



PAYMENT OF TUITION FEES FOR 2017/18:

- Full details of all our fees can be found at www.nais.hk under the 'Admissions' tab.
- Please note that, if we already have a Direct Debit form for your children, then you will **not** need to submit a new form.
- Your child's tuition fees and bus fees are payable by Direct Debit in nine monthly installments (see schedule of payments below).
- Please complete one Direct Debit form for each child (ie. if you have three children, you will need to complete three separate forms).

	Tuition Fees	Amount Primary	Amount Secondary	Draw down date
1	21 Aug to 30 Sep 2017 (1 ½ months)	22,550.5	25,154.5	18 Aug 2017
2	October 2017	15,032.0	16,768.0	03 Oct 2017
3	1 Nov to 15 Dec 2017 (1 ½ months)	22,550.5	25,154.5	01 Nov 2017
4	January 2018	15,032.0	16,768.0	02 Jan 2018
5	February 2018	15,032.0	16,768.0	01 Feb 2018
6	March 2018	15,032.0	16,768.0	01 Mar 2018
7	April 2018	15,032.0	16,768.0	03 Apr 2018
8	May 2018	15,032.0	16,768.0	02 May 2018
9	June 2018	15,032.0	16,768.0	01 Jun 2018
Full year:		HK\$150,325.0	HK\$167,685.0	
Full year (less 3% for one-off payment on or before 18 Aug 2017):		HK\$145,815.0	HK\$162,654.0	

Instructions on how to fill in your form are below. If you have any concerns or questions, please contact finance@nais.hk.

Please mail your Direct Debit form to our Finance Team on or before 1 August. We need the original signed hard copy of the form. Our address is: Finance Team, Nord Anglia International School, 11 On Tin Street, Lam Tin, Kowloon.

Our Finance Team will contact you as soon as the Direct Debit has been received and approved by your bank.

Please note, that we do not provide receipts, unless you email us to request one.

EXCEPTIONS TO PAYING BY DIRECT DEBIT:

Exceptions are possible if:

- Your tuition fees are paid directly by your employer;
- You wish to pay your fees in one-off payment (3% discount for one-off payment).

Please contact our Finance Team if these exceptions apply to you: finance@nais.hk



HOW TO FILL IN YOUR DIRECT DEBIT FORM: 如何填写直接付款授权书:

Please write in English and CAPITAL letters. Do not use correction fluid if you make a mistake.

请用英文正楷填写。如有修改,请画上删除线并于旁边位置填上正确资料并签署。请勿使用涂改带。

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|---|---|
| 1) Bank name and branch | 6) Expiry Date - Please leave blank |
| 2) Bank, Branch and Account No | 7) Same address as on bank statement |
| 3) Name of account holder | 8) Debtor Name - <u>Child</u> name |
| 4) Contact telephone number | 9) Debtor Reference - leave it blank |
| 5) Limit for each payment (\$30,000 for guideline only) | 10) Signature - <u>Parent</u> signature |

- | | |
|------------------------------|-------------------|
| 1) 您的银行及分行名称 | 6) "不用填写" |
| 2) 在结单/存款簿上的银行号码, 分行号码, 户口号码 | 7) 在结单/存款簿上所记录的地址 |
| 3) 在结单/存款簿上的名称 | 8) 贵子弟的名称 |
| 4) 联络电话号码 | 9) "不用填写" |
| 5) "不用填写" | 10) 银行户口的签署 |

DIRECT DEBIT AUTHORISATION (Generic Set-up) 直接付款授权书

Date 日期	day 日 / month 月 / year 年
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Note 注意: 1. Please tick where applicable. 请在適當的地方加上標記。
 2. For HSBC customers, please return the completed form to the Bank or mail to Automatic Payments Centre, Payment Services at P O Box 72677, Kowloon Central Post Office, Kowloon, Hong Kong. You may also set up the direct debit authorisation through HSBC Internet Banking. For non-HSBC customers, please complete and return this form to your banker. 如閣下是客戶, 請將已填妥的表格交到本行或寄回九龍中央郵政局郵政信箱 72677 地址該處設有自動付款中心。如非客戶則請將表格上遞附給立直接付款授權。如有非HSBC客戶, 請將表格交到本行或寄回九龍中央郵政局郵政信箱 72677 地址該處設有自動付款中心。
 3. Your Direct Debit Authorisation set up request will normally be processed within 4 working days (excluding Saturday, Sunday and public holiday) upon receipt of your form. 在一般情況下, 本行將在收到您的直接付款授權的獨立申請表格後的工作天內(不包括星期六、日及公眾假期)處理您的申請。

