

Lancing College Limited (the School) Invoice Terms and Conditions

Introduction

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 any incidental costs, expenses and extras for this Term where these 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. Other than those incidental costs, expenses and extras which are included within the Term's Fees (see paragraph 6), 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 (or attached to) the invoice.
11. You agree to pay each repayment by Direct Debit. 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 may charge you default interest 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.



Lancing College

Lancing College Ltd – Direct Debit Payments and Termly Instalment Scheme

Please complete the attached Direct Debit mandate form, and this form, and return them to the Bursary as soon as possible. **If you wish to pay for more than one pupil, an additional mandate will be required.** You will receive confirmation of the amounts and the transaction dates in advance of each termly collection.

Unfortunately, we are only able to collect fees in this way from a United Kingdom bank account.

Direct Debit Payment by:

Full payment of the first day of term **OR** Termly Instalment (3) Scheme

Please tick in the box of your choice

Pupil(s) Name(s):
Relationship to Pupil(s):

Name of Account Holder:	
Address:	
Postcode:	

Should you have any queries regarding payment, please do not hesitate to contact the Bursary on 01273 465903.

Lancing, West Sussex, BN15 0RW, UK
Telephone: +44 (0)1273 452213 Facsimile: +44 (0)1273 464720
Email: info@lancing.org.uk Web: www.lancingcollege.co.uk



Lancing College



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:

Lancing College
The Bursary
Lancing
West Sussex
BN15 0RW

Service user number

4	3	4	7	7	8
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FOR LANCING COLLEGE LTD OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Name of Child :
.....

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	

Instruction to your bank or building society

Please pay Lancing College Ltd 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 Lancing College Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

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Banks and building societies may not accept Direct Debit Instructions for some types of account

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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 Lancing College Ltd will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Lancing College Ltd 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 Lancing College Ltd 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 Lancing College Ltd 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.