conditions, these Invoice Terms and Conditions shall prevail.
4. No agreement to accept payment on deferred terms will be valid unless it provides for no more than four payments within 12 months from the invoice date.

Provision of credit

5. The School agrees to reschedule payment of the Term Fees, which are payable by you to the School under the Parent Contract.
6. The School will make available to you a 'loan', in a maximum principal amount of up to the Term's Fees (including those incidental costs, expenses and extras which are known), as shown on your invoice (the **Funds**).
7. You agree that you will apply the Funds in repayment of the Fees only.

Repayment

8. It is an essential condition of the Termly Instalment Scheme that you pay all amounts due under the invoice punctually. If you delay payments beyond ten working days, this will entitle the School to

terminate the Termly Instalment Scheme, without limiting any other right or remedy which the School may have against you.

9. You will continue to pay all extra and incidental expenses incurred in arrears in connection with the education of your son(s)/daughter(s), and owed to the School pursuant to the Parent Contract when the same fall due for payment.

How to make your repayments

10. You agree to repay the Funds on the payment dates set out in the invoice.
11. You agree to pay each repayment by Direct Debit or any other agreed method. Please ensure that the necessary funds are in your bank account to enable each instalment payment to be made on the due date. In the event that a payment is missed, you may be required to pay a charge.

Potential financial responsibilities

12. If the School has to enforce your obligations under these Terms and Conditions or the Parent Contract against you, you will pay to the School on demand all reasonable fees (including legal fees) costs and expenses which it may incur as a result of enforcing its rights against you and recovering from you all amounts payable under these Terms and Conditions and the Parent Contract.
13. If you do not pay any amount due under the Termly Instalment Scheme on the due date, the School will charge you interest, at 1.5% per month on such overdue amounts from the due date to the date of actual payment, both before as well as after judgment.

General

14. The Termly Instalment Scheme supersedes all previous correspondence, whether written or in electronic format, and discussions between the parties as to the deferment of the Fees in relation to the Term.

