



PAYMENT OF TUITION FEES FOR 2016/17:

- 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	22 Aug to 30 Sept (1 ½ months)	21,172.5	23,617.5	19 Aug
2	October	14,115	15,745	3 Oct
3	1 Nov to 14 Dec (1 ½ months)	21,172.5	23,617.5	1 Nov
4	January	14,115	15,745	3 Jan
5	February	14,115	15,745	1 Feb
6	March	14,115	15,745	1 Mar
7	April	14,115	15,745	3 Apr
8	May	14,115	15,745	2 May
9	June	14,115	15,745	1 June
	Full year:	\$141,150	\$157,450	
	Full year (less 3% for one-off payment):	\$136,915.5	\$152,726.5	

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 a 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 annual fees in one payment (3% discount for annual 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,请画上删除线并于隔离位置填上正确的和签署。请勿使用涂改带

- | | |
|--|--|
| 1) Bank name and branch | 6) Expiry Date - Please <u>leave blank</u> |
| 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 (\$25000 for guideline only) | 10) Signature - <u>Parent</u> signature |
-
- | | |
|------------------------------|-------------------|
| 1) 你的□行及分行名称 | 6) "不用填写" |
| 2) 在□□/存款簿上的□行号□, 分行号□, □□号□ | 7) 在□□/存款簿上所□□的地址 |
| 3) 在□□/存款簿上的名称 | 8) □子弟的名称 |
| 4) □□□□号□ | 9) "不用填写" |
| 5) "不用填写" | 10) □行□□的□署 |

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

Date 日期: day 日 / month 月 / year 年

注意:

- Please tick where applicable. 请在适用的地方加上勾选。
- 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. 如属HSBC客户, 请将该表格交回本行或寄往香港中央邮政局信箱72677 地址教统局自动付款中心。如非HSBC客户, 请务必将该表格交回本行或寄往贵行。
- Your Direct Debit Authorisation set up request will normally be processed within 4 working days (excluding Saturday, Sunday and public holidays) upon receipt of your form. 一般情况下, 本行将在收到有效的直接付款授权的设立申请表格后四个工作天内(不包括星期六、日及公众假期)处理您的申请。

Name of Party to be Debited (The Beneficiary) 收款人名称 (即收款人) Nord Anglia International School, Hong Kong Ltd	Bank No. 银行号码 0 0 4	Branch No. 分行号码 8 4 8	Account No. 户口号码 5 1 6 6 2 1 0 0 1
My/Our Bank Name and Branch 本人(等)的银行及分行名称	Bank No. 银行号码	Branch No. 分行号码	My/Our Account No. 本人(等)的户口号码
My/Our Name(s) as recorded on Statement/Passbook (in Black Letters) 本人(等)在账单/存摺上所记录的姓名(用英文正楷填写)	1		
Contact Telephone No. 联络电话号码	Maximum Limit for each payment 每次付款限额 Note: If blank, the debtor's bank will set as "unlimited". 如未填写, 付款银行的付款限额定为“不设上限”。 <input checked="" type="checkbox"/> Each Payment 每次 <input type="checkbox"/> Each Month 每月	Expiry Date (day/month/year) 到期日(日/月/年) Note: If blank, this authorisation shall have effect until further notice and Expiry Date should be greater than 3 months. 如未填写, 本授权书将一直有效直至另行通知, 且到期日期应大于3个月。	
My/Our Address as recorded on Statement/Passbook 本人(等)在账单/存摺上所记录的地址	HKD25,000.00	2	
Debtor Name (in Black Letters) 付款人名称 (用英文正楷填写) Note: Please specify if other than Account Holder. 如非户主/持卡人, 请注明。	Debtor Reference (Compulsory Field) 付款人编号 (必填之项) (Reference between yourself and the party to be credited) (你与收款人之间的参考)		
Declaration (For HSBC Customer Only) 声明 (只适用于HSBC客户)		3	
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)授权本行(等)按照受益人及其银行(等)或其银行(等)的代理行(等)不时收到的指示, 将本行(等)账户内的任何一笔款项转移到上述受益人(等)的账户内, 但任何一笔此类转移的金额不得超过上述所指示的限额。			
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, 本行(等)无须核实任何此类转移或撤销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). 本人(等)共同及个别地承担全部责任, 对于因任何此类转移而产生的任何透支(或现有透支的增加), 本人(等)共同及个别地承担全部责任。			
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 for the transfer authorised herein. I/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)须在授权的转移日期(即授权人(等)的银行收款人或其代理行及/或代理行不时收到的指示)前一营业日(分行营业时间内), 在账户内持有足够的资金以支付任何授权的转移。本人(等)同意, 如果账户内资金不足以支付任何授权的转移, 本人(等)的银行有绝对酌情权不予转账, 且本人(等)的银行可收取其通常的收费。本人(等)理解, 本行(等)有权在绝对酌情权下, 在未经授权的情况下, 取消本授权书, 且本行(等)可收取其通常的收费。本人(等)同意, 本行(等)可在任何时候, 在事先没有通知的情况下, 取消其授权书, 且本行(等)可在任何时候, 在事先没有通知的情况下, 取消其授权书。			
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. 本直接付款授权书将在另行通知或上述所写的到期日期(以先发生者为准)时失效。本人(等)同意, 如果本行(等)在连续30个月内未能在本行(等)的账户下执行任何授权书, 即使授权书尚未到期或没有到期日期, 本行(等)保留在事先没有通知的情况下, 取消本直接付款授权书的权利。			
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)取消或更改本授权书的任何通知, 必须在生效日期前两个工作日之前交予本人(等)的银行。			
My/Our Bank Account Signature(s) 本人(等)的银行户口签署			
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For Bank Use Only 银行专用		Branch Chop	

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