



The British School

Caroline Drumm
Principal

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

27th Sep 2024

Dear Parents and Carers,

Term II 2024/25 Tuition fee

Thank you for your continued support.

You will receive the invoice for the Term II tuition fee via a separate email. **The due date for the payment is Sunday, 20th Oct 2024.**

We continue to rely on the school fees to operate and your timely payment of the school fees is crucial for the quality education we provide. Below are the guidelines for making the payments:

- **Identification:**
Please include your child's name, year group, and invoice number when making the payment. If you have more than one child, mentioning one child will suffice for identification.
- **Bank and Transfer Charges:**
Please ensure you cover all the applicable bank charges to avoid any shortfall in the payment. In addition, please instruct your bank to remit the funds in UK pounds sterling (GBP) to avoid any exchange rate differences. Any shortfall in the fee payment will be notified by the Finance Department and such difference can be paid in cash at the finance office.
- **Local Currency Payments:**
Nepalese parents without access to a foreign currency account can pay in Nepali Rupees. Prior approval from the Finance Department is required. For specific instructions, including bank details and applicable exchange rates, please contact the Finance Department.
- **Payment Confirmation and Queries:**
Please forward payment advice and payment-related queries to the Finance Department at finance@tbs.edu.np.

Late payment of tuition fees affects our operations and incurs additional administrative costs. **The due date to clear the fees is before the start of the second term, which is Sunday, 20th October 2024.** As per our Financial Policy, we will be applying the penalty charge of GBP 2 per day to those who do not settle fees within the due date.

If you are facing difficulties in meeting the payment deadline and would like to stagger or

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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defer the payments due to significant financial need, please contact our Business Manager, Mr. Uday Shrestha at: ushrestha@tbs.edu.np to arrange a payment plan. If you communicate with us before the due date, late fees will not be applied.

The deadline for providing the formal notice of the withdrawal of your child/children for Term II is 15th November 2024. The notice of withdrawal can be sent via email or written letter to Ms Manisha Bajracharya in 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 the refund of the security deposit amount.

Thank you again for your support. Please contact us with any questions or suggestions to make this process smoother.

Yours sincerely,

TBS Finance Department

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