



Dear Parents

PAYMENT OF FEES

The Payment Option Form below should be completed and returned to the school together with the application forms.

Detailed below are the various payment options.

Annual Payment: Fees are due, in full, before the first day of the first term. The lower annual fee, as published on the fee schedule, is valid if the year's tuition and boarding fees are paid by the 15th of January 2019.

Termly Payment: Termly fees are due for payment before the first day of each term. The termly debit orders will be processed on the following dates:

Term 1: 16 January 2019 Term 2: 24 April 2019 Term 3: 3 September 2019

Should you select the annual or termly payment option and your payment is not received on the due date, your account will automatically default to the termly or monthly option and in the case of the latter, the administration fee will be charged to your account.

Monthly Payment: (available to SA Residents only) Monthly fees will be billed over 10 months, from January to October 2019. Payment is due on or before the last day of each month from January 2019. The fee schedule for monthly payments includes a 5% administration fee which is payable regardless of whether payments are made via EFT or debit order.

The debit order deduction date for monthly payments will be on the last working day of every month, starting on 31 January 2019. There is a separate form available on the website to authorise debit orders.

Please take note of the policies set out in the Debtors Policy document, which is available on our website or by email, on request.

You will receive a statement in December of each year showing fees due for payment in January of the school starting year (based on your selection). Should you have any queries regarding the above, please do not hesitate to contact the finance department for assistance. We thank you in advance for your co-operation and assistance in ensuring a smooth transition.

2019 PAYMENT OPTIONS FOR SCHOOL ACCOUNTS

Kindly complete the sections below and email to accounts@woodridge.co.za

FAMILY INFORMATION:

Surname:		School Account No:	
E-Mail:			
Tel No:		Cell No:	
Children's Names	Grade	Children's Names	Grade

FEE BILLING OPTION – PLEASE TICK YOUR SELECTION:

Option 1 – Annual Fee Billing	By the 1 st day of the 1 st term	
Option 2 – Termly payment	By 1 st day of each term	
Option 3 – Monthly payment **RSA Residents only	By the last working day of each month starting in January	

FEE PAYMENT OPTION – PLEASE TICK YOUR SELECTION:

DEBIT ORDER Fees Termly and Extras Monthly		DEBIT ORDER Fees and Extras Monthly	
CHEQUE/CREDIT CARD		EFT	
Cash may be deposited into Woodridge's bank account at any Standard Bank branch – please do not send cash to school.			

*Banking Details for Debit Order Payment Option:

Account Name:	
Bank:	
Branch Name:	
Branch Code:	
Account Number:	

Signed By: _____

Date: _____ Signature: _____