



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	14,115.0	15,745.0	03-Oct
3	1 Nov to 14 Dec (1 ½ months)	21,172.5	23,617.5	01-Nov
4	January	14,115.0	15,745.0	03-Jan
5	February	14,115.0	15,745.0	01-Feb
6	March	14,115.0	15,745.0	01-Mar
7	April	14,115.0	15,745.0	03-Apr
8	May	14,115.0	15,745.0	02-May
9	June	14,115.0	15,745.0	01-Jun
	Full year:	HK\$141,150.0	HK\$157,450.0	
	Full year (less 3% for one-off payment):	HK\$ 136,915.5	HK\$ 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

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|--|--|
| 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 - \$30,000
(Please note that we will seek your consent before drawing down any amount exceeding tuition & bus fees) | 10) Signature - <u>Parent</u> signature |

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|------------------------------|-------------------|
| 1) 你的银行及分行名称 | 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) 直接付款授權書

Date 日期: day 日 / month 月 / year 年

Note 注意: 1. Please tick where applicable. 请在适用的地方加上标记。
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回本行或寄回九龍中環郵局郵政信箱 72677 加路郵局直付轉帳中心。您亦可通過網上理財建立直接付款授權。如非本行客戶, 請將表格填妥後交回本行或寄回本行。
3. Your Direct Debit Authorisation set up request will normally be processed within 4 working days (excluding Saturday, Sunday and public holidays) 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設立申請表後於四工作天內(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		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)		Maximum Limit for: 最高自設限額 Note: If blank, the debtor's bank will set as "unlimited". 如無填寫, 收款銀行將自設限額設為 "字跡上限"。 <input checked="" type="checkbox"/> Each Payment 每次 <input type="checkbox"/> Each Month 每月 HKD30,000.00		
Contact Telephone No. 聯絡電話號碼	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. 如無填寫, 此項直接付款授權將繼續有效直至另行通知及到期日期應大於三個月。			
My/Our Address as recorded on Statement/Passbook 本人(等)在結單/存摺上所記錄的地址		Debtor Name (in Block Letters) 付款人名稱 (請以英文正楷填寫) Note: Please specify if other than Account Holder. 如非戶口持本人, 請註明。		
Debtor Reference (Compulsory Field) 付款人編號 (必備之項) (Reference between yourself and the party to be credited) 與客戶與收款一方之間的		Declaration (For HSBC Customer Only) 聲明 (只適用於本行客戶) 1. I/We hereby authorize 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)授權本人(等)的上述銀行, (轉帳收款人或其在所屬銀行及/或代理銀行)向本人(等)的銀行轉帳, 但任何一項轉帳的金額不得超過上述所指示的限額。 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)的銀行毋須查核轉帳通知或沖銷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). 如通知等轉帳令本人(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 authorized herein. I/We agree that should there be insufficient funds in my/our account to meet any transfer authorized 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)應在指定的轉帳日期 (即根據本人(等)的銀行接收收款人或其在所屬銀行及/或代理銀行不時收到的指示) 前一營業日 (分行營業時間內), 在戶口內存有足夠款項以支付任何授權轉帳。本人(等)明白本人(等)的戶口出現透支或增加現有透支, 本人(等)的銀行有權對轉帳不予轉帳。本人(等)的銀行可收取匯費的收費, 並可隨時取消該等授權轉帳且毋須通知本人(等)。為免疑義, 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有效直至另行通知或上述所指示的日期為止 (以兩者中最早者為準)。本人(等)同意本人(等)的銀行已設立直接付款授權戶口後三十個月內未作轉帳本授權書將自動終止, 本人(等)的銀行毋須另行通知本直接付款授權書的另行通知本人(等), 即使本直接付款書尚未滿期或有註銷授權日期。 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)取消或更改此直接付款授權的任再通知, 須於取消、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		10		
X		Remarks		
For Bank Use Only 銀行專用		Branch Chop		

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