



SAI KUNG / TAI TAM CAMPUS - 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		Nursery			Lower Kindergarten (age 4)	Upper Kindergarten (age 5)	Draw down date
		Mornings Session (age 3)	Afternoon Session (age 3)	Extended Day (age 3)			
1	Sep 17	10,500	7,500	12,000	13,650	15,032	08 Sep 17
2	Oct 17	10,500	7,500	12,000	13,650	15,032	03 Oct 17
3	1 Nov - 15 Dec 17 (1 ½ months)	15,750	11,250	18,000	20,475	22,548	01 Nov 17
4	Jan 18	10,500	7,500	12,000	13,650	15,032	02 Jan 18
5	Feb 18	10,500	7,500	12,000	13,650	15,032	01 Feb 18
6	Mar 18	10,500	7,500	12,000	13,650	15,032	01 Mar 18
7	Apr 18	10,500	7,500	12,000	13,650	15,032	03 Apr 18
8	May 18	10,500	7,500	12,000	13,650	15,032	02 May 18
9	Jun 18	10,500	7,500	12,000	13,650	15,032	01 Jun 18
Full year for 17-18 *:		HK\$99,750	HK\$71,250	HK\$114,000	HK\$129,675	HK\$142,804	
Full year (less 3% for one-off payment on or before 8 September 2017):							
		HK\$96,757	HK\$69,112	HK\$110,580	HK\$125,785	HK\$138,520	

* Sai Kung and Tai Tam: School commences on 11 September 2017.

*For the Academic Year 2017-18 only, 9 ½ months of the annual tuition fees are charged.

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。

- | | |
|---|---|
| 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。如有非客戶, 請將表格交到本行或寄回本行。
 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四工作天內(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, 付款銀行將按轉帳的結單設定為 "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編號)	5		
Declaration (For HSBC Customer Only) 聲明(只適用於匯豐客戶)			
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)謹此聲明本人(等)的上述銀行(包括收款人或其所在銀行及/或代理銀行不時給予本人(等)銀行的指示)自本人(等)的戶口內轉帳至上述收款人。惟每次轉帳金額不得超過以上所定的限額。 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)的銀行毋須查核該等轉帳通知或神諭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). 如該款等轉帳令本人(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)須在指定的轉帳日期(即根據本人(等)的銀行與收款人或其所在銀行及/或代理銀行不時收到的指示)前一營業日(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)亦理解有關授權將不予轉帳。且本人(等)的銀行可徵收有關的收費, 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. 本直接付款授權書將繼續生效直至另行通知或至以上所列日期為止(以兩者中最早的日期為準)。本人(等)同意本人(等)已應允的該直接付款授權將自上述三十個月內未有相關本授權書作出授權的紀錄, 本人(等)的銀行保留權利取消本直接付款授權安排毋須另行通知本人(等)。即使本授權書並未到期或有日期授權到期。 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		Branch Chop	

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