



The British School

Caroline Drumm
Principal

P.O. Box 566, Jhamsikhel, Patan
Kathmandu, Nepal

17th September 2021

Dear Parents and Carers,

Term II 2021/22 Tuition fee

Thank you for your continued support.

The invoice for Term II tuition fees, will follow this letter via a separate email. **The due date for the payment of the fees is: Wednesday 20th October, 2021.**

We continue to rely on the school fees to operate and the quality of your children's education is determined by your support. Please find below, the guidelines for paying the fees:

- For easy identification, please mention your child's name, year group and invoice number while making the payment and forward the payment advice to the Finance Department (finance@tbs.edu.np) once the payment has been made (*NB - if you have more than one child and want to do a single payment then just mentioning one child will allow us to identify you*).
- Please add all applicable bank charges to your transfer and instruct your bank/ financial institution that the entire bank and other applicable charges should be borne by you to avoid any shortfall in the payment of the school fees. In addition, to avoid any exchange rate differences, please ask your bank (including intermediary bank) to remit the fund in UK pounds sterling (GBP). In case of any shortfall in the fee transfer, you will be notified by the Finance Department.
- Parents seeking to make one payment for Term II, Term III and Term IV fees are able to do so (and thus avoiding bank charges for two separate transactions). Please contact the Finance Department for further guidance.
- The option to make the payment via online transfer is still there for the parents willing to do so. Please contact the Finance Department to get the specific instructions.
- Only Nepalese parents who do not have access to a foreign currency account are eligible to pay in local currency (Nepali Rupees). Please seek prior approval from the Finance Department.
- The late payment of tuition fees creates difficulty for us to operate effectively and causes additional administrative expenses. **The due date to clear the fees is before the start of the new term, which is Wednesday 20th October, 2021.** As per our Financial Policy, we

Patron: H.E.The British Ambassador

Telephone: 977-1-5421794, 977-1-5422012, e-mail: tbs@tbs.edu.np website: www.tbskathmandu.org



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will be applying the penalty charge to those who do not settle fees within the due date. Thank you again to those parents and organisations who always help us by settling the invoice promptly. We appreciate it as it helps us focus on your children and their learning rather than on repeating administrative processes.

- The termly invoices are auto generated. Hence, the parents who have already paid the fees for Term II are requested to kindly keep this invoice for your records.
- **If you are facing difficulties in meeting this payment, or would like to apply for a bursary (based on significant financial need), please contact our Business Manager, Mr. Uday Shrestha at: ushrestha@tbs.edu.np. If we receive communication about difficulties in making payments before Wednesday 6th October 2021, the late fees will not be applied.**

Thank you again for your support and please do contact us if we can help you in any way or if you have suggestions to make this process smoother.

Yours sincerely,

TBS Finance Department

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