



## CHANGE OF PAYMENT PERIOD AGREEMENT

Effective \_\_\_\_\_, I am requesting a change for the school fee payment period from Term to monthly for my child, \_\_\_\_\_.

I understand that this change in the payment period is for convenience only and does not represent permission to pay only for the period my child is at school.

Fees must be paid even when my child is absent; as the space for my child is reserved and cannot be given away once he/she is still enrolled. A term's notice must be given if I am removing my child from the centre and funds must be paid for that term.

I agree that this request for the change of payment period may be reversed during my child's enrollment (upon the request of either party), and that the fees will be recalculated to ensure that the full amount charged by the school is received and accounted for.

I agree to pay the school fee in advance or by the 1<sup>st</sup> day of the month to avoid any penalty for late payment thereafter.

I further agree that all fees (including activities, meals and tuition) must be paid in advance or by the due date. Failure to do so will attract a penalty of 10% on the outstanding balance plus any other associated collections and/or legal fees attached as a result of my fees become a bad debt.

I am aware that my outstanding balance will be turned over to a debt collector if the school is not able to collect it on its own, and that their charges will be added to my balance.

I am aware that if the fee is not paid on time an email reminder will be received; if the fee is left outstanding for more than one month, my child will not be allowed to remain in the class/school until the outstanding fee is fully paid.

I understand that the school will withhold all documents and items belonging to my child, and will not complete any correspondence on his/her behalf, until all outstanding fees are cleared.

\_\_\_\_\_  
Parent/s name and signature

\_\_\_\_\_  
Authorized Officer's signature

Date \_\_\_\_\_

# Junior World

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## **PAYMENT AGREEMENT:** For \_\_\_\_\_

**The school fee is collected on a term basis and should be paid before or by the 1<sup>st</sup> school day of each term. There will be a penalty-charge on late fee payment.**

Other payment plans are available, for convenience only. Hence, a "change of payment period" may be requested at any time during the child's enrollment. However, if the plan is changed, the fee will be recalculated to ensure that the full amount expected by the school is received and accounted for.

I understand that the school fee must be paid even when my child is absent; as the space for my child is reserved and cannot be given away once he/she is still enrolled. A term's notice must be given if I am removing my child from the centre and funds must be paid for that term.

I further agree that all fees (including activities, meals and tuition) must be paid in advance or by the due date. Failure to do so will attract a penalty of 10% on the outstanding balance plus any other associated collections and/or legal fees attached as a result of my fees become a bad debt.

I am aware that my outstanding balance will be turned over to a debt collector if the school is not able to collect it on its own, and that their charges will be added to my balance.

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I understand that the school will withhold all documents and items belonging to my child, and will not complete any correspondence on his/her behalf, until all outstanding fees are cleared.

\_\_\_\_\_  
Parent/s name and signature

\_\_\_\_\_  
Authorized Officer's signature

Date \_\_\_\_\_