



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 1 December 2019.

The options available are:

Option 1:

The **annual** fee is to be paid by the end of Term 3 2019 (3 December 2019). **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 2020 (15 January 2020). **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.

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

The council policy is that option 4 will automatically apply should you not select the other options

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 R1 100 per month for daygirls and R1 550 per month for boarders, will be added to the monthly school fees. (The Fee Schedule for 2020 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.

In grade 12 all fees are due by the start of term 3 and the debit order is therefore over 8 months in grade 12 as indicated on the fee schedule

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

1) Direct Bank Transfer

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 Ms Ziphokhule Sikhakhane at 046 6362363 or email z.sikhakhane@dsgschool.com).

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 Ziphokhule Sikhakhane, Diocesan School for Girls, P. O. Box 194, Grahamstown 6140 or fax to 046 6362363 (email: z.sikhakhane@dsgschool.com) by **no later than 1 December 2019.**

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: Accounts Department DSG

TEL No.: (046) 603 4351 or 603 4300

EMAIL: z.sikhakhane@dsgschool.com

Girl's name: _____

Parent/Guardian's full names _____

Please Print

Contact Details

Phone (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 15 January)

Option 3 (Termly in advance)

Option 4 (Debit Order : January – October or January- August; 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.

(Tick appropriate square)

Signature of Parent/Guardian

Date

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

DEBIT ORDER INSTRUCTION FORM (option 4)

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) OR in grade 12 from end of January to the end of August (8 months). **This debit order instruction must be completed annually.** We do, however, reserve the right to renew the debit order automatically each year.
- 1.2 The deduction will be made on 5th 10th 15th 20th 25th 30th of each month, commencing in January.
- 1.3 This authority may be cancelled by giving thirty days' notice in writing.
- 1.4 If the debit order is rejected, a replacement payment must be made immediately. The school has the right to recover charges incurred as a result of the rejected debit.

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:

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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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2. 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>
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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.