



THE DIOCESAN SCHOOL  
FOR GIRLS

### **PAYMENT OPTION FORM**

In order to assist us with managing our cash flow, it is required that you select one of the following options prior to your daughter being admitted or readmitted to the DSG. We would appreciate it if you complete the following form and return it to the DSG no later than 3 December 2014.

The options available are:

#### ***Option 1:***

The **annual** fee is to be paid by the end of Term 3 2014 (3 December 2014). Extra charges are to be paid on presentation of monthly accounts.

#### ***Option 2:***

The **annual** fee is to be paid by the start of Term 1 2015 (16 January 2015). Extra charges are to be paid on presentation of monthly accounts.

#### ***Option 3:***

Each **term's** fees are to be paid by the beginning of the term, as per signed agreement. Any extra charges incurred must be paid on presentation of monthly accounts.

**The Council policy is that Option 4 (by debit order) will automatically apply should you not select Option 1 or 2, annually, up front) or Option 3 (per term), as set out above.**

#### ***Option 4: (Please refer to the debit order instruction attached)***

A monthly debit order is to be arranged for 10 months (Jan – Oct) which will be deducted on the last day of each month. To cover the cost of extras, a minimum of R700 per month for daygirls and R1000 per month for boarders, will be added to the monthly school fees. (The Fee Schedule for 2014 reflects this addition). Should an outstanding balance be reflected after the October debit order has been processed, the debit order will continue in November and, if necessary, be extended to December to clear the outstanding account.

**A debit order form is attached for you to complete, should you select this option. The amount should be adjusted if your daughter has a scholarship or bursary.**

## **METHOD OF PAYMENT IN RESPECT OF OPTIONS 1, 2 AND 3**

### **1) Direct Bank Transfer**

For security reasons, this is the preferred method of payment. The bank account details are:-

Name: Diocesan School for Girls  
Bank: Standard Bank  
Account number: 08 199 4044  
Branch Code: 050917  
Branch name: Grahamstown

Please quote your surname and account reference number on all payments and fax a copy of your payment to Mrs Rene Griesel-Crous at 046 6362363 or email [r.griesel-crous@dsgschool.com](mailto:r.griesel-crous@dsgschool.com).

### **2) Cheque**

Cheques must be made out to the Diocesan School for Girls. If for any reason a cheque is rejected, the school shall have the right to insist that a debit order be put in place with immediate effect.

### **3) Cash payments**

Cash payments are acceptable provided that they are paid directly to any branch of Standard Bank. The Bursar will not accept any cash payment.

Kindly complete the attached form and return it to Rene Griesel-Crous, Diocesan School for Girls, P. O. Box 194, Grahamstown 6140 or fax to 046 6362363 (email: [r.griesel-crous@dsgschool.com](mailto:r.griesel-crous@dsgschool.com)) by **no later than 3 December 2014.**

Parents are requested to familiarise themselves with the Debtors Policy of the DSG which can be found on our website.

## OPTION FORM - TO BE COMPLETED BY ALL PARENTS/GUARDIANS FOR EACH PUPIL

**TO: Mrs R Griesel-Crous  
DIOCESAN SCHOOL FOR GIRLS  
P O BOX 194  
GRAHAMSTOWN 6140**

**TEL No.: (046) 603 4351 or 603 4300  
FAX NO.: (046) 636 2363  
EMAIL: r.griesel-crous@dsgschool.com**

Girl's name: \_\_\_\_\_

Parent/Guardian's full names \_\_\_\_\_

Address (residential)  
residential)

**Please Print**

Address (postal if different from

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Details**

Phone (Home) Code: ..... Number: ..... (Work) Code: ..... Number: .....

Fax: (Home) Code: ..... Number: ..... (Work) Code: ..... Number: .....

E-mail address \_\_\_\_\_

**I wish to elect to pay my daughter's account as follows:**

- Option 1 (Annually in advance – by 3 December)
- Option 2 (Annually in advance – by 16 January)
- Option 3 (Termly in advance)
- Option 4 (Debit Order : January – October)

**(Tick appropriate square)**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**In the event of choosing Option 4, please complete the attached Debit Order Form**

## DIOCESAN SCHOOL FOR GIRLS

### DEBIT ORDER INSTRUCTION

1. I hereby agree that the school may debit my account in respect of school fees and other amounts due to the school under the following conditions:

1.1 The debit order will run from the end of January to the end of October (10 months). **This debit order instruction must be completed annually.** We do, however, reserve the right to renew the debit order automatically each year.

Should an outstanding balance be reflected after the October debit order is processed I agree that the debit order may be adjusted in November and, if necessary, extended to December to clear the outstanding account.

1.2 The deduction will be made on 20<sup>th</sup>  25<sup>th</sup>  last day  of each month, commencing in January.

1.3 The school fees for the year will not be changed without prior notice in writing.

1.4 This authority may be cancelled by giving thirty days notice in writing to the DSG by registered post.

1.5 The withdrawals hereby authorised will be processed by computer through electronic funds transfer and the details of each withdrawal will be printed on my bank statement or an accompanying voucher.

2. I further acknowledge that:

2.1 If for any reason the debit order is rejected, a replacement payment must be made immediately.

2.2 In the event that the debit order is rejected, the school shall have the right to recover the bank charges, interest and any other costs associated with the rejected debit.

3. The details of my bank account are as follows:

Name of account holder (Dr/Mr/Mrs): .....

Name of bank/building society: .....

Branch name and town: .....

Branch code: 

--	--	--	--	--	--	--	--

Account number: 

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Type of account (please tick) 

Current	<input type="checkbox"/>
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Transmission	<input type="checkbox"/>
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### DIOCESAN SCHOOL FOR GIRLS

#### DEBIT ORDER INSTRUCTION

4. This debit order, which will be renewed annually, covers the following pupils: (Diocesan School for Girls' pupils only). Please refer to Option 4 on the Fee Schedule.

<u>Name</u>	<u>Grade</u>	<u>Monthly debit order as per Fee Schedule</u>
.....	.....	.....
.....	.....	.....

(Provision for extras has been included in the fee schedule:  
Boarders per month R1000; Daygirls per month R700)

Total monthly debit

\_\_\_\_\_

R

\_\_\_\_\_

\_\_\_\_\_  
Signature – Account Holder

\_\_\_\_\_  
Place

\_\_\_\_\_  
Date

**Note: Either a cancelled cheque or letter from the bank (on an original letterhead) must accompany this form for identification purposes.**

