



The British School

Caroline Drumm
Principal

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

15th March 2024

Dear Parents and Carers,

Term IV 2023/24 Tuition fee

Thank you for your continued support.

The invoice for Term IV tuition fees will follow this letter via a separate email. **The due date for the payment of the fees is Sunday, 7th April 2024.**

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 make 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 you should bear the entire bank and other applicable charges 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, the Finance Department will notify you and the small shortfall amount can be paid in cash at the finance office.**
- 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 specific instructions including but not limited to bank details, applicable exchange rate, etc.
- 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 Sunday, 7th April 2024.** 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 processes.

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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- If you are facing difficulties in meeting this payment within the due date and would like to stagger or defer the payments (based on significant financial need), please contact our Business Manager, Mr. Uday Shrestha at: ushrestha@tbs.edu.np to work out the payment plan. If we receive communication about difficulties in making payments **before the due date**, the late fees will not be applied.
- **The deadline for providing the formal notice of the withdrawal of your child/children for Term IV is Friday 31st May, 2024. The notice of withdrawal can be provided either by email or written letter to Ms. Manisha Bajracharya at the admission office (mbajracharya@tbs.edu.np). Late notice of withdrawal (or providing no notice) and failure to submit the form or return the school's resources may fully or partially affect refunding the security deposit amount.**

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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