Name of Party to be Credited (The Beneficiary) 收款的一方(收款人) Nord Anglia International School, Hong Kong Ltd	Bank No. 銀行號碼 0 0 4	Branch No. 分行號碼 8 4 8	Account No. 戶口號碼 5 1 6 6 2 1 0 0 1
My/Our Bank Name and Branch 本人(等)的銀行及分行的名稱	Bank No. 銀行號碼	Branch No. 分行號碼	My/Our Account No. 本人(等)的戶口號碼
My/Our Name(s) as recorded on Statement/Passbook (In Block Letters) 本人(等)在結單/存摺上所記錄的名稱(請以英文正楷填寫)	1		
Contact Telephone No. 聯絡電話號碼	Maximum Limit for 最高付款限額 Note 注意: If blank, the debtor's bank will set as "unlimited". 如無填寫, 付款銀行將對轉帳的款項設為 "不設上限"。 <input checked="" type="radio"/> Each Payment 每次 <input type="radio"/> Each Month 每月 HKD30,000.00	Expiry Date (day/month/year) 到期日(日/月/年) Note 注意: If blank, this authorisation shall have effect until further notice and Expiry Date should be greater than 3 months. 如無填寫, 此項授權將繼續有效直至另行通知。 繳款日期須超過三個月。	2
My/Our Address as recorded on Statement/Passbook 本人(等)在結單/存摺上所記錄的地址	3		
Debtor Name (In Block Letters) 付款人名稱(請以英文正楷填寫) Note 注意: Please specify if other than Account Holder. 請標明付款人姓名。請註明。	4		
Debtor Reference (Compulsory Field) 付款人編號(必填之欄) (Reference between yourself and the party to be credited. 貴銀行與收款一方的聯絡)	5		
Declaration (For HSBC Customer Only) 聲明(只適用於滙豐客戶)			
1. I/We hereby authorise my/our above named Bank to effect transfers from my/our account to that of the above named beneficiary in accordance with such instructions as my/our Bank may receive from the beneficiary and/or its banker and/or its banker's correspondent from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated above. 本人(等)謹此授權本人(等)的上述銀行(包括收款人或其所在銀行及/或代理行不時給予本人(等)銀行的指示)自本人(等)的戶口內轉賬予上述收款人。惟每次轉賬金額不得超過以上指定的限額。 2. I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer or reversal notice has been given to me/us. 本人(等)同意本人(等)的銀行毋須查核或轉賬通知或轉帳通知是否已交予本人(等)。 3. I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s). 如該款等轉賬令本人(等)的戶口出現透支(或令現時的透支增加), 本人(等)願共同及個別承擔全部責任。 4. I/We understand that I/we must maintain sufficient funds in the account one business day (before the close of branch banking hours) before the transfer date (as specified in the instructions received by my/our Bank from the beneficiary and/or its banker and/or its banker's correspondent from time to time) for the transfer authorised herein. If we agree that should there be insufficient funds in my/our account to meet any transfer authorised herein, my/our Bank will be entitled, at its absolute discretion, not to effect such a transfer in which event the Bank may levy its usual charges and may cancel this authorisation at any time without notification to me/us. For the avoidance of doubt, the Bank may cancel this authorisation at its sole discretion at any time without prior notice. 本人(等)明白本人(等)須在指定的轉賬日期(即根據本人(等)的銀行與收款人或其所在銀行及/或代理行不時收到的指示)前一個營業日(分行辦公時間內), 在戶口內持有足夠款項以應付該等授權轉帳。本人(等)並同意本人(等)的戶口內並無足夠款項以應付該等授權轉帳。本人(等)亦理解本行有權隨時不予轉帳, 且本人(等)的銀行有權徵收有關收費, 並可隨時取消該等授權轉帳且毋須通知本人(等)。為免疑議, 本人(等)的銀行可隨時自行決定取消該等授權轉帳且毋須通知本人(等)。 5. This direct debit authorisation shall have effect until further notice or until the expiry date written above (whichever shall first occur). I/We agree that if no transaction is performed on my/our account under such authorisation for a continuous period of 30 months, my/our Bank reserves the right to cancel the direct debit arrangement without prior notice to me/us, even though the authorisation has not expired or there is no expiry date for the authorisation. 本直接付款授權書繼續生效直至另行通知或至以上列明日期為止(以兩者中最早日期為準)。本人(等)同意本人(等)已應允的該直接付款授權將戶口連續三十個月內未有轉帳本授權書即告終止, 本人(等)的銀行毋須另行通知或本直接付款授權書即告終止。本人(等)同意本人(等)的銀行有權隨時取消該直接付款授權且毋須通知本人(等)。 6. I/We agree that any notice of cancellation or variation of this authorisation which I/we may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect. 本人(等)同意, 本人(等)取消或更改本授權書的任何通知, 應於取消/更改生效日最少兩個工作天之之前交予本人(等)的銀行。			
My/Our Bank Account Signature(s) 本人(等)銀行戶口的簽署	6		
7			
8			
9			
10			
For Bank Use Only 銀行專用	Remarks	Branch Chop	

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