



18 November 2015

Dear Parent

The fee structure for **2016** is attached hereto.

The "Conditions of Acceptance" terms contained in the Acceptance of Place agreement that was signed with your acceptance of a place at Bishops requires all **Termly fees** to be settled in full **before the commencement** of each new term. Allowance is made for the following:

1. The entire year's tuition & boarding fees may be **paid in full** by the end of January 2016. This will attract a rebate of 2% (and is based on an annual equivalent call interest rate of 5.7%). The annual fee as shown on the fee structure less the rebate amount, will therefore be the amount payable.
2. Annual fee payment via **debit order** where this is agreed to in advance and in writing by school management. The full value of the annual fees must be paid as follows:
 - Grade R to Grade 11: monthly debit orders over the first 10 (ten) calendar months (January to October)
 - Grade 12 (Matric year): monthly debit orders over the first 7 (seven) calendar months (January to July)

Please note a surcharge of 2% will be added if this option is selected.

Should you require a debit order instruction form, please send your request to the Accounts Department at accounts@bishops.org.za and kindly return the fully completed and signed debit order form by **20 January 2016**.

Charges for any extra billable activities are invoiced in arrears and these must also be settled in full **before the commencement** of each new term.

Interest will be charged on the overdue amount of unpaid fees and extra charges, at a rate of the prevailing **prime overdraft rate plus 5%**.

In the event of a default on a monthly debit order that is payable, the terms contained in the original signed Acceptance of Place agreement will be applied and interest will be charged as specified above.

Thank you for your ongoing support and co-operation in this regard.

Yours sincerely

M GOVAN
FINANCE MANAGER