



The British School

Caroline Drumm
Principal

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

2nd December 2022

Dear Parents and Carers,

Term III 2022/23 Tuition fee

Thank you for your continued support.

The invoice for Term III tuition fees, will follow this letter via a separate email. Even if you have already made the payment for Term III in advance, please keep a copy of the invoice for record. **The due date for the payment of the fees is: Monday 9th January, 2023.**

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.**

- 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. Further, parents are advised to make the payment via online transfer. Please contact the Finance Department to get the specific instructions regarding the bank details and the exchange rate in case of any questions.

- 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 Monday 9th January, 2023.** As per our Financial Policy, we will be applying the penalty charge to those who do not settle fees within the due date. Thank you again to those parents and organizations 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

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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processes.

- There is an option of making an advance payment for the whole year tuition fees as well. This will help parents in avoiding the bank and other applicable charges. Please contact the finance office if you have queries related to this.
- **If you are facing difficulties in meeting this payment, or would like to stagger or defer the payments (based on significant financial need and not exceeding the duration of Term III), please contact our Business Manager, Mr. Uday Shrestha at: ushrestha@tbs.edu.np to work out on the payment plan. If we receive communication about difficulties in making payments before the due date, 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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